

Hillsborough County Public Schools  
**CHARTER SCHOOL CONTRACT RENEWAL**  
*Review Criteria Checklist*

The Charter School Contract Renewal Review is part of a formal process followed by the Hillsborough County Charter School Office (CSO) to thoroughly and systematically review the charter school seeking renewal. The renewal review covers the educational program practices, organizational practices and business practices evident at the school site and relevant to Charter School Law and the contract between the Hillsborough County School Board (HCSB) and the Charter School Board. The Review Team comprised of CSO staff, District employees from Human Resources, Curriculum/Instruction, Assessment, Business/Finance, and Federal Programs participate in the site visit process.

**Florida Statute 1002.33(7)(c)1** states, “A charter may be renewed provided that a program review demonstrates that the criteria in paragraph (a) have been successfully accomplished and that none of the grounds for nonrenewal established by paragraph (8)(a) has been documented.”

The criteria that will be reviewed is detailed in the checklist below in order to provide the school guidance in preparing for the contract renewal review process. Please review the **Criteria** and **Review Method** carefully to ensure proper preparation for evidentiary review. The school may provide specific information to reviewers in the **Information for Review Team** column as necessary.

| Criteria   | Review Method Descriptions  | Information for Review Team  | Item Prepared   |
|--|---|--|---|
| Description of the item(s) or information to be reviewed | <b>Reviewed at District:</b> the district already has access to documentation or information related to the criteria and is able to review without additional information from the school.  | This may be used to provide an electronic link to documentation.<br><br>If a change in review method is requested also place that notice here. | ✓<br><br>School will check that criteria is ready for review. |
|  | <b>Observed by Staff:</b> criteria regularly observed by assigned district staff (ESOL/ESE DRT’s, Nurse) Additional information may be requested for the review if staff has not been able to observe criteria fully.   |  |   |
|  | <b>Provide for electronic review:</b> provide documentation/evidence demonstrating the criteria electronically via the district provided electronic file or a school generated file link. *   |  |   |
|  | <b>Prepare for on-site observation &amp; review:</b> for criteria that require <b>physical observation</b> or have physical documentation that is <u>not easily available electronically</u> , review members will conduct an <b>on-site review</b> for this criteria. On-site review will be scheduled during review timeline. * |  |   |
|  | <b>Interview:</b> criteria will be evidenced through interview or an interview may be coupled with documentation to provide a complete review of the criteria. <i>(Interviews will be conducted virtually).</i>   |  |   |

**\*The school shall notify the district by the assigned deadline if any criteria designated as electronic review must be reviewed on-site due to constraints or if items designated as on-site can be made electronically available.**

Reviewers will use the ratings below coupled with the **Charter School Contract Renewal Review Rating Rubric** to evaluate evidence of each criterion during contract renewal.

| Rating                        | Rating Description   | Y/P/N | Review Feedback  |
|-------------------------------|--|-------|--|
| <b>Full Compliance (Y)</b>    | Compliance to criteria is evident through continuous monitoring, review, observation and/or interview.   | X     | Reviewers <b>may provide</b> notes, kudos, or general recommendations.     |
| <b>Partial Compliance (P)</b> | Compliance with <b>some</b> aspects of the criteria are evident through continuous monitoring, review, observation and/or interview, but <b>moderate</b> concerns are noted. | X     | Reviewers <b>will indicate</b> what is required to reach “Full Compliance” |
| <b>Non-Compliance (N)</b>     | Compliance with criteria are evident through continuous monitoring, review, observation and/or interview, <b>significant</b> concerns are noted.                             | X     | Reviewers <b>will indicate</b> what is required to reach “Full Compliance” |
| <b>NA</b>                     | Criteria is unable to be evaluated due to <b>defined</b> reason.   | X     | Reviewers <b>may provide</b> information as necessary.                     |

**The school will be provided reasonable time to resolve evidence of the criteria prior to the renewal of the contract which may require additional review of evidence.**

All ratings given are based on the rating criteria described in the Contract Renewal Review Rubric.

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| <b>REQUIRED REPORTING</b>  |                      |                             |   |   |   |     |  |
|--|----------------------|-----------------------------|---|---|---|-----|--|
| Criteria   | Review Method        | Information for Review Team | Y | P | N | N/A | Review Feedback  |
| a. Student information in the District’s SIS is maintained such that new data, missing data, and data requiring updates are handled in a prompt and timely manner.                               | Reviewed at District |                             |   |   |   |     |  |
| b. Staff responsible for data management attends the District training to ensure accuracy of data. <i>As recommended.</i>  | Reviewed at District |                             |   |   |   |     |  |
| c. Students’ grades are recorded in the District’s SIS for middle and high school students in a timely manner following the end of each grading period.  | Reviewed at District |                             |   |   |   | *   | <i>* Only if Elementary school. No grades recorded in SIS.</i> |
| d. Staffing information is appropriately reported in the Lawson system by required due dates.<br><i>Recommendation: Staff member responsible for Lawson system attends all Lawson trainings.</i> | Reviewed at District |                             |   |   |   |     |  |
| e. Teacher/Leader evaluations are reported in the Lawson system and the administrator’s digital signature is completed in <b>Charters.Link</b> by <b>September 30<sup>th</sup></b> .             | Reviewed at District |                             |   |   |   |     |  |
| f. Attendance (excused/unexcused absences and tardies) is reported/recorded in the District’s SIS, as required.  | Reviewed at District |                             |   |   |   |     |  |
| g. Discipline is reported/recorded in EdConnect, as required.  | Reviewed at District |                             |   |   |   |     |  |
| h. All requested documents are submitted in Charters.Link. <b>Indicate current score.</b> <i>*Additional review will occur throughout the school year.</i>                                       | Reviewed at District |                             |   |   |   |     |  |

