



## Board of Directors' Meeting

Tuesday, February 7, 2023  
12:00 PM



# Four Corners Charter School, Inc.

**Thursday – February 7, 2023 | 12:00 p.m.**

Four Corners Charter School  
817 Bill Beck Blvd.  
Kissimmee, FL 34744

## Board Meeting Agenda

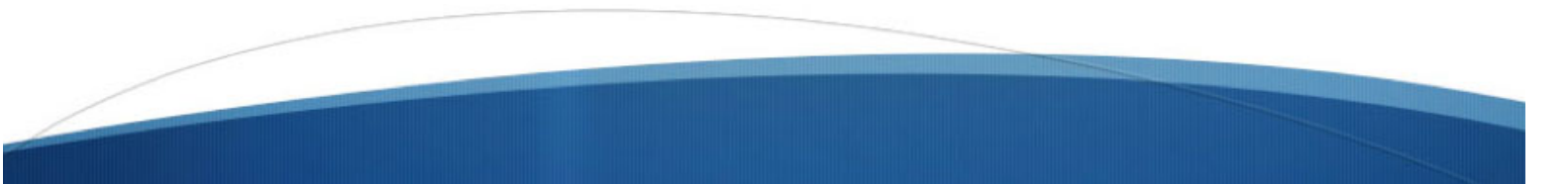
Call to Order

Roll Call



- I. Administrative**
  - Approval of Board Meeting Minutes of October 7, 2022
  
- II. CSUSA Reports**
  - State Director Report
  - Fall Survey Results
  
- III. Financials**
  - Q1 FY23 Financial Review Four Corners Charter School, Inc.
  - Q2 FY23 Financial Review Four Corners Charter School, Inc.
  - FY23 Budget Amendment Survey 2/3
  - Q2 FY23 Financial Review Four Corners Charter School
  - Title I Plan
  
- IV. Old Business**
  
- V. New Business**
  - Out of Field Waivers
  - Special Magistrate Policy
  
- VI. Public Comments**
  
- VII. Adjournment**

◀ **Next Meeting: Tuesday – May 2, 2023 at 2:00 p.m.** ▶



**BOARD MEETING MINUTES**

**Name of Foundation:** Four Corners Charter School, Inc.  
**Board Meeting:** Tuesday – October 4, 2022  
**School(s):** Four Corners Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
October 4, 2022	2:10 pm	2:54 pm	February 7, 2023	2:00 pm	M. Llanes/R. Weaver
<b>Meeting Location:</b>					
Osceola School District – 817 Bill Beck Blvd., Kissimmee, FL 34744					
<b>Attended by:</b>					
<b>Board Members:</b> Julius Melendez, Director Mollie Cunningham, Director Jon Arguello, Director <b>Absent:</b> Teresa Castillo, Chair James Miller, Director			<b>Other Attendees:</b> Dr. Eddie Ruiz, FL State Director Jodi Evans, CSUSA Deputy Director Yurik Rodriguez, Sr. Accountant for Osceola School District Chris Kober - Facilities Joe Krusick – MKA (Auditors) Rich Cassidy – MKA (Auditors) Tanya Snellings, Charter Office, Osceola School District Rita Weaver, Sr. Director of Board Governance Maggie Llanes, Executive Coordinator for Board Governance		

**CALL TO ORDER**

- Pursuant to public notice, the meeting commenced at 2:10 pm with a Call to Order by Julius Melendez. Roll call was taken, and quorum established.

**I. ADMINISTRATIVE**

Approval of Board Meeting Minutes of August 9, 2022  
Approval of Board Meeting Minutes of August 25, 2022

- The board reviewed the meeting minutes from the August 9, 2022, and August 25, 2022 board meetings for Four Corners Charter School, Inc.

**MOTION: Motion was made by Mollie Cunningham and seconded by John Arguello to approve the minutes of the August 9, 2022, and August 25, 2022, for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent)**

**II. CSUSA Reports**

State Director Report

- Dr. Eddie Ruiz reported to the board that there were only minor leaking after Hurricane Ian and that the school followed the district on closure and reopening with the majority of students and staff in attendance. The board discussed the process for hurricane make up days, if necessary.
- The board reviewed the FY22 school grade goal and initiatives in comparison with the FY23 goals and initiatives which included discussion on the standards and accountability monitoring taking place at the school. All questions were answered by Area 3 Deputy Director Jodi Evans and Principal Thompson.

