



Process Locator Number:

THE SCHOOL DISTRICT OF LEE COUNTY

## PROCESS DOCUMENTATION

Division:	Academic Services
Department:	Department Of Grants & Program Development
Originator:	J.F. "Jeff" Mccullers, Director

Process Name:	Charter School Contract Renewal Process
Process Purpose:	Renewal of Charter
Date of Orgination:	March 20, 2008
Date of Revision:	January 30, 2008

### Part A: Process Description

Description Documentation Method: Step-by-step procedure (see table below)

Step	Description	Responsibility
1.	At least 120 days before the scheduled end of a charter school contract, the charter school should submit a written request to the sponsor seeking renewal for a specified period of time, or notify the sponsor that it will allow the charter to expire without renewal. A charter school seeking renewal should submit written documentation showing how each of the criteria established in §1002.33(7)(a)(1-16) have been met, and verifying that none of the causes for termination established in §1002.33(8)(a) exist.	Charter School
2.	District review team conducts a program review of the charter school as required in §1002.33(b)(1), F.S., including academic successes, fiscal accountability, governance, contractual compliance, and adherence to federal and state law.	District Review Team
3.	At least ninety days prior to non-renewing or terminating a charter at the end of the contract period, the sponsor must notify the governing body of the charter school of the proposed action in writing. (This step does not apply if the Board determines that an emergency situation exists.)	Department Of Grants & Program Development
4.	The school's governing body may, within 14 calendar days after receiving the notice, request an informal hearing before the sponsor.	Charter School
5.	Sponsor must conduct the informal hearing within 30 calendar days after receiving a written request	Department Of Grants & Program Development
6.	Board attorney compiles new contract	Board Attorney
7.	Two copies of the contract are sent to charter school for review and signature	Department Of Grants & Program Development.
8.	Agenda is created for charter contract to go to School Board for approval	Department Of Grants & Program Development
9.	Signed copy of contract is mailed to governing body of charter school	Department Of Grants & Program Development
10.	Signed copy of contract is kept in charter school file	Department Of Grants & Program Development.
11.	Signed copy of contract is kept in the Superintendent's office	Department Of Grants & Program

	Development
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**Part B: Process Cycle**

Process Cycle	As Needed
Start Date:	
End Date:	

**Part C: Process Automation**

Automation Status:	Automation required
Automation Target Date:	<input type="checkbox"/> <i>Not applicable</i>
Automation Completion Date:	<input type="checkbox"/> <i>Not applicable</i>

**Part D: Process Authorization and Approval**

Board Approval Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Board Approval Date:	<input checked="" type="checkbox"/> <i>Not applicable</i>
Related Authority Type (s):	<input type="checkbox"/> Federal law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> State law, regulation, code, rule, <i>etc.</i> <input checked="" type="checkbox"/> Board policy <input type="checkbox"/> District administrative regulation <input checked="" type="checkbox"/> Agreement or contract <input type="checkbox"/> Other
Related Authority Reference:	
Other References:	FS 1002.33, BP 2.28