

Technical Assistance Guide For Charter School Principals

Charter School
Services and Resources
School Year 2015-2016



The School Board of Clay County

Mr. Charlie Van Zant, Jr.
Superintendent

THE SCHOOL BOARD OF CLAY COUNTY

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TABLE OF CONTENTS

SECTION 1

FLORIDA STATUTES	2
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SECTION 2

ASSESSMENT & ACCOUNTABILITY DEPARTMENT	4
CHARTER SCHOOLS DEPARTMENT	5
ENGLISH LANGUAGE LEARNERS	6
EXCEPTIONAL EDUCATION AND STUDENT SUPPORT SERVICES	6
FEDERAL, STATE & COMPETITIVE GRANTS	10
FINANCIAL SERVICES DEPARTMENT	11
HUMAN RESOURCES DEPARTMENT	12
INFORMATION AND TECHNOLOGY SERVICES DIVISION	13
NUTRITION SERVICES DEPARTMENT	14
PROFESSIONAL DEVELOPMENT, SCHOOL IMPROVEMENT AND CURRICULUM	15
RISK MANAGEMENT	16
SUPPORT SERVICES DEPARTMENT	16
TRANSPORTATION DEPARTMENT	16

This Technical Assistance Guide summarizes the services and resources available to charter schools by the School Board of Clay County that are included in the 5% administrative fee and the services and resources that are available to charter schools on a fee-based schedule.

Section

1

Charter School Florida Statute

F.S. 1002.33, paragraph 20

(a)1. A sponsor shall provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services; exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the federal lunch program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school, that any funds due to the charter school under the federal lunch program be paid to the charter school as soon as the charter school begins serving food under the federal lunch program, and that the charter school is paid at the same time and in the same manner under the federal lunch program as other public schools serviced by the sponsor or the school district; test administration services, including payment of the costs of state-required or district-required student assessments; processing of teacher certificate data services; and information services, including equal access to student information systems that are used by public schools in the district in which the charter school is located. Student performance data for each student in a charter school, including, but not limited to, FCAT scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public schools in the district.

2. A total administrative fee for the provision of such services shall be calculated based upon up to 5 percent of the available funds defined in paragraph (17)(b) for all students, except that when 75 percent or more of the students enrolled in the charter school are exceptional students as defined in s. 1003.01(3), the 5 percent of those available funds shall be calculated based on unweighted full-time equivalent students. However, a sponsor may only withhold up to a 5-percent administrative fee for enrollment for up to and including 250 students. For charter schools with a population of 251 or more students, the difference between the total administrative fee calculation and the amount of the administrative fee withheld may only be used for capital outlay purposes specified in s. 1013.62(2).

3. For high-performing charter schools, as defined in ch. 2011-232, a sponsor may withhold a total administrative fee of up to 2 percent for enrollment up to and including 250 students per school.

4. In addition, a sponsor may withhold only up to a 5-percent administrative fee for enrollment for up to and including 500 students within a system of charter schools which meets all of the following:

- a. Includes both conversion charter schools and nonconversion charter schools;
- b. Has all schools located in the same county;
- c. Has a total enrollment exceeding the total enrollment of at least one school district in the state;
- d. Has the same governing board; and

- e. Does not contract with a for-profit service provider for management of school operations.
5. The difference between the total administrative fee calculation and the amount of the administrative fee withheld pursuant to subparagraph 4. may be used for instructional and administrative purposes as well as for capital outlay purposes specified in s. 1013.62(2).
 6. For a high-performing charter school system that also meets the requirements in subparagraph 4., a sponsor may withhold a 2-percent administrative fee for enrollments up to and including 500 students per system.
 7. Sponsors shall not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum 5-percent administrative fee withheld pursuant to this paragraph.
 8. The sponsor of a virtual charter school may withhold a fee of up to 5 percent. The funds shall be used to cover the cost of services provided under subparagraph 1. and for the school district's local instructional improvement system pursuant to s. 1006.281 or other technological tools that are required to access electronic and digital instructional materials.
 - (b) If goods and services are made available to the charter school through the contract with the school district, they shall be provided to the charter school at a rate no greater than the district's actual cost unless mutually agreed upon by the charter school and the sponsor in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made for a dispute resolution hearing before the Charter School Appeal Commission. To maximize the use of state funds, school districts shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.
 - (c) Transportation of charter school students shall be provided by the charter school consistent with the requirements of subpart I.E. of chapter 1006 and s. 1012.45. The governing body of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