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| <b>REQUIRED REPORTING</b>   |  |                             |   |   |   |     |                 |
|---|--|-----------------------------|---|---|---|-----|-----------------|
| Criteria  | Review Method                          | Information for Review Team | Y | P | N | N/A | Review Feedback |
| i. The school’s website is kept in compliance with the following information available to all stakeholders: <ul style="list-style-type: none"> <li>i. School’s academic performance and school grade</li> <li>ii. The names of the governing board members and representative</li> <li>iii. The programs at the school</li> <li>iv. Any management company, service providers or education management corporations associated</li> <li>v. The school’s budget and annual independent fiscal audit</li> <li>vi. Quarterly minutes of governing board meetings</li> <li>vii. Fortify FL Submit Tip Advertising</li> </ul> | Reviewed at District                   |                             |   |   |   |     |                 |
| j. All immunizations records are current and entered into the District’s SIS by October 1 <sup>st</sup> .   | Reviewed at District by Assigned Nurse |                             |   |   |   |     |                 |

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| <b>GOVERNING BOARD</b>   |                      |                             |   |   |   |                 |
|--|----------------------|-----------------------------|---|---|---|-----------------|
| Criteria   | Review Method        | Information for Review Team | Y | P | N | Review Feedback |
| a. Governing Board meeting schedule is up-to-date and posted on the school website.<br><i>Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.</i>                         | Reviewed at District |                             |   |   |   |                 |
| b. Board Meeting agenda and minutes are timely posted on the school website and submitted to Charters.Link.<br><i>Recommendation: Maintain chronologically organized binder that includes board meeting agendas and minutes, dated and signed.</i> | Reviewed at District |                             |   |   |   |                 |
| c. Newly appointed governing board members have been reported to the Charter Office and updated on the school's website; fingerprinting and training completed.  | Reviewed at District |                             |   |   |   |                 |
| d. Board Representative's name and contact information is posted on website and easily accessible.   | Reviewed at District |                             |   |   |   |                 |
| e. At least two public meetings are scheduled to be held <u>in the district</u> during the school year.  | Reviewed at District |                             |   |   |   |                 |
| f. Board contact information provided to stakeholders <b>does not</b> direct parties back to the school.   | Reviewed at District |                             |   |   |   |                 |

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**GOVERNING BOARD**

**Board members will be provided with a survey containing the following questions and should respond to the survey with their input. The results will then be used to guide the interview process with the Charter Schools Office. Any relevant recommendations from the interview will be recorded below.**

|   |                           |  |
|---|---------------------------|--|
| How do you fulfill the mission of the school and assume ultimate responsibility for school and student success?   | Interview based on Survey |  |
| Do you believe you hired the right leader who can manage the school to achieve its goals? Why?  | Interview based on Survey |  |
| Do you collaborate with the school leader each year to establish his/her annual goals, and the academic goals of the school? Explain.                                     | Interview based on Survey |  |
| Do you evaluate the leader each year using a formal and transparent process, and hold him/her accountable for achieving concrete results? Explain.                        | Interview based on Survey |  |
| Do you hold well-run, regularly scheduled strategic meeting?  | Interview based on Survey |  |
| Have you adopted job descriptions for the officers, committees, and board members?  | Interview based on Survey |  |
| How does the board review financial data regularly and carefully, using it to make sound decisions that protect the school's short and long-term sustainability? Explain. | Interview based on Survey |  |
| How does the board approve a budget each year that allocates resources strategically and aligns with the student performance goals of the schools? Explain.               | Interview based on Survey |  |
| How does the board oversee the development, board approval, and regular review of all school and board policies? Explain.   | Interview based on Survey |  |

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| <b>FINANCE</b>  |                               |                             |   |   |   |                 |
|---|-------------------------------|-----------------------------|---|---|---|-----------------|
| Criteria  | Review Method                 | Information for Review Team | Y | P | N | Review Feedback |
| <b>1. Budget Preparation</b>  |                               |                             |   |   |   |                 |
| a. Evidence of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.   | Provide for electronic review |                             |   |   |   |                 |
| b. Evidence that estimates are reasonably accurate.   | Provide for electronic review |                             |   |   |   |                 |
| c. Evidence that budget has been approved by Governing Board and is monitored regularly to safeguard finances. Copy of minutes for the last three (3) years.                                | Provide for electronic review |                             |   |   |   |                 |
| d. Evidence that RedBook is being used. (Copy of chart of accounts)   | Provide for electronic review |                             |   |   |   |                 |
| e. Evidence of original budgets for the last three (3) years. (Actual or copies.)   | Provide for electronic review |                             |   |   |   |                 |
| <b>2. Financial Accounting</b>  |                               |                             |   |   |   |                 |
| a. Evidence of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.   | Reviewed at District          |                             |   |   |   |                 |
| b. Evidence that expenditures do not exceed available resources in each fund. (Maintained adequate cash flow to meet salary and benefit requirements.) (Maintain an adequate fund balance.) | Reviewed at District          |                             |   |   |   |                 |
| c. Evidence that monthly financial statements and budget amendments are filed timely with the District. (Copies for the last three (3) years)   | Reviewed at District          |                             |   |   |   |                 |

