



# AUTHORIZING CALENDAR

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APPLICATION CYCLE, CHARTER REVIEW TEAM,  
CONTRACT NEGOTIATION AND RENEWAL, AND 5-  
YEAR HIGH STAKES REVIEW

# AUTHORIZER'S YEAR-AT-A-GLANCE

## JULY- NOVEMBER

### JULY

- Pre-Opening/Readiness to Open Checklist
- New Charter Site Visits
- Contract Negotiations for New Charter Contracts
- Begin Preparing the Charter Schools Annual Report, if applicable
- Update Charter Contact List with New Information

### AUGUST

- Schedule Charter Visits
- First Charter Principal's Meeting of the Year (District-Specific)
- Prepare for director's meeting in October (District-Specific)
- New charter contracts board approved
- Complete calendar notices for application review team for renewals/5 year reviews/new application reviews
- FACS membership registration due

### SEPTEMBER

- Begin School Improvement Plans for D and F Schools
- Administrative Fee Due
- Annual Financial Audit Due
- Complete Charter Schools Annual Report, if applicable
- CSP Grant Applications Due (Tentative Depending on FLDOE)

### OCTOBER

- Conferences (NACSA, FCSC, etc.)
- 15th - new charters-submit academic achievement goals/2nd year charters submit up to 4 years /all charters report performance against goals annually (per standard contract- district-specific)
- Director's meeting (district-specific)
- Financial concern meetings
- Begin renewal site visits

### NOVEMBER

- Renewal program reviews due
- Begin 5-year site visits and high stakes reviews per contract if applicable
- Projected enrollment for non-high performing charters
- New applicant orientation (district-specific)

# AUTHORIZER'S YEAR-AT-A-GLANCE DECEMBER -MARCH

## DECEMBER

- School improvement plans complete for D and F schools
- Send application timeline and meeting notices to application review team
- If you would like a FACSAs external reviewer, reach out to FACSAs for list of available reviewers.

## JANUARY

- Finalize External Reviewer for Application Review Team
- Conduct Application Review Team training if needed. (This can be a kick-off call that highlights expectations for the team.)
- Update your application collection checklist before February 1.
- Complete Renewal visits and 5 Year High Stakes review visits
- State Accountability Reports Due (Tentative Depending on FLDOE)
- Legislative Session

## FEBRUARY

- February 1st Charter Applications are Due
- Conduct Application Review Team training if needed. (This can be a kick-off call that highlights expectations for the team.)
- Prepare Documentation for Board Approval for Renewals
- Application Reviews

## MARCH

- New Applicant Capacity Interviews
- Final Recommendations for New Applications
- Projected Enrollment due for High Performing Charters
- 1st – Parent Contracts due to District for Approval (Per Standard Contract, District-Specific)
- Renewal, Non-renewal or Terminations Presented to the Board\*

\*FS 1002.33(8)(b)

## AUTHORIZER'S YEAR-AT-A-GLANCE APRIL - JUNE

### APRIL

- Director's Meeting (District-Specific)
- New Applications Approved or Denied at School Board Meeting to Meet 90-Day Timeline w/o Review Extension

