

CLAY COUNTY DISTRICT SCHOOLS

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
- ❖ ELlevation
- ❖ STAR
- ❖ Network & District portal

Student Information System

- ❖ Enrmt & Attd
- ❖ ESE & ELL
- ❖ Employees
- ❖ Immunizations
- ❖ Courses
- ❖ 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

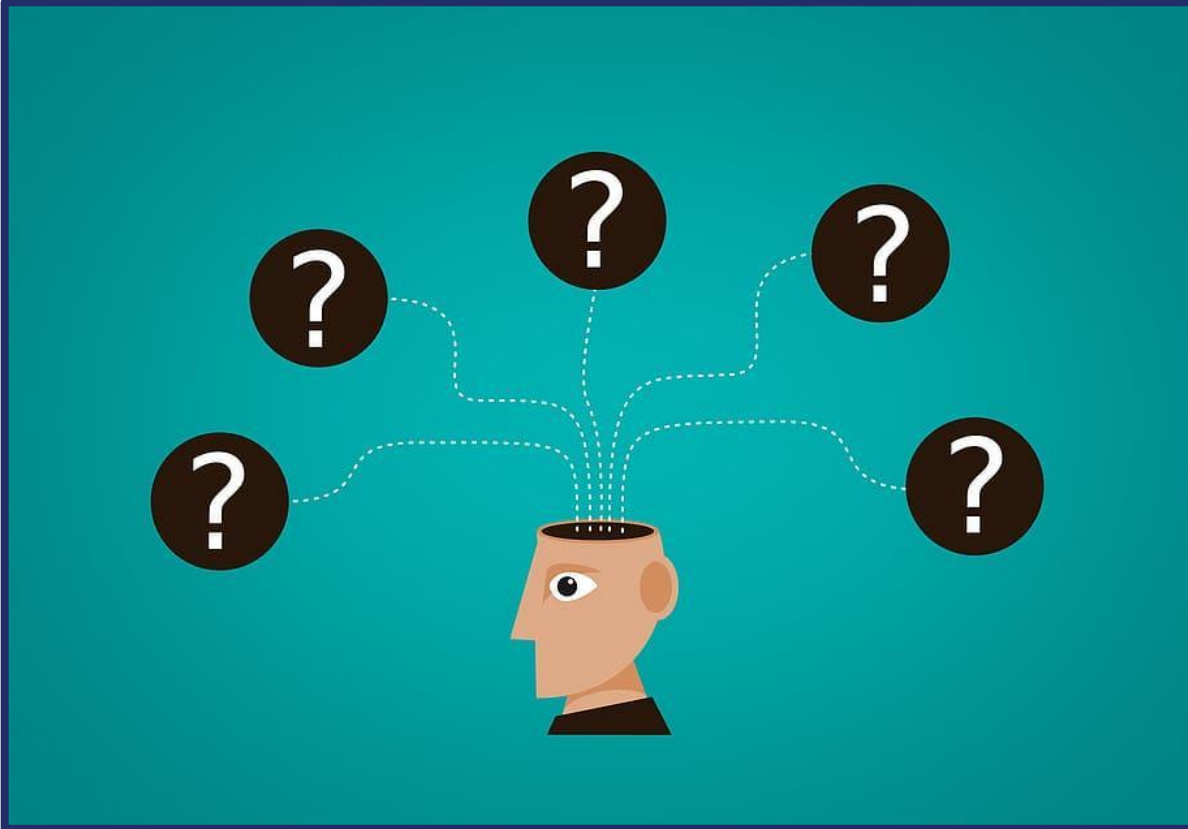
Employees

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

Document Details

- **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**

Questions and Suggestions