Section

2

Items Included in the 5% Administrative Fee

As a general rule, charter schools will not be charged for services that do not cost the District additional manpower or resources in order to provide those services to the charter school. If the services to the charter school do require overtime or additional work, then the charter school will be charged for those additional expenditures incurred by the District. If a charter school desires to use the services that are being provided to District employees or students, those services will be available at no additional charge on a "space available" basis. However, any equipment, materials, or supplies that are prepared and received for use for such services will be charged to the charter school.

On the following pages, the services and resources that every District Department provides to charter schools that is included in the 5% fee is listed. Additional charges will occur when a charter school submits a request for services, materials, training, and /or supplies that are not included in the 5% fee, if the District is able to provide those services. The charter school will request these additional services by completing the Request for Services form and submitting it to the Supervisor of Secondary Education. The request will be routed to the appropriate department and the charter school will be notified of the anticipated cost(s). Once the service is performed, each department will invoice the school using the standard invoice form.

DISTRICT DEPARTMENTS

ASSESSMENT & ACCOUNTABILITY DEPARTMENT

Steven Amburgey, Supervisor

(904) 284-6570

sbamburgey@oneclay.net

Included Services:

- Access to state assessment test administrative services, including test coordinator trainings and the distribution and collection of all state assessment testing materials
- Access to training, assistance and all testing materials for all other state mandated tests
- Access to training, assistance, and all testing materials for District-required student assessments
- Access to student performance data through Performance Matters
- Access to MTSS support materials in Performance Matters
- Access to Progress Monitoring Data in Performance Matters
- Access to Value Added Model (VAM) data for charter teachers and charter principals

- Access to student achievement data from neighboring and “like” schools for the purpose of analysis of the charter school’s progress
- Technical Assistance with questions regarding testing, data and School Grade
- Access to school grade data correction through the FLDOE website
- Technical Assistance with the school’s response to state assessment security breaches
- All District required assessments
- SAT-10 testing materials, scoring, and final student reports

May be available for a fee:

- Data reports not run/made available to District schools
- Supplemental enhancements for testing *i.e. scientific calculators, cardboard dividers*

CHARTER SCHOOLS DEPARTMENT

Frances Y. Celis, Supervisor of Secondary Education
 (904) 529-5721
fycelis@oneclay.net

Included Services:

- Coordination of the support activities of district personnel to ensure statutorily prescribed administrative and educational services are provided to the charter school.
- Monitoring charter school compliance with charter contract and federal and state laws and regulations
- Provide contract administrative services, including the preparation of the charter contracts, contract negotiations, and contract amendments. Prepare and disseminate documents.
- Develop district policies, procedures and guidelines related to charter schools.
- Develop charter school procedures and guidelines related to district, state and federal requirements.
- Organize and facilitate charter school principal meetings.
- Ensures that each charter school is identified on the District website with a link to each charter school’s website
- Management of the charter renewal process
- Information about District-wide academic competitions

ENGLISH LANGUAGE LEARNERS

Tracy Oliver, Title III Specialist

(904) 529-4931

tdoliver@oneclay.net

Included Services:

- Technical Assistance regarding ELL issues for administrators and teachers
- Opportunities to participate in ELL contact meetings
- On-line access to ELL guides, brochures, manuals and forms
- Review of ELL Student Plans and forms (Placement, Committee, Exit, etc.) to ensure compliance

May be available for a fee:

- Charter Schools will be billed for the indirect cost rate approved for federal grants on a monthly basis. The current rate is applied to all expenditures except capital expenditures.
- Contracted translator services.

