AUTHORIZING CALENDAR

APPLICATION CYCLE, CHARTER REVIEW TEAM, CONTRACT NEGOTIATION AND RENEWAL, AND 5-YEAR HIGH STAKES REVIEW
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
- FACSA 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)
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 FACSA external reviewer, reach out to FACSA 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)
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

December 15th - Potential applicants send a letter of intent to the district*

February 1st – Districts receive new charter applications**

10 Days to Notify Applicant Denial

Report to DOE the name of the applicant entity, the proposed charter school location, and its projected FTE within 15 days of application receipt**

15 Days to Report to DOE

Authorize has 90 days to review applications and submit to school board for approval or denial**

Applicant has 7 days to make technical or non-substantive corrections and clarifications. **

December 15th

90 Days to Approve or Deny

December 15th - Potential applicants send a letter of intent to the district*

February 1st – Districts receive new charter applications**

7 Days to Make Changes

Applicant Interviews

10 Days to Notify Applicant Denial

No later than 10 days after the board vote the authorizer must send a letter to any school denied**

*Dates vary from district to district
** F.S. 1002.33
**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.
<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
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<tbody>
<tr>
<td>May</td>
<td>▪ Send Renewal Application documents to renewing schools</td>
</tr>
<tr>
<td>November</td>
<td>▪ Renewal Application is due to Sponsor</td>
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<tr>
<td></td>
<td>▪ Charter Review Team reviews renewal applications</td>
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<tr>
<td>December/January</td>
<td>▪ Site visits</td>
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<tr>
<td>January</td>
<td>▪ Charter Review Team makes recommendation to Superintendent</td>
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<tr>
<td>February</td>
<td>▪ Renewal goes to Board for vote</td>
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<tr>
<td>Next Business Day</td>
<td>▪ Notify schools of approval or denial</td>
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<tr>
<td>March</td>
<td>▪ Begin contract negotiations</td>
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*Dates vary from district to district.*
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
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.**”

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<tr>
<td>July 1</td>
<td>Notify schools of review process and timeline</td>
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<tr>
<td>November/December</td>
<td>Site visits</td>
</tr>
<tr>
<td>January</td>
<td>Review report due to school with recommendations</td>
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Pursuant to Standard Contract Language, Section 1 (B)(6)