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| <b>FINANCE</b>   |                               |                             |   |   |   |                 |
|--|-------------------------------|-----------------------------|---|---|---|-----------------|
| Criteria   | Review Method                 | Information for Review Team | Y | P | N | Review Feedback |
| d. Evidence that annual audit is consistent with GASB 34 requirements and submitted by the required date.  | Reviewed at District          |                             |   |   |   |                 |
| e. Evidence that the internal auditor conducts an interview with the principal to report any findings. A report is then submitted to the Governing Board, the District, and DOE within 14 working days after the interview with the auditor. | Reviewed at District          |                             |   |   |   |                 |
| f. Evidence that the Annual Report includes documentation of charter school's financial status.  | Reviewed at District          |                             |   |   |   |                 |
| g. Evidence of financial accounting policies and procedures. (Copy of and access to procedures manual)   | Provide for electronic review |                             |   |   |   |                 |
| h. Evidence that capital projects allocations are expended in accordance with approved plan. (If applicable.)  | Provide for electronic review |                             |   |   |   |                 |
| i. Established system of accounting for fixed assets in accordance with Rules of the State Chief Financial Officer. (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)                             | Provide for electronic review |                             |   |   |   |                 |
| j. Evidence of a property inventory, records, and asset tags for the last three (3) years. (Copy of inventory procedures.)   | Provide for electronic review |                             |   |   |   |                 |
| k. Evidence of internal controls and proof of Governing Board approval. (Provide minutes.)   | Provide for electronic review |                             |   |   |   |                 |

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|--|---|-----------------------------|---|---|---|-----------------|
| Criteria   | Review Method                             | Information for Review Team | Y | P | N | Review Feedback |
| l. Evidence of payroll warrants or register for the last three (3) years. (Actual or copies for 3 years.)  | Provide for electronic review             |                             |   |   |   |                 |
| m. Evidence of Quarterly Federal Payroll Tax Returns (form 941) or proof of payroll taxes paid the last three (3) years.   | Provide for electronic review             |                             |   |   |   |                 |
| n. Evidence of accounts payable register to include cancelled checks, bank statements and credit card statements for the last three (3) years. (Actual or copies for 3 years)<br>Met financial obligations to all vendors. (Actual or copies of all invoices.)                   | Prepare for on-site observation & review* |                             |   |   |   |                 |
| o. Evidence of payments and receipts for Teacher Lead Funds. (Actual or copies for 3 years.)   | Prepare for on-site observation & review* |                             |   |   |   |                 |
| <b>3. Grants Accounting</b>  |   |                             |   |   |   |                 |
| a. Established grant accounting procedures. (Copy of or access to procedures manual.)  | Provide for electronic review             |                             |   |   |   |                 |
| b. Evidence that grant files are adequately maintained. (Access to grant files.) <i>If applicable.</i><br>i) Grant proposal<br>ii) Correspondence to & from Finance<br>iii) Expenditure records<br>iv) Budget amendments<br>v) Inventory list of equipment<br>vi) Personnel logs | Prepare for on-site observation & review* |                             |   |   |   |                 |

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| <b>FINANCE</b>   |   |                                    |          |          |          |                        |
|--|---|------------------------------------|----------|----------|----------|------------------------|
| <b>Criteria</b>  | <b>Review Method</b>                      | <b>Information for Review Team</b> | <b>Y</b> | <b>P</b> | <b>N</b> | <b>Review Feedback</b> |
| c. Evidence that grant files are maintained three (3) years after the grant period ends. | Prepare for on-site observation & review* |                                    |          |          |          |                        |

\*Documentation may be provided electronically if properly accessible.

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| <b>FACILITIES &amp; OPERATIONS</b>   |                              |                             |   |   |   |     |   |
|--|------------------------------|-----------------------------|---|---|---|-----|---|
| Criteria   | Review Method                | Information for Review Team | Y | P | N | N/A | Review Feedback   |
| a. There are no religious symbols, statues, artifacts, etc. on or about the property and facility where the school operates.<br><i>If school is located in a church facility, religious symbols must be covered while school is in session.</i>                    | On-site observation & review |                             |   |   |   |     |   |
| b. All 3 required health, fire & safety, and sanitation inspections are current and uploaded to <i>Charters.Link (CL)</i> .  | Reviewed at District         |                             |   |   |   |     |   |
| c. Emergency exits and evacuation maps are posted in classrooms, offices and hallways.   | On-site observation & review |                             |   |   |   |     |   |
| d. Evacuation, fire and safety drills are scheduled, conducted and documented in a timely manner and kept on file. <i>Evident in district portal.</i>  | Reviewed at District         |                             |   |   |   |     |   |
| e. Food service facilities are clean, operational, and well maintained.  | On-site observation & review |                             |   |   |   | *   | * Only if no food service provided per initial school design. |
| f. Food service plan is in place including provision of free/reduced priced lunches; healthy food options are available to students.   | On-site observation & review |                             |   |   |   | *   | * Only if food service provided per initial school design.    |
| g. Free and reduced lunch applications are current and on file.  | On-site observation & review |                             |   |   |   | *   | * Only if food service provided per initial school design.    |
| h. Required food service inspection is posted in food service area.  | On-site observation & review |                             |   |   |   |     |   |
| i. Transportation plan is in place, select one: <b>(Use corresponding number for transportation questions that follow)</b><br><b>1.</b> No bussing offered. <b>2.</b> Transportation is contracted with a provider. <b>3.</b> School owns transportation vehicles. |                              |                             |   |   |   |     |   |

