



Clay County District Schools
CHARTER SCHOOL CONTRACT RENEWAL: Florida Cyber Charter Academy 2024
Criteria Evaluation

The Charter School Contract Renewal Review is part of a formal process followed by the Clay County District Schools' School Choice Office 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 Clay County School Board and the Charter School Board. The Renewal Team, composed of School Choice staff, District employees from Human Resources, Curriculum/Instruction, Assessment, Business/Finance, Operations, IT, 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 are detailed 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 Renewal Team** column as necessary.

Criteria	Review Method Descriptions	Information for Renewal Team
Description of the item(s) or information to be reviewed	Reviewed at District: 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. If a change in review method is requested also place that notice here.
	Observed by Staff: criteria regularly observed by assigned district staff (ESOL/ESE Staffing Specialist's, Nurse) Additional information may be requested for the review if staff has not been able to observe criteria fully.	
	Provide for electronic review: provide documentation/evidence demonstrating the criteria electronically via the district provided electronic file or a school generated file link. *	
	Prepare for on-site observation & review: for criteria that require physical observation or have physical documentation that is <u>not easily available electronically</u> , review members will conduct an on-site review for this criteria. On-site review will be scheduled during review timeline. *	
	Interview: 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
Full Compliance (Y)	Compliance to criteria is evident through continuous monitoring, review, observation and/or interview.	X	Reviewers may provide notes, kudos, or general recommendations.
Partial Compliance (P)	Compliance with some aspects of the criteria are evident through continuous monitoring, review, observation and/or interview, but moderate concerns are noted.	X	Reviewers will indicate what is required to reach "Full Compliance"

Non-Compliance (N)	Compliance with criteria is evident through continuous monitoring, review, observation and/or interview, significant concerns are noted.	X	Reviewers will indicate what is required to reach "Full Compliance"
NA	Criteria is unable to be evaluated due to defined reasons.	X	Reviewers may provide 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.

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REQUIRED REPORTING				
Criteria	Y	P	N	N A
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.		P		
b. Staff responsible for data management attends the District training to ensure accuracy of data. <i>As recommended.</i>	Y			
c. Students' grades are recorded in the District's SIS for students in a timely manner following the end of each grading period.	Y			*
d. Staffing information is appropriately reported/updated on the /updated on the provided spreadsheet.	Y			
e. Attendance (excused/unexcused absences and tardies) is reported/recorded in the District's SIS, as required.	Y			
f. Discipline is reported/recorded in Synergy.				
h. All requested documents are submitted in a timely manner. Indicate current score. <i>*Additional review will occur throughout the school year.</i>	Y			
i. The school's website is kept in compliance with the following information available to all stakeholders: i. School's academic performance and school grade ii. The names of the governing board members and representative iii. The programs at the school iv. Any management company, service providers or education management corporations associated v. The school's budget and annual independent fiscal audit vi. Quarterly minutes of governing board meetings vii. Fortify FL Submit Tip Advertising	Y			
j. All immunizations records are current and entered into the District's SIS by October 1 st .		P		

GOVERNING BOARD

Criteria	Y	P	N
a. Governing Board meeting schedule is up-to-date and posted on the school website.	Y		
b. Board Meeting agenda and minutes are posted in a timely manner on the school website.	Y		
c. Newly appointed governing board members have been reported to the CCDS School Choice Office and updated on the school's website; fingerprinting and training completed.	Y		
d. Board Representative's name and contact information is posted on the website and easily accessible.	Y		
e. At least two public meetings are scheduled to be held <u>in the district</u> during the school year.	Y		
f. Board contact information provided to stakeholders does not direct parties back to the school.	Y		
g. Available documents <ul style="list-style-type: none"> ● Application, contract, and amendments for Charter ● Evidence of documentation informing parents how to register a complaint and/or place an item on the Governing Board Agenda. ● Board Meeting announcements, agendas, and minutes. ● Organizational Chart 		P	