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

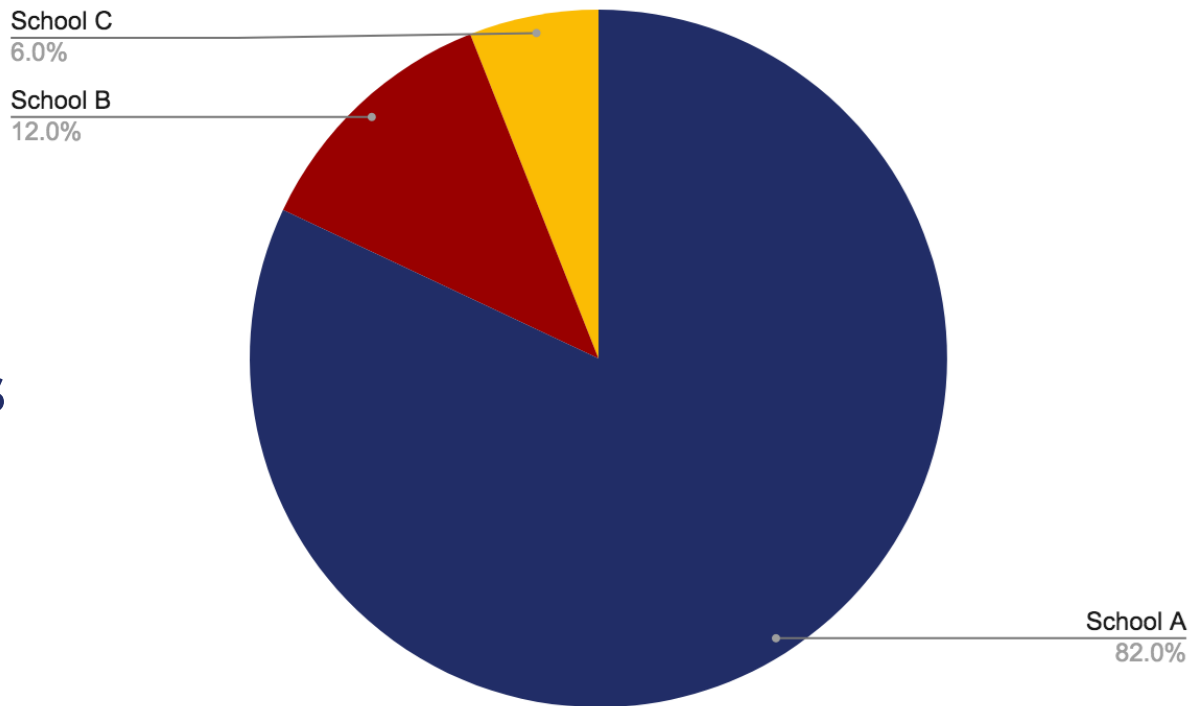
Maintenance



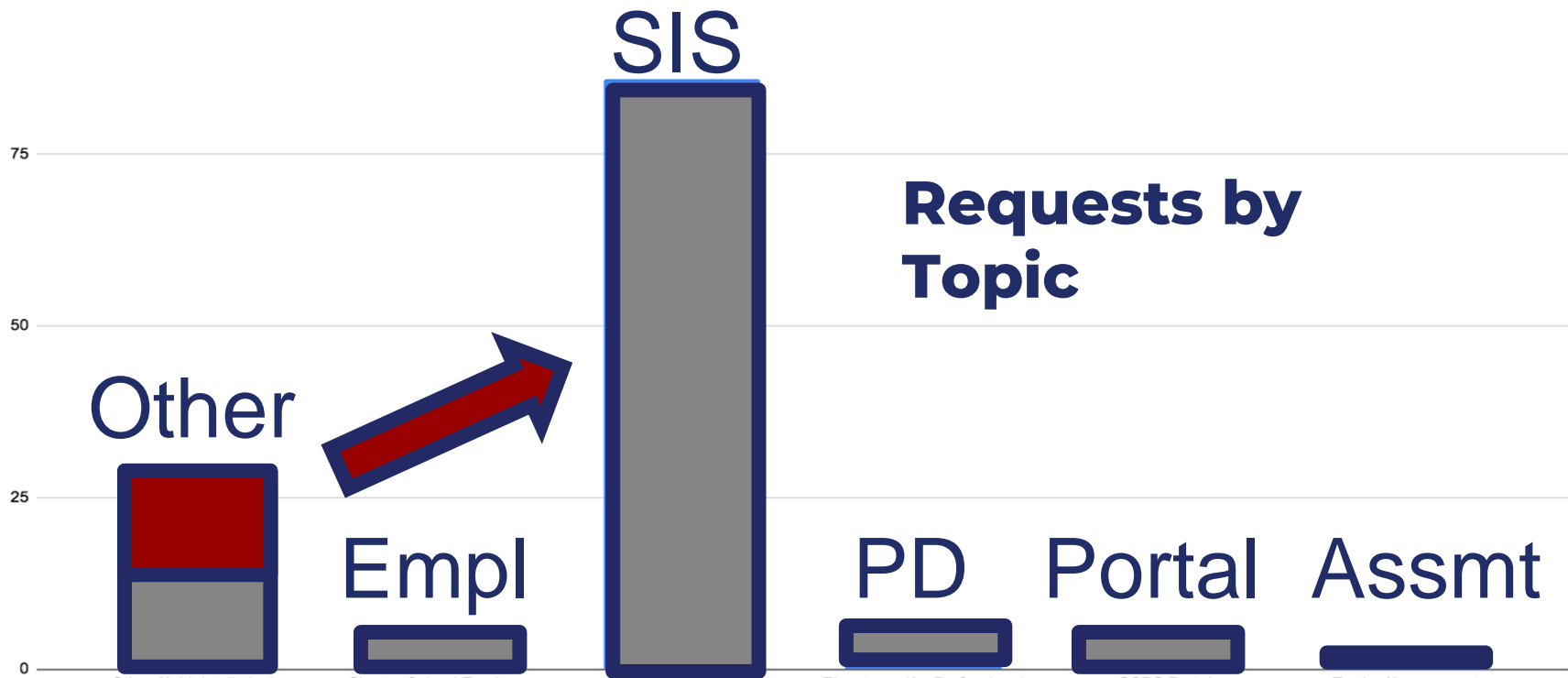
- **Google Form Spreadsheet**
 - **Set Notifications for immediate**
 - **Set for requestor to get a copy of form submission**
 - **Added a Column for “Submitted” and “Completed”**
 - **Added a Column for my notes**
- **Passing Requests Along**
 - **Enter District Work Ticket for digital platforms and 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