EXCEPTIONAL STUDENT EDUCATION AND STUDENT SERVICES

Terry Roth, Director

(904) 529-4977

troth@oneclay.net

Teresa Carlson, Supervisor of Exceptional Student Education

(904) 529-5732

thcarlson@oneclay.net

Donna Wethington, Supervisor of Student Services

(904) 529-4995

dlwethington@oneclay.net

Included Services – Exceptional Student Education:

- Technical Assistance in all areas of special education and related services, including but not limited to: guidance regarding district procedures, federal requirements and legal issues; assistance with the preparation of a special education student file (“ESE audit”); and assistance with the development of individual educational plans (IEPs);
- Consultation regarding special education and related services for individual students with disabilities, including but not limited to: consultation and recommendations with the resolution of parent concerns, complaints and conflicts;

- Oversight of services to ensure that statutorily prescribed administrative and special education services to students with disabilities are provided to and by charter schools.

Preparation and submission to charter school fee-for-services invoices;

- Access to a web-based individual educational plans (IEP) computer system;
- Annual self-assessment/monitoring activities that focus on procedural compliance with IDEA for both timely identification and correction of noncompliance;
- Final placement decisions by the IEP team with the District ESE Program Specialist serving as LEA Representative, understanding that the continuum of special education placements (general education class, resource, special education class, at home or hospital, or other setting) is LEA responsibility; and
- Access to electronic versions of all ESE manuals and materials upon request.

Included Services Following as a Proportionate Share of IDEA, Part B, Entitlement and Preschool Grant Funds:

- Exceptional Student Education Program Specialist (comparable allocation based on number of students with disabilities) to
 - assist in the interpretation of the Special Programs and Procedures (SP&P) Exceptional Student Education (ESE) Policies and Procedures;
 - facilitate the group of qualified professionals for determination of eligibility, individual educational plan development, placement, and reevaluation requirements for exceptional students;
 - provide technical assistance and support in developing quality Individual Educational Plans (IEPs), utilization of the district's online IEP system, and ESE Data Sheets for student data entry;
 - review and monitor IEPs for content and compliance with federal and state mandated regulations;
 - provide information to IEP teams related to district-wide special classes for students with significant disabilities;
 - complete all matrices of services following the finalization of IEPs
 - serve as a contact person/liason between the charter school and the district special education office.
- Supplementary instructional materials at the same level provided to students in similar special education placement in the District traditional schools.
- Parent information and training regarding parent/student rights under the Individuals with Disabilities Act (IDEA) and parental involvement in IEP development.
- Assistive Technology Specialist to:
 - Conduct an assistive technology evaluation and assist in the selection of appropriate assistive technology devices for students with disabilities;
 - Provide training or technical assistance for professionals who provide services to students with disabilities using assistive technology devices
 - Provide training or technical assistance to a child with a disability, or if appropriate, the child's family; and
 - Assist in the development of an IEP for students with disabilities and provide school with information on the purchase of appropriate assistive technology devices, as needed.

- Training and technical support for Clay's web-based individual educational plan (IEP) computer system.
- Opportunity to attend professional learning activities provided to special education teachers on a seat available basis.
- Consultation, technical assistance and support from the Department of Exceptional Education and Student Support Services District Leadership Team.
- Annual on-site district review to examine and evaluate procedures, records, and programs of special education services.
- Training, technical assistance, and support with the Florida Alternate Assessment (FAA).
- Online compliance training courses for special education teachers.
- Access to Florida Diagnostic and Learning Resources System (FDLRS) professional learning opportunities (e.g., Developing Quality Individual Educational Plans).
- Access to audiologist for consultation on specific students.
- Access to certified behavior analyst for periodic consultation.

May be available for a fee – Exceptional Student Education:

As per each charter school contract, the following services *may be* contracted through the school district and services will be invoiced accordingly. At a minimum, this contracted service will be based on the personnel's hourly rate of pay for services including the provider's time for travel.

- Speech Language Pathologist services (evaluative and educationally relevant therapy)
***please note we do not current have this service available
- Behavior Analyst/Management Specialist services (evaluative – functional behavior assessment; development of behavior intervention plan; and consultive services)
- Occupational Therapist services (evaluative and educationally relevant therapy)
***please note we do not current have this service available
- Physical Therapist services (evaluative and educationally relevant therapy)
***please note we do not current have this service available
- Teacher of the Visually Impaired services (evaluative, specially designated instruction, and orientation and mobility)
- Teacher of the Deaf or Hard-of-Hearing services (consultative and specially designed instruction)
- Contracted Audiological services (audiologicals, FM evaluations and FM fittings, FM systems)
- Assistive Technology devices
- Contracted Interpreter services for students who are Deaf or Hard-of-Hearing