FINANCE

Criteria	Y	P	N
1. Budget Preparation			
a. Evidence of an established budget planning process. Provide a copy of the procedures or provide a narrative of the budget process.	Y		
b. Evidence that estimates are reasonably accurate.	Y		
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.	Y		
d. Evidence that RedBook is being used. (Copy of chart of accounts)	Y		
e. Evidence of original budgets for the last three (3) years. (Actual or copies.)	Y		

2. Financial Accounting			
a. Evidence of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.	Y		
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.)	Y		
c. Evidence that monthly financial statements and budget amendments are filed timely with the District. (Copies for the last three (3) years)	Y		
d. Evidence that annual audit is consistent with GASB 34 requirements and submitted by the required date.	Y		
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.	Y		
f. Evidence that the Annual Report includes documentation of charter school's financial status.	Y		
g. Evidence of financial accounting policies and procedures. (Copy of and access to procedures manual)	Y		
h. Evidence that capital projects allocations are expended in accordance with approved plan. (If applicable.)	Y		
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.)	Y		
j. Evidence of a property inventory, records, and asset tags for the last three (3) years. (Copy of inventory procedures.)	Y		
k. Evidence of internal controls and proof of Governing Board approval. (Provide minutes.)	Y		
l. Evidence of payroll warrants or register for the last three (3) years. (Actual or copies for 3 years.)	Y		
m. Evidence of Quarterly Federal Payroll Tax Returns (form 941) or proof of payroll taxes paid the last three (3) years.	Y		
n. Evidence of accounts payable register to include canceled checks, bank statements and credit card statements for the last three (3) years. (Actual or copies for 3 years) Met financial obligations to all vendors. (Actual or copies of all invoices.)	YY		
o. Evidence of payments and receipts for Teacher Lead Funds. (Actual or copies for 3 years.)	Y		
3. Grants Accounting			
a. Established grant accounting procedures. (Copy of or access to procedures manual.)	Y		

b. Evidence that grant files are adequately maintained. (Access to grant files.) <i>If applicable.</i> i) Grant proposal ii) Correspondence to & from Finance iii) Expenditure records iv) Budget amendments v) Inventory list of equipment vi) Personnel logs	Y		
c. Evidence that grant files are maintained three (3) years after the grant period ends.	Y		

Insurance policies documenting active coverage with minimum limits as set forth in the charter contract are on file. Certificates of insurance have been provided to the District listing the District as an additional insured, certificate holder or additional interest.			
a. School Leaders-Errors & Omissions/Professional Liability			
b. Commercial General Liability.			Y
c. Workers' Compensation/Employers Liability.			Y
d. Property Insurance (including boiler and machinery coverage).			Y
e. Automobile Liability Insurance.			Y

Financial Viability			
a. Maintained adequate cash flow to meet salary and benefit requirements.			Y
b. Met financial obligations to all vendors. (Actual or copies of all invoices.)			Y
a. Maintain an adequate fund balance.			Y

FACILITIES & OPERATIONS				
Criteria	Y	P	N	N A
a. There are no religious symbols, statues, artifacts, etc. on or about the property and facility where the school operates.	Y			
Safety				
b. All 3 required health, fire & safety, and sanitation inspections are current.	Y			

c. Emergency exits and evacuation maps are posted in classrooms, offices and hallways.	Y			
d. Evacuation, fire and safety drills are scheduled, conducted and documented in a timely manner and kept on file.	Y			
e. Evidence that staff is trained in safety and emergency procedures.	Y			

RECORDS & COMMUNICATION				
Criteria	Y	P	N	
a. Application process does not create a barrier or inequitable opportunity to access the school.	Y			
b. Lottery process and documentation are publicly available on the school's website.	Y			
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).	Y			
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.	Y			
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.		P		
f. Auditable attendance documents, including withdrawal forms are established and maintained in an organized manner.				
g. Health services are managed appropriately, including the administering of medication.				
h. Cumulative health records are maintained for each student, including immunization certification and school health exam.		P		