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| <b>FACILITIES &amp; OPERATIONS</b>  |                               |                             |   |   |   |     |   |
|---|-------------------------------|-----------------------------|---|---|---|-----|---|
| Criteria  | Review Method                 | Information for Review Team | Y | P | N | N/A | Review Feedback   |
| <b>1.</b> Evidence that transportation is not a barrier to equal access to the charter program. <b>Transportation plan is documented in handbook or parent contract.</b>  | Provide for electronic review |                             |   |   |   |     |   |
| <b>2.</b> A transportation agreement is on file if services are contracted.   | Provide for electronic review |                             |   |   |   | *   | *Only if no busing utilized or buses are owned by the school. |
| <b>2 and 3.</b> Buses contracted by the school or owned by the school that are used to transport students are inspected and maintained <b>every 30 days by a certified inspector.</b>   | Provide for electronic review |                             |   |   |   | *   | *Only if no busing utilized.                                  |
| <b>2. and 3.</b> Bus evacuation drills occur biannually. <i>If managed by bus company, school should maintain copies of drill completions on site. Upload each drill to Charters.Link (CL) by September and February due dates.</i> | Reviewed at District          |                             |   |   |   | *   | *Only if no busing utilized.                                  |
| <b>2. and 3.</b> Evidence that any vehicle owned or leased by the school and used to transport students is an approved vehicle and properly insured. If it is a bus, evidence of driver certification is required.                  | Provide for electronic review |                             |   |   |   | *   | *Only if no busing utilized.                                  |
| <b>2. and 3.</b> School has information on file regarding all students transported by bus or van that includes emergency contact information. <i>(As applicable)</i>  | Provide for electronic review |                             |   |   |   | *   | *Only if no busing utilized.                                  |

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| <b>RECORDS &amp; COMMUNICATION</b>   |  |                             |   |   |   |                 |
|--|--|-----------------------------|---|---|---|-----------------|
| Criteria   | Review Method                              | Information for Review Team | Y | P | N | Review Feedback |
| a. Application process does not create a barrier or inequitable opportunity to access the school. <i>Provide copy of application form.</i>   | Provide for electronic review              |                             |   |   |   |                 |
| b. Lottery process and documentation are publicly available on the school's website.   | Reviewed at District                       |                             |   |   |   |                 |
| c. Enrollment/Registration procedures are clear and consistent and follow state statute; and include the Home Language Survey (HLS) and Date of Entry into the US School. (DEUSS). <i>Provide copy of registration form.</i>   | Provide for electronic review              |                             |   |   |   |                 |
| d. Cumulative records are in a secure location, locked in a fireproof cabinet/room; are maintained in an orderly manner for each student and accessible to staff.<br><i>Recommendation: Organize student records according to the Cumulative Folder Checklist (SB87100) to ensure accurate record keeping.</i> | On-site observation & review               |                             |   |   |   |                 |
| e. Parent notification policy is in place to keep parents informed of student progress, programs, testing dates, attendance, the availability of academic assistance, the student code of conduct, teacher qualification, contacting the governing board and board meeting schedule/notices.                   | Provide for electronic review<br>Interview |                             |   |   |   |                 |
| f. Auditable attendance documents, including withdrawal forms for middle and high school students, are established and maintained in an organized manner.  | On-site observation & review               |                             |   |   |   |                 |

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| <b>RECORDS &amp; COMMUNICATION</b>  |                            |                             |   |   |   |                 |
|---|----------------------------|-----------------------------|---|---|---|-----------------|
| Criteria  | Review Method              | Information for Review Team | Y | P | N | Review Feedback |
| g. Health services are managed appropriately, including the administering of medication. <i>Refer to the first 5 sections of the Charter Health Services Checklist.</i> | Observed by District Nurse |                             |   |   |   |                 |
| h. Cumulative health records are maintained for each student, including immunization certification and school health exam.  | Observed by District Nurse |                             |   |   |   |                 |

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**SCHOOL-PARENT/GUARDIAN COMMUNICATION**

| Criteria  | Review Method  | YES % | NO % | Review Feedback |
|---|----------------|-------|------|-----------------|
| <b>The following information will be obtained via anonymous parent survey. Survey response percentages will be reported in the response option columns for informational purposes only. Ratings do not apply.</b>   |                |       |      |                 |
| As a parent or guardian, do you use your charter school's website or mobile app? Yes or No.   | Survey Results |       |      |                 |
| As a parent or guardian, do you find the website is user friendly and provides the information you need? Yes or No.   | Survey Results |       |      |                 |
| As a parent or guardian, have you received a copy or been given access to the Parent/Student Handbook? Yes or No.   | Survey Results |       |      |                 |
| As a parent or guardian, are you aware of the school's adopted Code of Conduct? Yes or No.  | Survey Results |       |      |                 |
| As a parent or guardian, has your charter school given you information about student achievement and promotion requirements (including mandatory retention in 3 <sup>rd</sup> grade, graduation requirements, and diploma options, as applicable)? Yes or No. | Survey Results |       |      |                 |
| As a parent or guardian, does your charter school keep you informed of your student's attendance? Yes or No.  | Survey Results |       |      |                 |
| As a parent or guardian, does your school keep you informed of your student's progress including mid-term reports, student programs, testing dates and the availability of academic assistance or tutoring? Yes or No.  | Survey Results |       |      |                 |
| As a parent or guardian, is the charter school's administration responsive to your communication or requests? Yes or No.  | Survey Results |       |      |                 |
| As a parent or guardian, do you know how to contact your charter school's Governing Board in case of grievance? Yes or No.  | Survey Results |       |      |                 |

\*School Social Worker will survey a random selection of parents/guardians to determine their knowledge of the above items for informational purposes only; ratings do not apply.

