Charter School Connections

Expediting Information and Support

*Especially for Departments of 1
Centralized Location for ALL Charter School Information

Charter School Tile in District Portal
What the District Needs from Charter Schools

Contract & Application
❖ All District departments

State Reporting
❖ Enrmt & Attd
❖ Employees
❖ Courses
❖ ESE & ELL
❖ Immunizations
❖ Discipline

Grants Management
❖ Project & Budget Narratives
❖ RFAs
❖ Assurances

Human Resources
❖ Certification requests
❖ Fingerprinting
❖ Out of Field

Current Employees
❖ HR
❖ PD
❖ State reporting

Charter School Documents
❖ Parent/Student Handbook
❖ Employee Handbook
❖ Pupil Progression Plan
❖ Reading Plan

Renewal & Site Visit Information
❖ Forms
❖ Timelines
❖ Team Information
What the Charter Schools Need from the District

Support with Shared Platforms
- Student information System
- PD
- ELLlevation
- STAR
- Network & District portal

Student Information System
- Enrmt & Attd
- Employees
- Courses
- ESE & ELL
- Immunizations
- Discipline

Renewal & Site Visit Information
- Forms
- Timelines
- Team Information

Student Participation
- Events that require a district participation to move to state
- Contacts
- Guidance

Departmental Information
- Contacts
- Processes
- Recorded Meetings
- Forms and documents

Grants Management
- Award Letters
- Project & Budget Narratives
- FLDOE memos
- RFAs
- Assurances

Employees
- New Hires
- Certification information
- Fingerprinting
- Out of Field Guidance
- Teacher of the Year
- Interns
- PEC

Student Information System
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Contacts
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Award Letters
- Project & Budget Narratives
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New Hires
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Events that require a district participation to move to state
- Contacts
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Network & District portal
All forms are set to “Request”
  - View Only-vs-Editable
  - Shared only with appropriate staff
  - Analyze used/requested docs annually

Share in a “Publish to Web” Format that gives it more of a “web page” look vs a google doc.

Go over any new additions during each Quarterly CS Principal meeting and ask if there is anything they would like to have added.

Anytime we host informational meetings (Grants) I bring it up and show it to them. I also take screenshots and put it in an email to show location of items.

Now we can have working documents
Request for Services

Streamlined System
Past Issues when Charter Schools Needed Quick Support

1. Emails
   - Get lost in the queue
   - Fall off of radar

2. Phone
   - I was out of the office
   - Get lost in the queue
   - Fall off of radar

- Different rules unknown by District and Charter School Staff
- Break in chain of command
- Tasking inappropriate District staff members
- Tapping staff
  - Seeking for “right person”
  - Seeking the “right answer”
- Mystery issues
Getting Started

1. Past Requests
   - Emails
   - Phone Calls
   - Notes/Spreadsheets

2. All Common Needs
   - SIS
   - Professional Learning
   - Portal
   - Network
   - Ellevation
   - Departments

3. Created a Google Form
   - School
   - Person Submitting
   - Contact Information
   - Platform/Dept.
   - Description
   - Upload option

4. Communication
   - District Staff
   - Charter Staff
   - Consistency
Maintenance

● Google Form Spreadsheet
  ○ Set Notifications for immediate
  ○ Set for requestor to get a copy of form submission
  ○ Added a Column for “Submitted” and “Completed”
  ○ Added a Column for my notes

● Passing Requests Along
  ○ Enter District Work Ticket for digital platforms and tech issues
  ○ Send Request to appropriate person/department with subject “Charter School Request for Services”, and ask that they let me know when/how the issue was resolved.
  ○ Check “Submitted” in the form spreadsheet

● Solution Communication
  ○ Email CS Admin or Office staff with subject “Response to Request for Services”
  ○ If it is a solution for a CS teacher, CS admin is asked to share
  ○ Check “Completed” in the form spreadsheet
Trends

Percentage of Requests by School

School A: 82.0%
School B: 12.0%
School C: 6.0%
Lessons Learned

Messaging
-District staff should guide ALL requests back to the form...every...single...time. At the very least forward the message to me.

**Recommunicate at the beginning of each year.

-Only CS admin and office staff fill out the form. When CS teachers reach out, they are guided to me, and I let them know that “this needs to go through your administration”. 
Questions and Suggestions
Thank You!!

January 2022

See you next month