School-Parent/Guardian Communication Survey		
Criteria	YES %	NO %
As a parent or guardian, do you use your charter school's website or mobile app? Yes or No.	91%	9%
As a parent or guardian, do you find the website is user friendly and provides the information you need? Yes or No.	91%	9%
As a parent or guardian, have you received a copy or been given access to the Parent/Student Handbook? Yes or No.	88%	12%
As a parent or guardian, are you aware of the school's adopted Code of Conduct? Yes or No.	91%	9%

As a parent or guardian, has your charter school given you information about student achievement and promotion requirements (including mandatory retention in 3 rd grade, graduation requirements, and diploma options, as applicable)? Yes or No.	81%	19%
As a parent or guardian, does your charter school keep you informed of your student's attendance? Yes or No.	93%	7%
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.	93%	7%
As a parent or guardian, is the charter school's administration responsive to your communication or requests? Yes or No.	91%	9%
As a parent or guardian, do you know how to contact your charter school's Governing Board in case of grievance? Yes or No.	61%	39%

EXCEPTIONAL STUDENT EDUCATION (ESE)

Review will be conducted by ESE Staffing Specialists through observation, interview, and document review ON SITE for all ESE related criteria

Criteria	Y	P	N	N/A
Gifted Services				
a. Evidence that the school follows the District's Admissions and Placement Manual related to CST. (Screening, correct cut-off scores, correct permission signed, etc.)	Y			
b. Evidence that the school follows the District's Admissions and Placement Manual related to eligibility meetings to ensure meetings are held within a reasonable amount of time after all evaluations are completed.				N/A
c. Evidence that the school follows the District's Admissions and Placement Manual to develop EP plans.	Y			*
d. Educational Plans (EP) are current and compliant.	Y			*
e. Gifted services match the EP and are delivered by a certified gifted teacher.	Y			*
f. Gifted Teachers have completed identified EP trainings.				*
g. Gifted Teacher has gifted endorsement.	Y			*

ESE Services			
Criteria	Y	P	N
a. Evidence that the school follows the District's Admissions and Placement Manual pertaining to the completeness & timeliness of Prior Parent Notification (PPN).	Y		
b. Evidence that the school follows the District's Admissions and Placement Manual 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).	Y		
c. Evidence that the school follows the District's Admissions and Placement Manual related to eligibility meetings. Eligibility meetings are scheduled within best practice guidelines and all documents are properly drafted prior to holding the meeting.			
d. Appropriate original documentation and forms are filed in the ESE folder housed in the cumulative record.	Y		
e. All student information is updated in District's SIS. <i>Eligibility, FBA, Matrix, Transition Consent, etc.)</i>			N
f. IEPs are current and compliant.			N
g. ESE Personnel have completed, mandatory trainings.	Y		
h. General education teachers are implementing and documenting the use of accommodations noted on the IEP.	Y		
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.)	Y		
j. Required three year reevaluations are completed on or before the due date.			N
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>	Y		
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)		P	
m. ESE Documentation is distributed to all relevant parties, filed in the cumulative folder and updated as necessary in the SIS.	Y		
n. The Matrix is completed at the initial placement and after each IEP meeting for a 254 or 255 student by trained personnel.			
o. The process for students transferring from out-of-state and out-of-county is followed.	Y		

504 Services			
Criteria	Y	P	N
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.	Y		
b. Evidence that initial eligibility meetings are held and the plan is developed (if applicable).	Y		
c. 504 documents are filed in the cumulative folder.	Y		
d. 504 Personnel have completed 504 trainings.	Y		
e. 504 Plans are current and compliant.	Y		
f. General education teachers are implementing and documenting use of accommodations noted on the 504 Plan.	Y		
g. Student information is updated in District's SIS.	Y		

ENGLISH LANGUAGE LEARNERS (ELL) SERVICES				
Criteria	Y	P	N	N A
a. School has written enrollment procedures in place and followed which assures: a) The Home Language Survey (HLS) is completed; b) HLS Reviewed for accuracy and any "yes" responses; c) HLS provided to school's ESOL personnel for review—in a timely manner. d) Data personnel codes all students new to CCDS with "yes" responses on the HLS as "LP" in the SIS.	Y			
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 - <i>Requirements for Identification, Eligibility, and Programmatic Assessments of English Language Learners.</i>	Y			
c. All ELL Student Plans have been updated by October 1 st of each school year, printed, and signed by Date Certain for ALL LY students, as well as newly designated LF students.	Y			*
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.	Y			
The following criteria must be discussed and included in written committee meeting notes: 1. Test scores from State Mandated Assessments (FSA) and test scores from a Language Proficiency Assessment (ACCESS or MODEL) and...				