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| <b>EXCEPTIONAL STUDENT EDUCATION (ESE)</b>  |  |                             |   |   |   |     |  |
|---|--|-----------------------------|---|---|---|-----|--|
| <b>Review will be conducted by ESE DRTs through observation, interview, and document review ON SITE for all ESE related criteria</b>  |  |                             |   |   |   |     |  |
| Criteria  | Review Method  | Information for Review Team | Y | P | N | N/A | Review Feedback  |
| <b>GIFTED SERVICES</b>  |  |                             |   |   |   |     |  |
| a. Evidence that the school follows the District’s Special Programs and Procedures document related to CST. (Screening, correct cut-off scores, correct permission signed, etc.)  | Observed by School Psychologist  |                             |   |   |   |     |  |
| b. Evidence that the school follows the District’s Special Programs and Procedures document related to eligibility meetings to ensure meetings are held within a reasonable amount of time after all evaluations are completed. | Review Eligibility paper work – random samples   |                             |   |   |   |     |  |
| c. Evidence that the school follows the District’s Special Programs and Procedures document to develop EP plans.  | Review random samples of EP’s  |                             |   |   |   | *   | * Only if there are no gifted students at the school.  |
| d. Educational Plans (EP) are current and compliant.  | Updated rosters / review of random samples of EP’s   |                             |   |   |   | *   | * Only if there are no gifted students at the school.  |
| e. Gifted services match the EP and are delivered by a certified gifted teacher.  | Review-Teacher certification records, gifted schedules and gifted teacher’s notes of services provided |                             |   |   |   | *   | * Only if there are no gifted students at the school.<br><br>___% of gifted students on consult<br><br>___% of gifted students receiving direct services |
| f. Gifted Teachers have completed identified EP trainings.  | Review in-service records  |                             |   |   |   | *   | * Only if there are no gifted students at the school.  |
| g. Gifted Teacher has gifted endorsement.   | Review - Teacher certification records   |                             |   |   |   | *   | * Only if there are no gifted students at the school.  |

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| <b>ESE SERVICES</b>  |  |                                    |          |          |          |                        |
|--|--|------------------------------------|----------|----------|----------|------------------------|
| <b>Criteria</b>  | <b>Review Method</b>   | <b>Information for Review Team</b> | <b>Y</b> | <b>P</b> | <b>N</b> | <b>Review Feedback</b> |
| a. Evidence that the school follows the District's Special Programs and Procedures pertaining to the completeness & timeliness of Prior Parent Notification (PPN).   | Review Random sample of PPN's  |                                    |          |          |          |                        |
| b. Evidence that the school follows the District's Special Programs and Procedures related to providing Procedural Safeguards. Procedural Safeguards are/were provided and explained to parent as outlined (annual review, evaluation, significant discipline and per parent request). | Observed by ESE DRT  |                                    |          |          |          |                        |
| c. Evidence that the school follows the District's Special Programs and Procedures related to eligibility meetings. Eligibility meetings are scheduled within best practice guidelines and all documents are properly drafted prior to holding the meeting.                            | Preview/ Review staffing document and Eligibility paperwork                            |                                    |          |          |          |                        |
| d. Appropriate original documentation and forms are filed in the ESE folder housed in the cumulative record.   | Review random samples of ESE files/folders   |                                    |          |          |          |                        |
| e. All student information is updated in District's SIS. <i>Reminder: J-screens must be revised &amp; current (Eligibility, FBA, Matrix, Transition Consent, etc.)</i>   | Review ESE targeted roster(s) & ESE files  |                                    |          |          |          |                        |
| f. IEPs are current and compliant.   | Review ESE targeted roster(s) & ESE files<br>Review of teacher and student schedules , |                                    |          |          |          |                        |

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| ESE SERVICES  |  |                             |   |   |   |                 |
|---|--|-----------------------------|---|---|---|-----------------|
| Criteria  | Review Method  | Information for Review Team | Y | P | N | Review Feedback |
|   | review teacher logs  |                             |   |   |   |                 |
| g. ESE Personnel have completed the two required, mandatory trainings: IEP training and Matrix training. <i>The monthly ESE meetings/trainings are highly recommended.</i>  | Review ESE teacher(s) in-service records   |                             |   |   |   |                 |
| h. General education teachers are implementing and documenting the use of accommodations noted on the IEP.  | Review teacher evidence of use of accommodations   |                             |   |   |   |                 |
| i. General education teachers are participants in IEP meetings (providing planning notes, advising on Present Level statements, providing input related to goals, services, and accommodations, etc.)                   | DRT observation and random records review  |                             |   |   |   |                 |
| j. Required three year reevaluations are completed on or before the due date.   | Review targeted roster and DRT observations  |                             |   |   |   |                 |
| k. ESE students are placed in the Least Restrictive Environment (LRE) according to their IEP's. <i>Service delivery models implemented at the school aligns with the level of service indicated in the application.</i> | Review teacher and student schedule(s)   |                             |   |   |   |                 |
| l. ESE & related services are being delivered as outlined in the student's current IEP. (SIS & documentation logs indicating dates, times & goals addressed, as well as progress monitoring data)                       | Review - SIS & documentation logs indicating dates, times & goals addressed, as well as progress monitoring data |                             |   |   |   |                 |