**MOTION: Motion was made by Mollie Cunningham and seconded by Julius Melendez to accept the State Director's Report for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent)**

FY23 TSIA Plan

- The board reviewed the FY23 TSIA Plan for Osceola that was submitted to the Florida DOE. The plan is currently under review at FDOE for approval.
- The board discussed that the goals of the TSIA bringing up minimum salaries to \$47, 500 and wanted to be sure that they were also considering those teachers with multiple years of experience and ensuring that they too are being appropriately compensated. The TSIA plan had very specific structured instructions on allocations.
- Denise Thompson shared with the board that the school's budget stipends and other incentives to be able to compensate effective and experienced teachers.

**MOTION: Motion was made by Mollie Cunningham and seconded by Jon Arguello to ratify the FY23 TSIA Plan, for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent)**

**III. FINANCIALS**

- FY22 FCCS and FCCS, Inc. Audited Results
  - The board reviewed the FY22 FCCS Audited Results with auditors Joe Krusick and Rich Cassidy from Moss, Krusick, and Associates, LLC. The FCCS, Inc. Audited results would be presented at the next meeting as those results were not finalized. Mr. Cassidy reviewed all the required elements and disclosures of the audit and advised that the audit was an unqualified opinion.
  - Rich Cassidy reviewed the audited results with the board and answered all their questions.
  - Board Member Melendez requested "Accrued Payroll and Other Expenses" broken out into two-line items, "Accrued Payroll" and "Other Expenses" to be able to understand the cash commitment of payroll.

**MOTION: Motion was made by Mollie Cunningham and seconded by Jon Arguello to accept the FY22 FCCS Audited Results for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent)**

**IV. OLD BUSINESS**

There was none.

**V. NEW BUSINESS**

Door Entry Upgrade Project

- The board reviewed the proposal for the vestibule front door.
- Chris Kober from Facilities updated the board on the scope of work for the school on this project and presented the best bid out of three obtained.

**MOTION: Motion was made by Mollie Cunningham and seconded by Jon Arguello to approve the Door Entry Upgrade Project for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent)**

Board Director Julius Melendez confirmed with Principal Thompson that the security guard at the school has a check in sheet. Principal Thomson affirmed.

**VI. PUBLIC COMMENTS**

There were none.

**VII. ADJOURNMENT**

**Board Director Julius Melendez adjourned the October 4, 2022, Four Corners Charter School, Inc. Board Meeting at 2:54 p.m.**