- Mental Health Counselor (counseling for students with students identified with an emotional/behavioral disability (E/BD)
- Teacher for Hospitalized/Homebound services (provision of specially designed instruction)

Included Services – Student Support:

- Assist with Office of Civil Rights complaints.
- Access to all electronic versions of Student Services' manuals and materials upon request.
- Consultation, training, and technical assistance with Section 504.
- Psychological Services will provide monitoring of Section 504 plans, monitoring and processing of referrals for psychoeducational evaluations, as well as, technical assistance, via phone or email, regarding procedures for obtaining psychological consultations and services.
- Charter School MTSS (RtI/PBS) team may attend training in the problem-solving multi-tiered system of support model (subject to change based on federal and state funding).
- Access to district registered nurse for consultation on specific students.
- Initial Psychoeducational evaluations, for students not already identified as a student with a disability.

May be available for a fee – Student Support:

- School Psychologist attendance at problem-solving meeting(s) with charter school staff;
- School Psychologist attendance at a staffing for eligibility determination under IDEA to review psychoeducational evaluation data;
- Functional behavior assessments (FBA);
- Development of behavior intervention plans;
- Suicide threat assessments;
- Crisis Team Counseling Intervention;
- Short-term, solution focused counseling;
- School Psychologist consultation with the problem-solving team as a resource in the development of Section 504 Plans;
- School Psychologist participation in Section 504 eligibility meetings to assist with data interpretation and plan development;
- Violence Threat Screening/Assessment evaluations

FEDERAL, STATE AND COMPETITIVE GRANTS

Evelyn Chastain, Supervisor of Elementary Education/Title I

(904) 529-4927

eschastain@oneclay.net

Included Services Competitive Grants:

- Charter Schools are encouraged to participate in competitive grant opportunities pursued by the district if applicable.

Included Services – Title I Part A: Education of Economically Disadvantaged:

- Identification of Title I Part A eligible Charter Schools based on the percent of students (age 5-17) on Free and Reduced Lunch
- Inclusion in Public School Eligibility Survey to determine rank order and provision of Title I Part A comparable allocation based on the number of students age 5-17
- Inclusion in the District Comparability Report to ensure comparable services to eligible Title I Schools
- Technical Assistance in all areas of Title I Part A and related services, including but not limited to:
 - guidance regarding district procedures, federal and state requirements;
 - assistance with the preparation of Title I required documentation audit file;
 - assistance with the development of Title I Plan and Parent Involvement Policy;
 - compliance with required Title I components, including:
 - Annual Title I Meeting
 - Compacts
 - Parents' Right to Know
 - Program evaluation
- Oversight of services to ensure that Title I Part A funds are used to supplement and not supplant services, resources, and programs that should be provided to all public school students
- Processing and reimbursement of charter school invoices for planned Title I Part A use of funds
- Annual on-going monitoring activities that focus on procedural compliance with Title I Part A for both timely identification and correction of noncompliance
- Access to all electronic versions of Federal & State Grants' manuals and materials as available on Federal & State Grants web site and upon request
- Consultation, training, and technical assistance with ESEA (Elementary and Secondary Education Act) regulations
- Development, compilation, data analysis, and reporting of required Title I Part A Parent Surveys

- Opportunities to attend professional learning activities provided to Title I School Administrators
- Parent involvement training courses for Title I Schools' teachers and staff
- Training, technical assistance, and support with the Florida Department of Education's required Parent Involvement Policy (PIP)
- Opportunities to attend and participate in parent involvement activities and workshops to build the capacity of parents to support student academic achievement and college and career readiness

FINANCE DEPARTMENT

Susan Legutko, Assistant Superintendent of Finance

(904) 284-6571

smlegutko@oneclay.net

Sonya Findley, Director of Finance

(904) 529-2608

shfindley@oneclay.net

Included Services:

- Annual preparation of the Charter School's Estimated Revenue Worksheet, based on official student FTE Projections
- Review and approve Charter School's Application for State Capital Outlay Funding, if eligible.
- Calculate and process eligible payments to Charter Schools, for FEFP, categorical and Capital Outlay allocations.
- Calculate and process applicable Teacher Lead and School Recognition funds to eligible Charter Schools.
- Review Charter School Monthly Financial Statements.
- Provide financial data to aid in the preparation of the Charter School's Annual Independent Audited Financial Statements.
- Review Charter School's Annual Independent Audited Financial Statements.
- Include Charter School financial information in the District's financial reporting to the Florida Department of Education
- Provide budgeting Technical Assistance
- Assist Charter Schools in monitoring their budgets.