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| <b>ESE SERVICES</b>  |  |                                    |          |          |          |                        |
|--|--|------------------------------------|----------|----------|----------|------------------------|
| <b>Criteria</b>  | <b>Review Method</b>   | <b>Information for Review Team</b> | <b>Y</b> | <b>P</b> | <b>N</b> | <b>Review Feedback</b> |
| m. ESE Documentation is distributed to all relevant parties, filed in the cumulative folder and sent to central files. | DRT observation & random sample of ESE folder review                   |                                    |          |          |          |                        |
| n. The Matrix is completed/updated after each IEP meeting by trained personnel.  | Observed by ESE DRT and Random sample of records review of ESE folders |                                    |          |          |          |                        |
| o. The process for students transferring from out-of-state and out-of-county is followed.                              | Preview-review of transferring documents                               |                                    |          |          |          |                        |

| <b>504 SERVICES</b>   |   |                                    |          |          |          |                        |
|---|---|------------------------------------|----------|----------|----------|------------------------|
| <b>Criteria</b>   | <b>Review Method</b>                                  | <b>Information for Review Team</b> | <b>Y</b> | <b>P</b> | <b>N</b> | <b>Review Feedback</b> |
| a. Evidence that the school follows the District's 504 Procedures regarding evaluations, including the provision that 504 meetings are held within 30-days of receipt of request. | Random 504 sample reviews housed in cumulative folder |                                    |          |          |          |                        |
| b. Evidence that initial eligibility meetings are held and the plan is developed (if applicable).   | Random 504 sample reviews housed in cumulative folder |                                    |          |          |          |                        |
| c. 504 documents are filed in the cumulative folder.  | Random 504 sample reviews housed in cumulative folder |                                    |          |          |          |                        |

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| <b>504 SERVICES</b>   |   |                                    |          |          |          |                        |
|---|---|------------------------------------|----------|----------|----------|------------------------|
| <b>Criteria</b>   | <b>Review Method</b>  | <b>Information for Review Team</b> | <b>Y</b> | <b>P</b> | <b>N</b> | <b>Review Feedback</b> |
| d. 504 Personnel have completed required District 504 trainings.  | Review 504 chair in-service records   |                                    |          |          |          |                        |
| e. 504 Plans are current and compliant.   | Random 504 sample reviews and teacher documentation supporting implementation |                                    |          |          |          |                        |
| f. General education teachers are implementing and documenting use of accommodations noted on the 504 Plan. | Review teacher evidence of use of accommodations                              |                                    |          |          |          |                        |
| g. Student information is updated in District's SIS. Q-screens are current.                                 | Review 504 targeted roster  |                                    |          |          |          |                        |

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**ENGLISH LANGUAGE LEARNERS (ELL) SERVICES**

**Review methods are subject to change as ESOL DRT will conduct preliminary review based on history and work experience with school. School will be notified by established due date if electronic submission or on-site review method is added to any given criteria.**

| Criteria   | Review Method        | Information for Review Team | Y | P | N | N<br>A | Review Feedback                            |
|--|----------------------|-----------------------------|---|---|---|--------|--|
| <b>a. School has written enrollment procedures in place and followed which assures:</b><br>a) The Home Language Survey (HLS) is completed;<br>b) HLS Reviewed for accuracy and any “yes” responses;<br>c) HLS provided to school’s ESOL personnel for review—in a timely manner.<br>d) DP codes all students new to SDHC with “yes” responses on the HLS as “LP” in the SIS.   | Reviewed at District |                             |   |   |   |        |  |
| <b>b. Potential ELL students are screened for entry into the ESOL program within 20 school days of enrollment in accordance with timelines written in Florida Rule 6A-6.0902 - Requirements for Identification, Eligibility, and Programmatic Assessments of English Language Learners.</b>  | Reviewed at District |                             |   |   |   |        |  |
| <b>c. All ELL Student Plans have been updated by October 1<sup>st</sup> of each school year, printed, and signed by Date Certain for <u>ALL</u> LY students, as well as newly designated LF students.</b>  | Observed by ELL DRT  |                             |   |   |   | *      | *Only if there are not ELLs at the school. |
| <b>d. ELL students with a Date Entered US School (DEUSS) of three or more years have had a meeting with the ELL Committee, with the parent invited, and the meeting was finalized in the Ellevation platform. This must be completed within the required period to determine whether student exits or remains in program.</b><br><b>The following criteria must be discussed and included in written committee meeting notes:</b><br><i>Continues on next page</i> | Reviewed at District |                             |   |   |   |        |  |

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| <b>ENGLISH LANGUAGE LEARNERS (ELL) SERVICES</b>  |                      |                             |   |   |   |     |  |
|--|----------------------|-----------------------------|---|---|---|-----|--|
| Criteria   | Review Method        | Information for Review Team | Y | P | N | N/A | Review Feedback                            |
| <b>d. <i>Continued</i></b><br><b>1.</b> Test scores from State Mandated Assessments (FSA) and test scores from a Language Proficiency Assessment (ACCESS or MODEL) and...<br><b>2.</b> At least <b>two</b> of the following:<br>a) Extent and nature of prior educational or academic experience, social experience, and a student interview;<br>b) Written recommendation and observation by current and previous instructional and supportive services staff;<br>c) Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards;<br>d) Grades from the current or previous years;<br>e) Test results other than subparagraph (2)(a)1. or 2. of this rule. | Reviewed at District |                             |   |   |   | *   | *Only if there are not ELLs at the school. |
| e. All Student Meeting Report documents are printed and signed on the day of the committee meeting.  | Observed by ELL DRT  |                             |   |   |   | *   | *Only if there are not ELLs at the school. |
| f. All required original documents are housed in the ELL records folder with copies of all documents kept in a resource (backup) file.   | Observed by ESOL DRT |                             |   |   |   | *   | *Only if there are not ELLs at the school. |
| g. All student ELL information has been correctly entered and updated in the District's SIS by Date Certain for FTE Surveys 2 & 3.   | Observed by ESOL DRT |                             |   |   |   | *   | *Only if there are not ELLs at the school. |
| h. School has held two (2) parent involvement opportunities specifically for parents of ELL students; 1 meeting required per semester.   | Observed by ESOL DRT |                             |   |   |   | *   | *Only if there are not ELLs at the school. |