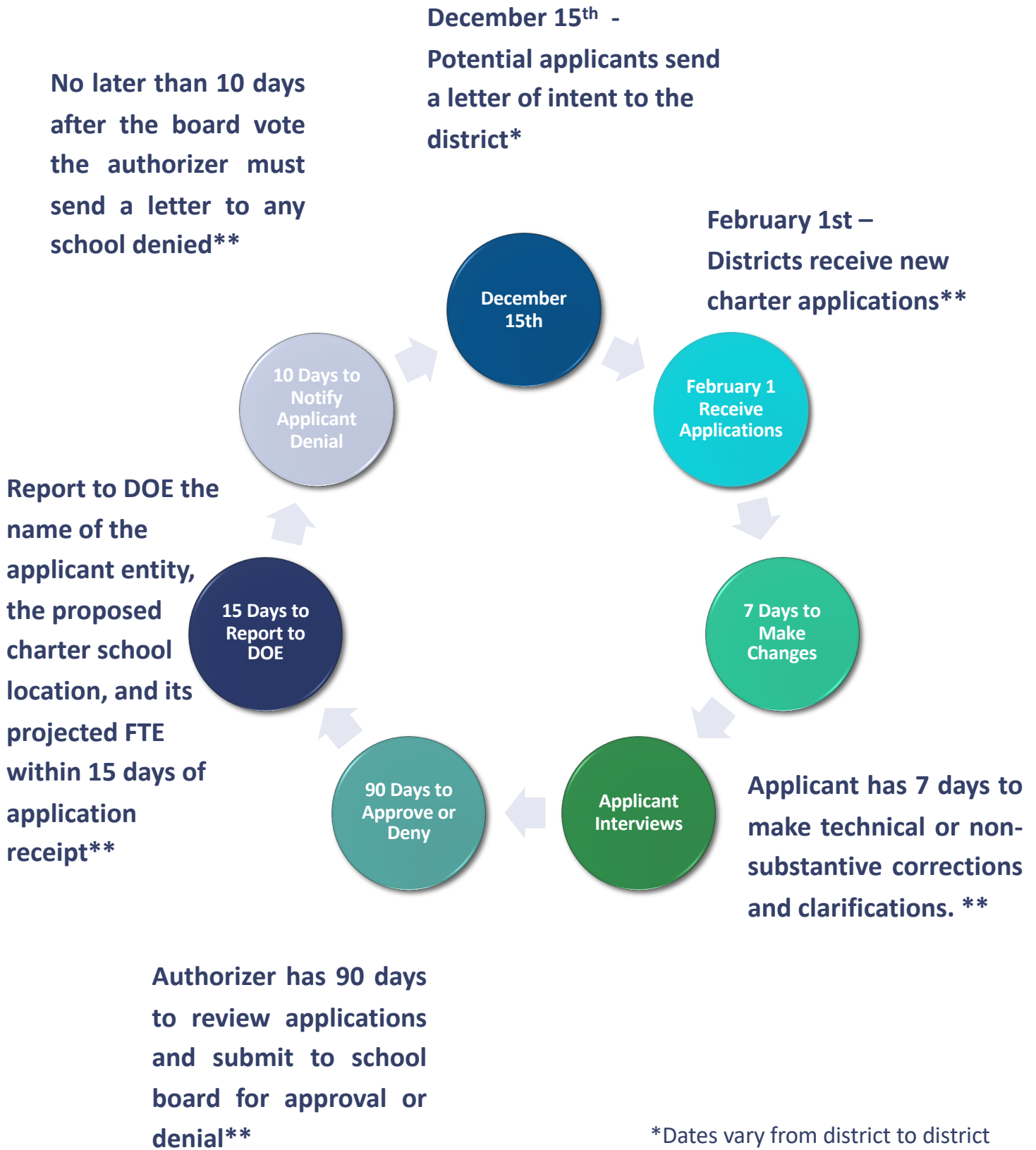
### MAY

- Monitoring visits (District-Specific)
- End of year close out procedures
- Send out intent to renew letters for schools in a renewal cycle
- Send draft contract to applicant if applicable

### JUNE

- Schedule principal's/director's meetings for next school year
- Notify schools of 5 Year High Stakes review and timeline if applicable

# APPLICATION CYCLE



\*Dates vary from district to district

\*\* F.S. 1002.33

# CHARTER REVIEW TEAM

**Purpose:** To review all submitted applications and consider the purpose of charter schools as specified in Section 1002.33(6)(a), Florida Statutes

**Who:** District staff or external stakeholders with expertise in the various content areas of the application

**Responsibilities:**

- To review the applications in accordance with the timelines mandated in Section 1002.33, Florida Statutes

- To participate in clarifying interviews as deemed necessary by the district's charter office

- To provide recommendations on the approval or denial of an application based on statutory requirements

**Review Timeline:** Timeline is mandated by statute however, the range from application receipt to board recommendation is, on average, February 1-May.

## CONTRACT RENEWAL CYCLE

Month	Task
May	<ul style="list-style-type: none"><li>▪ Send Renewal Application documents to renewing schools</li></ul>
November	<ul style="list-style-type: none"><li>▪ Renewal Application is due to Sponsor</li><li>▪ Charter Review Team reviews renewal applications</li></ul>
December/January	<ul style="list-style-type: none"><li>▪ Site visits</li></ul>
January	<ul style="list-style-type: none"><li>▪ Charter Review Team makes recommendation to Superintendent</li></ul>
February	<ul style="list-style-type: none"><li>▪ Renewal goes to Board for vote</li></ul>
Next Business Day	<ul style="list-style-type: none"><li>▪ Notify schools of approval or denial</li></ul>
March	<ul style="list-style-type: none"><li>▪ Begin contract negotiations</li></ul>

\*Dates vary from district to district.

# CONTRACT NEGOTIATIONS

## **New and Renewal Contract Timeline**

Sponsor sends draft contract within 30 days of approval to applicant.

The Applicant and the Sponsor have 40 days to negotiate and notice the charter contract for final approval by the Sponsor unless both parties agree to an extension.

The proposed charter contract shall be provided to the charter school at least 7 calendar days before the date of the meeting at which the charter is scheduled to be voted upon by the Sponsor.

Pursuant to F.S. 1002.33



# 5 YEAR HIGH-STAKES REVIEW

According to the Florida Standard Charter Contract, which must serve as the base of negotiations for all charter agreements in the State of Florida, “The sponsor shall annually evaluate the School on its performance and progress toward meeting the standards and targets included in this contract, including academic achievement goals. **If the term of this contract exceeds five years, the Sponsor shall conduct a High-Stakes Review at least every five years and shall present the findings of the reviews to the governing board of the School.**”

Month	Task
July 1	Notify schools of review process and timeline
November/December	Site visits
January	Review report due to school with recommendations

Pursuant to Standard Contract Language, Section 1 (B)(6)