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**Signature**

**Date:** \_\_\_\_\_

# FOUR CORNERS CHARTER SCHOOL



Denise Thompson & Joseph Childers

Next Charter Term Ends: 6/30/2031

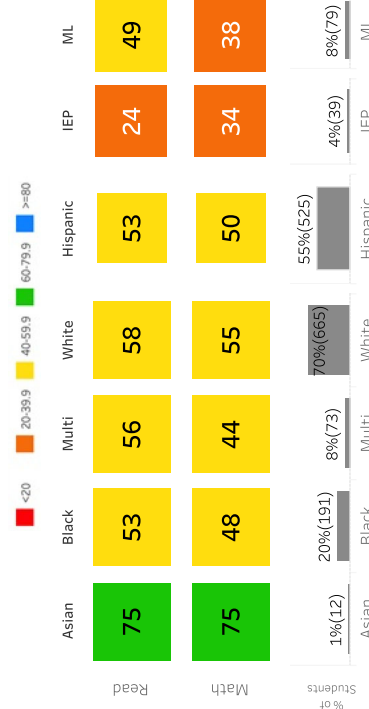
## School Grade History

2021\* 2022 2023

B	B	C
58	58	52

## Equitable Outcomes

### 2023 Subgroups (NWEA/ready as of Jan 24, 2023)



## Resource Optimization



## Financial Tier

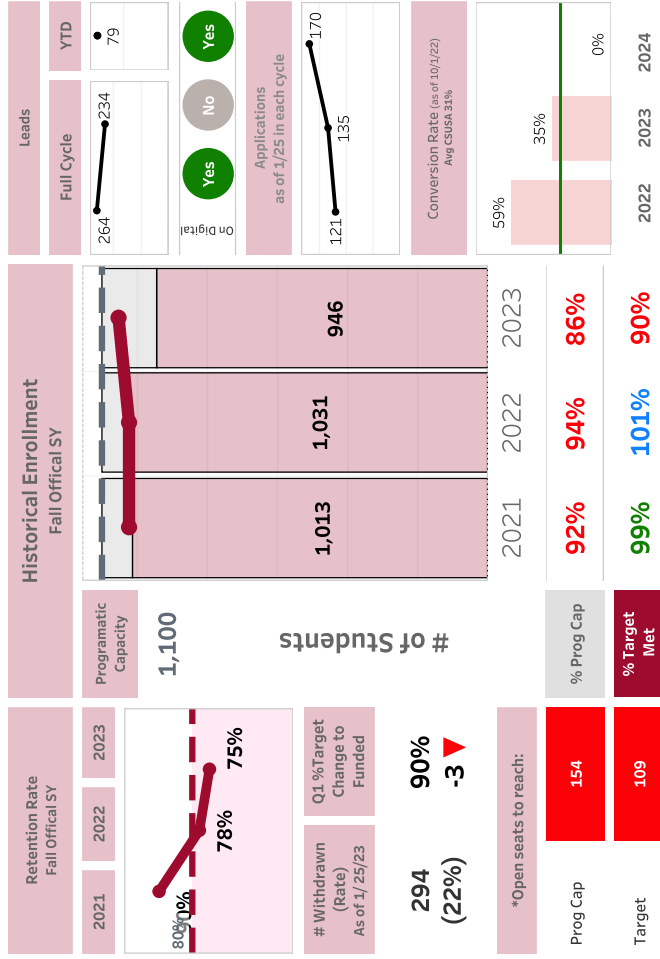


FY 2023 Preliminary (as of Jan 12, 2023)



## Operational Excellence (\*Fall Official)

### Marketing and Enrollment (EX: SY 2023 = 22-23)



## Student Success, Teaching and Learning

	2021	2022	2023	2024		
CSUSA FL	52	53	50	63	A	
2023 Goals	62	64	64	63	A	
2023 Projections	54	52	48	51.5	C	
2022 Actuals	52	61	53	59	58	B
Difference 2023 Proj to 2022 Actual	2	-7	-4	-7	-7	





FOUR CORNERS  
CHARTER SCHOOL

CSUSA Fall 2022-2023

Staff, Parent and Student Stakeholder Satisfaction Surveys





# Survey Scale & Interpreting The Results

## 6 Point Scale

- 3 Levels of agreement with “**strongly agree**” being the most intense on the positive feedback spectrum
- 3 Levels of disagreement with “**strongly disagree**” being the most intense on the negative feedback spectrum

## Reporting Total Agree

- Combination of “strongly agree”, “agree” and “somewhat agree” represents **Total Satisfaction**





# CSUSA Survey Results

## Fall 2022-2023

## 2022-2023 Fall Survey Summary

### Participation Rate & Results Reliability

		2021-2022		2022-20..	
		Fall	Spring	Fall	Spring
<b>Staff</b>	Instructional				
	Responses Count	52	60	72	
	Total Count	57	57	43	
	Participation Rate	91%	100%	100%	
<b>Non-Instructional</b>	Responses Count	11	23	23	
	Total Count	28	28	70	
	Participation Rate	39%	82%	33%	
<b>Parent</b>	Families				
	Responses Count	411	316	331	
	Total Count	666	666	658	
	Participation Rate	62%	47%	50%	
<b>Student</b>	All Students				
	Responses Count	149	132	131 *	
	Total Count	171	171	166	
	Participation Rate	87%	77%	79%	

Based on established benchmark, 2022-2023 Fall Survey participation rate has:

Parent	High Reliability
Staff	High Reliability
Student	High Reliability

High Reliability: 75% and above  
 Moderate Reliability: between 75% and 50%  
 Low Reliability: less than 50%

**Parent:**  
 High Reliability: 50% and above  
 Moderate Reliability: between 50% and 25%  
 Low Reliability: less than 25%

**Student:**  
 High Reliability: 40% and above  
 Moderate Reliability: between 20% and 40%  
 Low Reliability: less than 20%

*\*This represents only respondents from the 4<sup>th</sup> grade to ensure a representative sample of students from the elementary school can provide their feedback.*