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| <b>ENGLISH LANGUAGE LEARNERS (ELL) SERVICES</b>  |                                 |                             |   |   |   |        |  |
|--|---------------------------------|-----------------------------|---|---|---|--------|--|
| Criteria   | Review Method                   | Information for Review Team | Y | P | N | N<br>A | Review Feedback                            |
| i. ELL Strategy Checklists are provided to teachers of ELL students and available with lesson plans for review.  | Observed by ESOL DRT/ Interview |                             |   |   |   | *      | *Only if there are not ELLs at the school. |
| j. Monitoring of LF students is completed at the appropriate time, per the schedule provided in Programmatic Handbook, and based on student's exit date. Dates are visible in the Ellevation platform with data correctly entered into the District's SIS. | Reviewed at District            |                             |   |   |   | *      | *Only if there are not ELLs at the school. |
| k. The ELL Committee meets to discuss ELL student retentions as evidenced in the Ellevation platform.  | Reviewed at District            |                             |   |   |   | *      | *Only if there are not ELLs at the school. |
| l. School leader is aware of District's ELL compliance timeline and provides follow-up with school's ELL personnel to ensure all compliance items are completed on time.   | Interview                       |                             |   |   |   | *      | *Only if there are not ELLs at the school. |
| m. Assigned ELL school personnel attends the ELL trainings provided by the charter office to ensure accuracy and compliance. <i>As recommended.</i>  | Provide for electronic review   |                             |   |   |   | *      | *Only if there are not ELLs at the school. |

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| <b>CURRICULUM &amp; TEACHING</b>   |  |  |   |   |   |                 |
|--|--|--|---|---|---|-----------------|
| Criteria   | Review Method                              | Information for Review Team  | Y | P | N | Review Feedback |
| a. A research-based reading program is being implemented as designed on a consistent basis for reading interventions/intensive reading for Level 1 and 2 students.   | Provide for electronic review<br>Interview |  |   |   |   |                 |
| b. Research-based supplemental reading intervention materials are being used to support the reading program.   | Provide for electronic review              |  |   |   |   |                 |
| c. A research-based core ELA program is being implemented on a consistent basis that aligns to Florida Standards and the FLDOE instructional materials adoption list.  | Provide for electronic review              |  |   |   |   |                 |
| d. Reading intervention teachers are reading certified or reading endorsed. Administrator has a plan in place for how to manage this requirement at the school.  | Provide for electronic review<br>Interview |  |   |   |   |                 |
| e. Evidence that professional development opportunities are made available to teachers and are in alignment with the schools continuous improvement needs.<br><i>Provide list of school's continuous improvement need. PD schedule, agendas, inservice records, etc.</i> | Provide for electronic review<br>Interview |  |   |   |   |                 |
| <b>Lesson Plan Review Look Fors:</b>   |  | <b>Electronically provide a sampling of 10 lesson plans covering varying grade levels and subject areas.</b> |   |   |   |                 |
| f. Subject areas and grade levels clearly identified in the lesson plans.  |  |  |   |   |   |                 |
| g. Delivery method the teacher will use to meet the instructional target is clearly identified in the lesson plan. Lessons are targeted to Florida Standards and specific student objectives.  |  |  |   |   |   |                 |
| h. ESOL strategies and accommodations are clearly identified in the lesson plans, and by lesson.   |  |  |   |   |   |                 |
| i. ESE and/or 504 accommodations are clearly identified in the lesson plans and identified by student.   |  |  |   |   |   |                 |

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| <b>CURRICULUM &amp; TEACHING</b>  |  |                             |   |   |   |                 |
|---|--|-----------------------------|---|---|---|-----------------|
| Criteria  | Review Method                              | Information for Review Team | Y | P | N | Review Feedback |
| j. Instruction is differentiated (based on data) to meet the needs of all students, both whole and small groupings. Differentiated instructional strategies (whole vs. small group) are clearly identified in the lesson plans. |  |                             |   |   |   |                 |
| k. FSA ELA Level 1 and 2 students are receiving the required reading intervention to meet their specific needs. Instructional time is identified in the school's master schedule.   | Provide for electronic review.             |                             |   |   |   |                 |
| <b>MTSS Review Look-Fors:</b>   |  |                             |   |   |   |                 |
| l. A Problem Solving Leadership Team (PSLT) is conducting data analysis, analyzing progress monitoring reports, and providing meeting discussion notes.   | Provide for electronic review              |                             |   |   |   |                 |
| m. Multi-tiered Systems of Support (MTSS) are in place to support students requiring interventions in academics, attendance, and behavior.  | Provide for electronic review<br>Interview |                             |   |   |   |                 |
| n. The school utilizes relevant data, including FSA ELA & Math results and universal screening data, to identify students in need of Tier II supplemental and Tier III intensive interventions.                                 | Provide for electronic review              |                             |   |   |   |                 |
| o. Evidence of scheduled Tier II and Tier III intensive interventions occurring on a consistent basis.  | Provide for electronic review              |                             |   |   |   |                 |
| p. The school has implemented a process to track and monitor student retentions (current year retainees and students retained two or more times).   | Provide for electronic review              |                             |   |   |   |                 |
| q. Evidence of a course recovery/grade forgiveness process.   | Provide for electronic review              |                             |   |   |   |                 |