2. At least two of the following: a) Extent and nature of prior educational or academic experience, social experience, and a student interview; b) Written recommendation and observation by current and previous instructional and supportive services staff; c) Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards; d) Grades from the current or previous years; e) Test results other than subparagraph (2)(a)1. or 2. of this rule.	Y			
e. All Student Meeting Report documents are printed and signed on the day of the committee meeting.	Y			*
f. All required original documents are housed in the ELL records folder with copies of all documents kept in a resource (backup) file.	Y			*
g. All student ELL information has been correctly entered and updated in the District's SIS by Date Certain for FTE Surveys 2 & 3.				*
h. School has held two (2) parent involvement opportunities specifically for parents of ELL students;	Y			*
i. ELL Strategy Checklists are provided to teachers of ELL students and available with lesson plans for review.	Y			*
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.	Y			*
k. The ELL Committee meets to discuss ELL student retentions as evidenced in the Ellevation platform.	Y			*
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.	Y			*
m. Assigned ELL school personnel attends the ELL trainings provided by the charter office to ensure accuracy and compliance. <i>As recommended.</i>	Y			*

CURRICULUM & TEACHING			
Criteria	Y	P	N
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.		P	
b. Research-based supplemental reading intervention materials are being used to support the reading program.	Y		

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.			N
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.	Y		
e. Evidence that professional development opportunities are made available to teachers and are in alignment with the schools continuous improvement needs.	Y		
Lesson Plan Review Look Fors:			
f. Subject areas and grade levels clearly identified in the lesson plans.	Y		
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.	Y		
h. ESOL strategies and accommodations are clearly identified in the lesson plans, and by lesson.	Y		
i. ESE and/or 504 accommodations are clearly identified in the lesson plans and identified by student.	Y		

CURRICULUM & TEACHING			
Criteria	Y	P	N
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.	Y		
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.	Y		
MTSS Review Look-Fors:			
l. An MTSS Team is conducting data analysis, analyzing progress monitoring reports, and providing meeting discussion notes.	Y		
m. Multi-tiered Systems of Support (MTSS) are in place to support students requiring interventions in academics, attendance, and behavior.	Y		
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.	Y		
o. Evidence of scheduled Tier II and Tier III intensive interventions occurring on a consistent basis.	Y		
p. The school has implemented a process to track and monitor student retentions (current year retainees and students retained two or more times).	Y		
q. Evidence of a course recovery/grade forgiveness process.			N

ASSESSMENT

Criteria	Y	P	N
a. Students participate in all age appropriate state assessments. <i>(percentage of students tested)</i>	Y		
b. There is a designated state certified test coordinator who attends required District meetings.	Y		
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.	Y		
d. Evidence that staff receives training in test administration (sign-ins/agendas, maintained record of security agreements).	Y		
e. Parents receive dates of assessments.	Y		
f. Procedures are in place to report quarterly grades and mid-term progress to parents/guardians and students.	Y		

HUMAN RESOURCES/CERTIFICATION

Criteria	Y	P	N	N A
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).	Y			
b. Teachers are appropriately certified, endorsed or licensed.	Y			
c. Out of field teachers have been shared with the district and the charter school board and have been communicated to parents by October and February FTE. (Out-of-field letters).	Y			*
d. A complete list of charter school employees is available and includes the employee's name and job assignment(s).	Y			
e. Personnel files are maintained appropriately including copies of the following documents, preferably in this order: i. Copy of Employment Application ii. Copy of Employment Contract iii. Job description iv. Proof of Fingerprints on file v. Copy of teaching certificate/license vi. Copy of I-9 & W-4 vii. Copy of ID viii. Evaluations	Y			