# School Results by Category

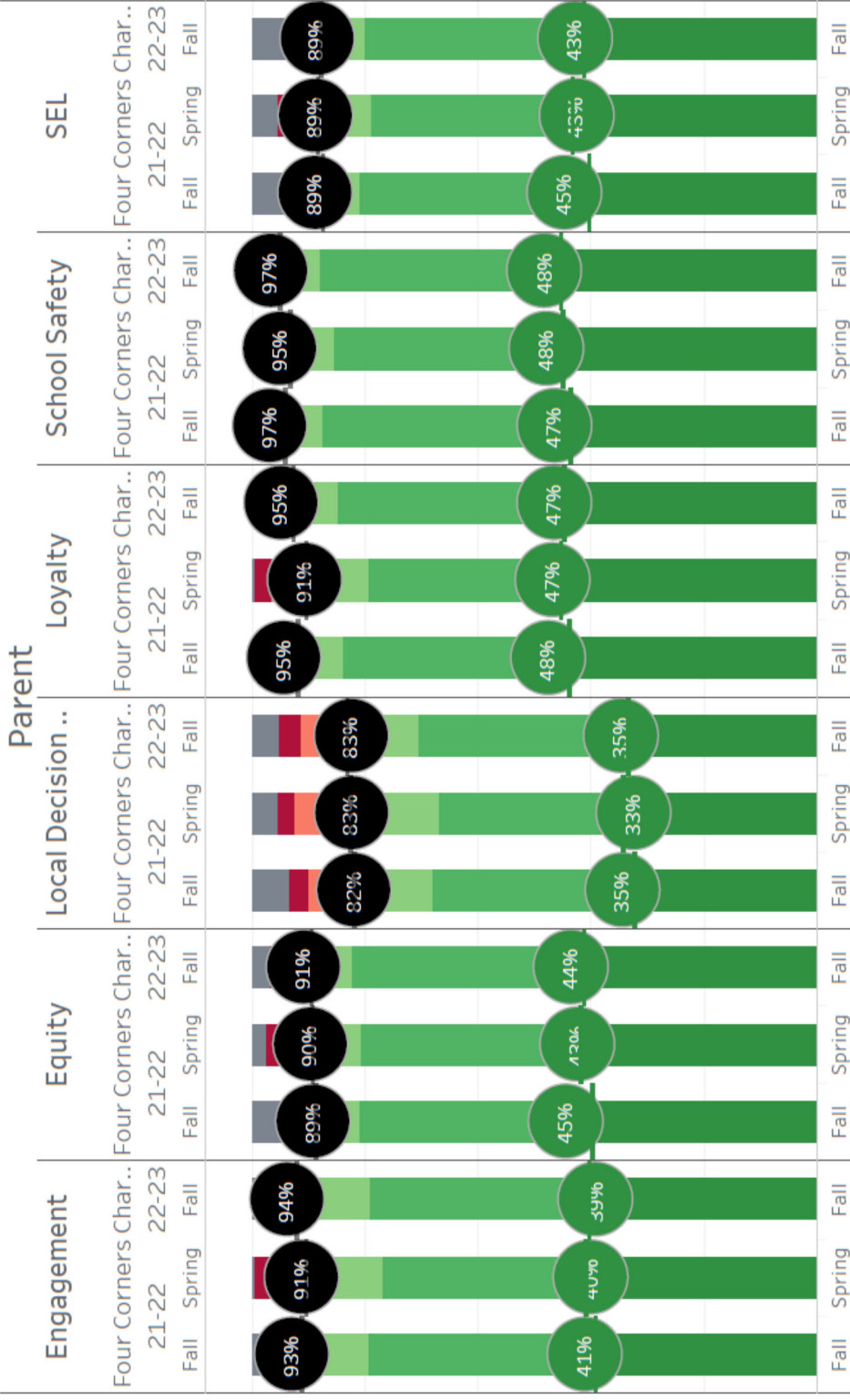
## Top Survey Results:

- **Parents:** the FCCS families continue to have a generally favorable perception of the school, with **School Safety, Loyalty and Engagement** receiving the highest levels of satisfaction even outpacing the network and state averages. They overwhelmingly feel their students are safe and happy at this school, they are proud of the school and would recommend it to a friend.
- **Staff:** like the families, the FCCS staff also have very favorable perception of the school and the administrators. All categories have increased in satisfaction with **Equity, School Safety and Loyalty** leading with the highest levels of satisfaction. The majority agree that the school values students' cultural backgrounds, they believe the school's environment is conducive for learning, they feel safe and are happy working at the school.
- **Students: School Safety and Loyalty** received the highest level of satisfaction from the FCCS students – there is a theme across all 3 stakeholder groups – like the families and staff, most students agree that the school is a safe and friendly environment, and they would recommend the school to a friend.