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| <b>ASSESSMENT</b>   |  |  |   |   |   |  |
|---|--|--|---|---|---|--|
| Criteria  | Review Method                              | Information for Review Team  | Y | P | N | Review Feedback  |
| a. Students participate in all age appropriate state assessments. <i>(percentage of students tested)</i>  | Reviewed at District                       |  |   |   |   | Check off all <b>state-required</b> assessments are participated in:<br>___ FLKRS-STAR (K Only)<br>___ FSA<br>___ EOC<br>___ NGSSS Science<br>___ Other: _____ |
| b. There is a designated state certified test coordinator who attends required District meetings.   | Reviewed at District                       | <b>Provide the name of the staff member who attends:</b>   |   |   |   | <b>Confirm name provided does attend trainings.</b>  |
| c. Evidence of a school-wide assessment plan that includes baseline, progress monitoring, formatives, and summative assessments for all grade levels, including a norm-referenced test (NRT) for grades 1 and 2 as applicable, and assesses all students periodically throughout the school year. | Provide for electronic review<br>Interview | Check off and/or name assessments/subjects/grades utilized by the school and designate NRT for grades 1 & 2 with <b>bold</b> (as appropriate):<br>___ iReady:<br>___ NWEA-MAP:<br>___ Istation:<br>___ USA Test Prep:<br>___ IXL:<br>___ Performance Matters:<br>___ EasyCBM:<br>___ FAIR-FS<br>___ ACT<br>___ SAT<br>___ PERT<br>___ Industry Certification<br>___ Others (list): |   |   |   |  |
| d. Evidence that staff receives training in test administration (sign-ins/agendas, maintained record of security agreements).   | Provide for electronic review              |  |   |   |   |  |

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| <b>HUMAN RESOURCES/CERTIFICATION</b>  |  |                             |   |   |   |        |   |
|---|--|-----------------------------|---|---|---|--------|---|
| Criteria  | Review Method                            | Information for Review Team | Y | P | N | N<br>A | Review Feedback                                 |
| a. Policies and procedures for the appointment, compensation, promotion, suspension and dismissal of employees are documented and approved by the Governing Board. (Evidenced in minutes).  | Provide for electronic review            |                             |   |   |   |        |   |
| b. Out of field teachers have been approved by the District and the charter school board and have been communicated to parents by October and February FTE. (Out-of-field letters).   | Provide for electronic review            |                             |   |   |   | *      | *Only if school has zero Out of Field teachers. |
| c. A complete list of charter school employees is available and includes the employee's name and job assignment(s).   | Prepare for on-site review               |                             |   |   |   |        |   |
| d. Personnel files are maintained appropriately including copies of the following documents, preferably in this order:<br>i. Copy of Employment Application<br>ii. Copy of Employment Contract<br>iii. Job description<br>iv. Proof of Fingerprints on file<br>v. Copy of college transcripts<br>vi. Copy of teaching certificate/license<br>vii. Initial Processing Record for all teachers<br>viii. Copy of I-9 & W-4<br>ix. Copy of ID<br>x. Evaluations<br>xi. Proof of ESOL Requirement/Compliance<br>xii. Copy of Agreement to Earn (if applicable) | Prepare for on-site observation & review |                             |   |   |   |        |   |

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**HUMAN RESOURCES/CERTIFICATION**

**School Provides the Following Teacher Data for the current school year:**

|  |  |
|--|--|
| Total Number of Classroom Teaching Positions at the School:                                  |  |
| Number of certified teachers in the content area they teach or hold valid Agreement to Earn: |  |
| Number of substitute teachers with assigned class rosters:                                   |  |

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| <b>TITLE I COMPLIANCE</b>   |                      |                             |   |   |   |                 |
|---|----------------------|-----------------------------|---|---|---|-----------------|
| <i>(Section will be removed if not applicable)</i>  |                      |                             |   |   |   |                 |
| Criteria  | Review Method*       | Information for Review Team | F | P | N | Review Feedback |
| a. There is a Comprehensive Needs Assessment along with a school wide plan or school improvement plan with corresponding peer review on file.                             | Reviewed at District |                             |   |   |   |                 |
| b. Title I compliance activities and documents have been uploaded monthly.  | Reviewed at District |                             |   |   |   |                 |
| c. Title I funds are requested monthly for personnel reimbursement.   | Reviewed at District |                             |   |   |   |                 |
| d. There is evidence that the Title I budget is reviewed regularly.   | Reviewed at District |                             |   |   |   |                 |
| e. The Title I grant request system is accessed and prior approval is received before expenditures are made.  | Reviewed at District |                             |   |   |   |                 |
| f. There is evidence of ongoing scientifically research-based professional development.   | Reviewed at District |                             |   |   |   |                 |
| g. There is evidence of family involvement training activities.   | Reviewed at District |                             |   |   |   |                 |
| h. There is evidence that the Title I parent family engagement plan (PFEP) and parent-school compact was developed with parental input and distributed in their language. | Reviewed at District |                             |   |   |   |                 |
| i. There is evidence of compliance regarding Parents' Right to Know and Parents' Right to Review notifications (ie: professional qualifications, timely information).     | Reviewed at District |                             |   |   |   |                 |
| j. Teachers and paraprofessionals are highly qualified. (Principal has signed attestation)  | Reviewed at District |                             |   |   |   |                 |
| k. Parents have access to the Parent Family Engagement Plan and parent resources.   | Reviewed at District |                             |   |   |   |                 |
| l. Federal property inventory is kept up-to-date.   | Reviewed at District |                             |   |   |   |                 |

\*All evidence is monitored throughout the year by the Title I office.