- Provide general “Redbook”/cost accounting assistance
- Prepare monthly payment calculation/expenditure reports to assist Charter Schools in tracking their actual monthly payments.
- Distribute and administer federal grant funds to charter schools, including the federal Charter School Program grant (The district and charter school will agree to apply the allowable indirect cost rate to any federal program funds.)
- Conduct site reviews of charter school financial operations, policies and procedures to ensure compliance

HUMAN RESOURCES DEPARTMENT

David Broskie, Assistant Superintendent of Human Resources
 (904) 529-4908
dbroskie@oneclay.net

Brenda Troutman, Director of Instructional Personnel
 (904) 529-4916
bgtroutman@oneclay.net

Cathy Richardson, Director of Non-Instructional Personnel
 (904) 529-2619
cbrichardson@oneclay.net

Included Services:

Certification:

Contact: Samantha Wright – (904) 284-6512 – swright@oneclay.net

- Provide determination of eligibility for Florida certification of new instructional personnel
 - Evaluate documents for highly qualified (HQ) status for instructional and non-instructional positions.
 - Provide notification of the status of all highly-qualified, in-field and out-of-field instructional personnel.
 - Process forms for initial instructional certificate when necessary.
- Process applications for renewal and additions (**fees for charter employees apply**)
 Provide:
 - Feedback on application process
 - Identification of teachers who must complete Educator Preparation Institutes (EPI)
- Data Collection
 - Collect personnel information required by DOE
 - Collect National Board Certification information, if provided
 - Input information as needed into ERP system

- Audit certification compliance
 - Report out-of-field and not highly qualified (HQ) teachers to the DOE and Charter School site
 - Provide guidance on correcting out of compliance certification areas
 - Provide template letter to Charter School for use in notifying parents of out-of-field and/or HQ status
- Provide information regarding paraprofessional examination related to NCLB HQ (**test fees apply for charter employees**)

Fingerprinting and Criminal History Background Screening:

- Conduct fingerprinting and criminal history background screening of all employees (including non-instructional and instructional substitutes) and governing board members for security and certification purposes (**standard fees apply for charter employees**)
- Provide written and verbal notification on any arrest and/or conviction of any Charter School employee (including non-instructional and instructional substitutes) and governing board members which occurs during the individual's association with the Charter School
- Retain fingerprinting and background screening information in database (**standard fees apply for charter employees**)
- Submit 5-Year Fingerprint Resubmissions to FDLE/FBI and conduct review of criminal history background report (**standard fees apply for charter employees**)

INFORMATION AND TECHNOLOGY SERVICES DIVISION

Carl Hendrick, Assistant Superintendent of Information Services
 (904) 213-2125
cdhendrick@oneclay.net

Included Services:

The Information and Technology Services Division will provide the following services and resources to the charter schools (at no cost to District; i.e., no lines or equipment):

- FTE – Administration of FTE reported/earned will be provided by the District. Results will be conveyed to the charter school following each FTE survey period. Any corrections required must be completed by date established by the Department of Education each year by the charter school. Charter school must comply with District, state, and federal policies and reporting requirements. Annual FTE projections shall be provided to the District on/before deadline(s) and may not exceed enrollment caps per charter school contract. FTE reporting verification will be conducted by District staff after each FTE count.
- FTE student and staff data reporting
- User access and support to input student and staff survey data
- Technical Assistance/training on the Student Information System (SIS)

- User access to Survey trial runs and assistance with error reports and corrections. Errors or incomplete data that exceeds the normal range of error and requires follow up by District staff will be billed accordingly.
- User access to FTE reports
- Monitoring FTE and historical data
- All standard data reports including, but not limited to, regularly scheduled reports, FDOE database reports, FTE reporting verification, hard copy FTE reports, and class size reduction reports
- Full-time equivalent student and data reporting services
- Access to student information and reporting services
- Initial hands-on, face-to-face training of the Student Information System (SIS), including data entry and reporting
- Access to SIS for appropriate Charter School staff
- Standard District Report Cards
- Help Desk/Tech assistance for computer applications provided by District