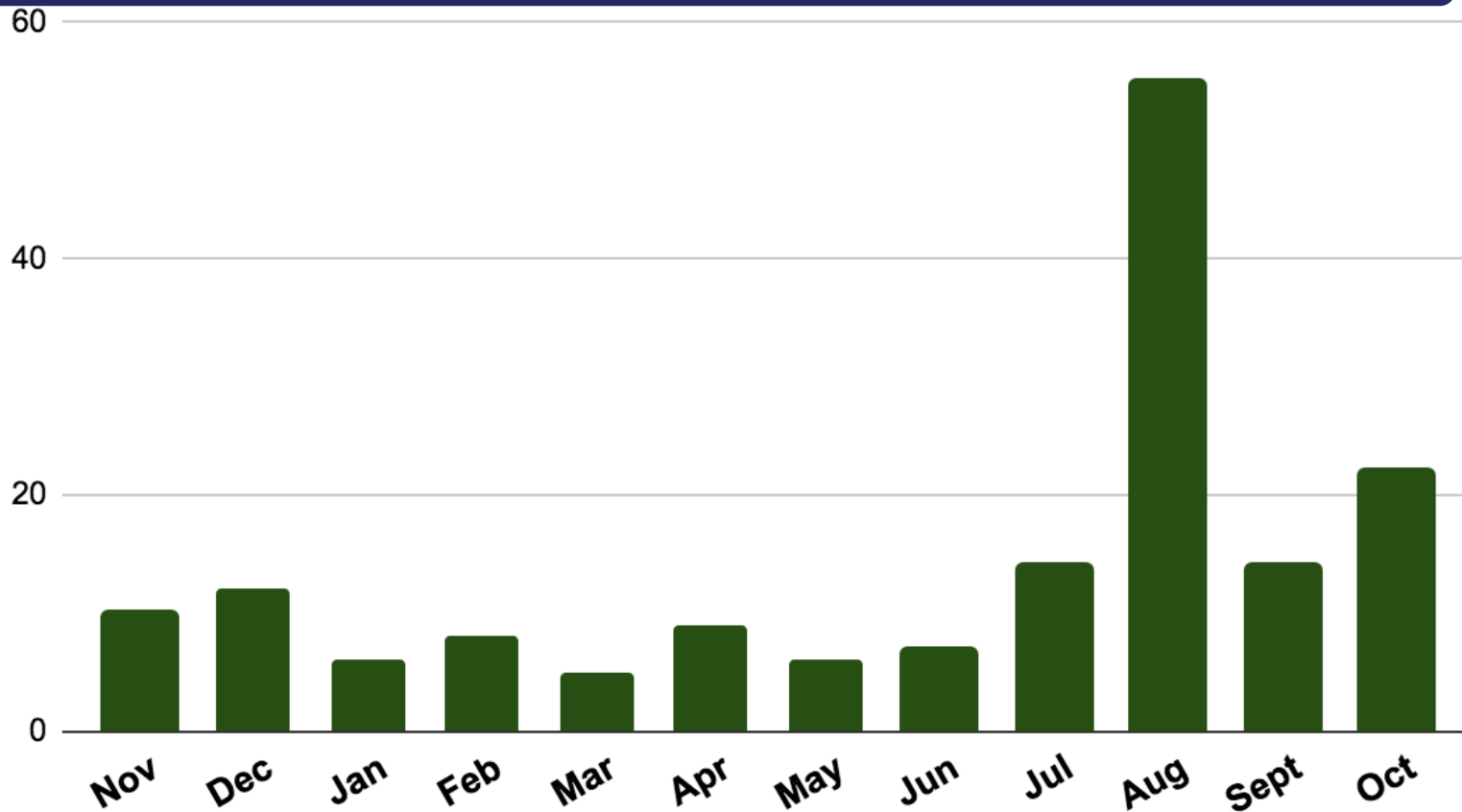
Percentage of Requests by School



Trends



Trends



Lessons Learned



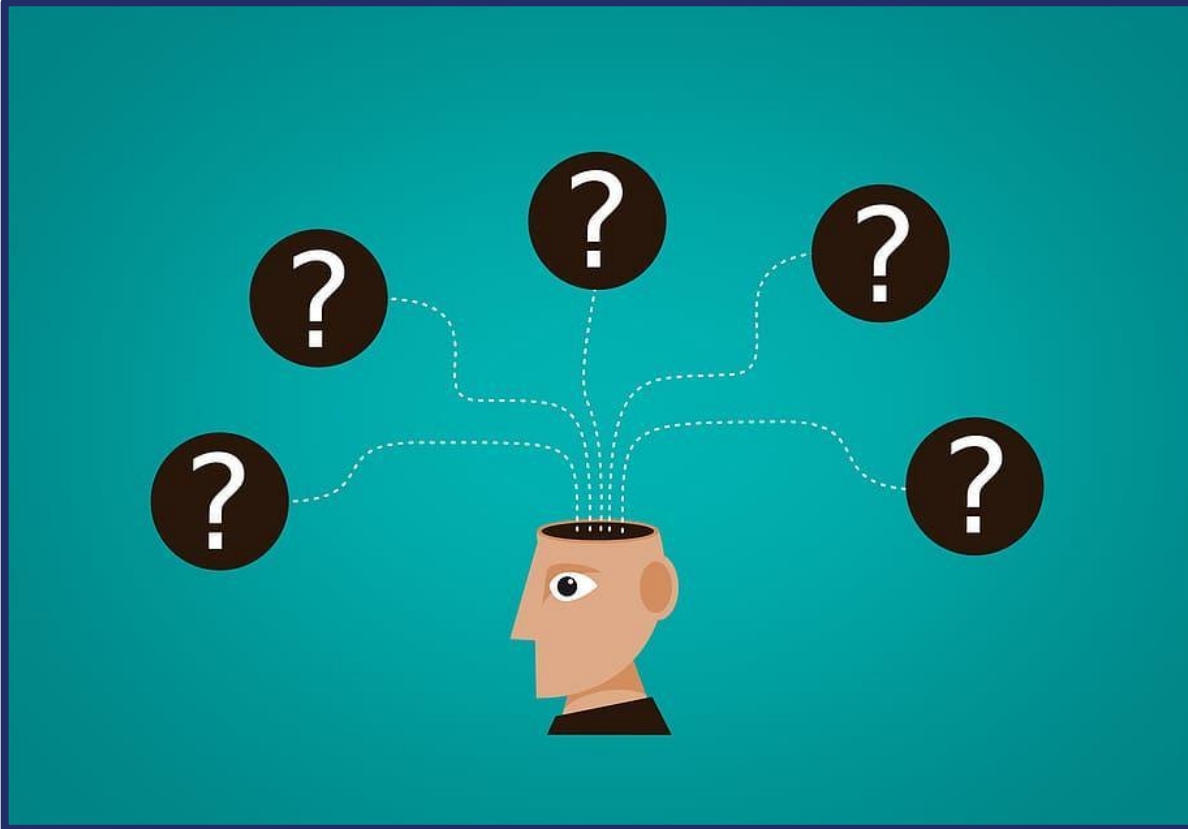
Messaging

-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



CLAY COUNTY DISTRICT SCHOOLS

Thank You!!

January 2022



See you next month