May be available for a fee:

- One-on-one and/or on-site technical training
- Data validation and clean up that exceeds the normal range of errors

NUTRITION SERVICES DEPARTMENT

Susan Glover, Director
 (904) 529-4959
sglover@oneclay.net

Included Services:

- Provide information about application process for the National School Lunch Program (NSLP)
- Provide information about requirements for self-operating lunch program

A separate contract for Nutrition Services for charter schools is required. Factors such as, the size of the school and current Federal and State Regulations will be considered when determining the services provided and the fee charged.

Professional Development, School Improvement and Curriculum

Dr. Emily Weiskopf, Director

(904) 284-6547

edweiskopf@oneclay.net

Evelyn Chastain, Supervisor of Elementary Education

(904) 529-4927

eschastain@oneclay.net

Included Services:

- Technical Assistance with the development of the School Improvement Plan
- Charter schools may access professional learning opportunities through the District's online registration system and may attend these opportunities on a space available basis. A list of charter school employees must be provided to the District for data entry into the staff development registration system.
- In-service records shall be provided via the internet only if participants register for professional learning through the district's staff development registration system. A list of charter school employees must be provided to the District for data entry into the staff development registration system. Non-district workshops are not tracked for charter school employees. Employees must maintain copies of the Professional Development approved activity agreements for training. All in-service activities must be submitted in advance to the Staff Development Department for approval for points to be awarded. Charter schools are responsible for the reproduction of Charter School Activity Agreement Forms.
- Access to federal and state funded workshops provided by the School Board of Clay County.
- Electronic copies of District Curriculum Maps
- Access to training, materials and preparation in the State adopted Curriculum Standards on a seat available basis (subject to change based on federal and state funding)
- Charter schools may attend county department chair meetings, reading and math coach meetings, school counselor meetings, as well as Curriculum Council meetings.
- Annual invitation to participate in the District's K-12 Comprehensive Reading Plan
- Informational updates on the development of 3rd grade portfolios
- Summer Reading Camp for third grade students scoring Level 1 or 2 on state reading assessment

RISK MANAGEMENT

Christina Deeley-Isais
(904) 284-6501
ckisais@oneclay.net

May be available for a fee:

- Provide insurance oversight
- Review the charter school insurance programs and policies to verify compliance
- Verify compliance to regulatory requirements and insurance provisions regarding transportation

SUPPORT SERVICES DEPARTMENT

John Merrill, Assistant Superintendent of Support Services
(904) 284-6517
jcmerrill@oneclay.net

Included Services:

- Courier Service to nearest physical school

May be available for a fee:

- Access to surplus items that are stored in the District's warehouse facilities, including instructional materials and furniture, at cost, as available
- District facilities may be available to lease for special events

TRANSPORTATION DEPARTMENT

Robert Waremburg, Director
(904) 284-6594
rwaremburg@oneclay.net

Included Services:

- Provide planning and consultation for selection of transportation options for bus service
- Provide training and processes for FEFP data collection and services for reporting and processing data for state funding
- Any other services required by statute, State Board Rule, and/or DOE Regulation

May be available for a fee:

- The district will not contract transportation for new Charter Schools
- Other fee based services based upon actual costs are daily transportation, consultation, training, etc. Fees may be charged at an hourly rate to be determined or by the job.

- Route planning / bus stop location, research and establishment
 - School Bus Driver / Bus Attendant pre-service, annual in-service, dexterity training; license monitoring and other mandatory operator requirements.
 - Loading / Unloading Zone audits
 - Emergency evacuation drills
 - District transportation policies / procedures compliance monitoring
 - Monitoring of charter schools' Florida State DOE reporting compliance
 - Any other School Bus Transportation related function District becomes involved with not previously mentioned.
- In the case of a homeless student(s), the Charter school will have the option to provide for transportation themselves or contract the service with the District, and if the District is able to provide said transportation the Charter school will pay for the full cost of the service(s) provided by the District.