## Areas for Improvement:

- **Parents & Staff: Local Decision-Making** continues to receive the lowest levels of satisfaction from both parents and staff although there is significant improvement in this category. Parents do not feel very involved with their child's learning goals or their child's classes/programs and staff do not feel very involved with organizational goals or creating a vision for the future
- **Students: Engagement** continues to be lowest performing category among the FCCS students although this is still well above the network and state averages. They do not readily talk about ideas from classes outside of school.

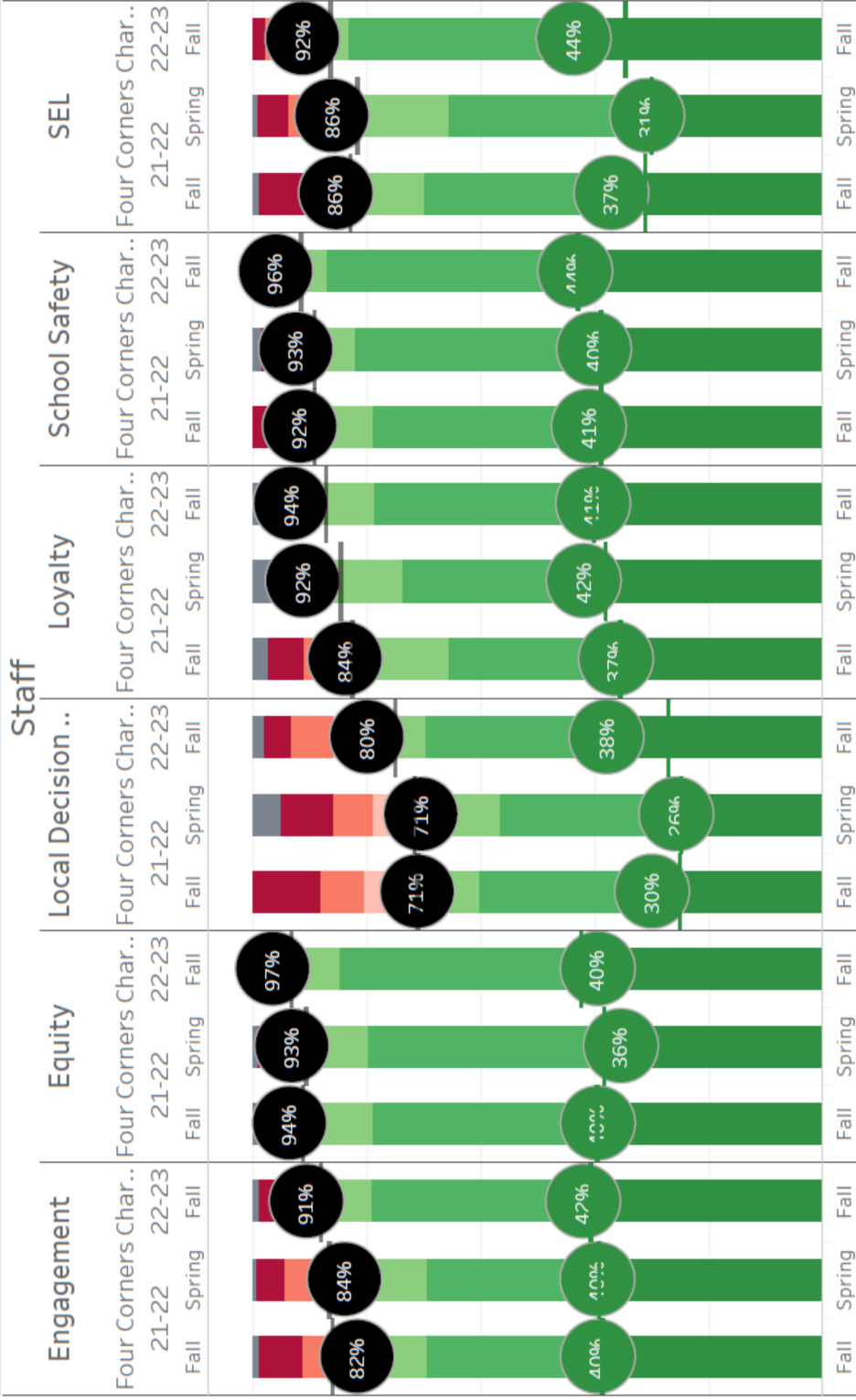
# Four Corners Charter School: Historical Trends per Category



■ Strongly Agree, ■ Agree, ■ Somewhat Agree, ■ Somewhat Disagree, ■ Disagree, ■ Strongly Disagree, ■ I do not know

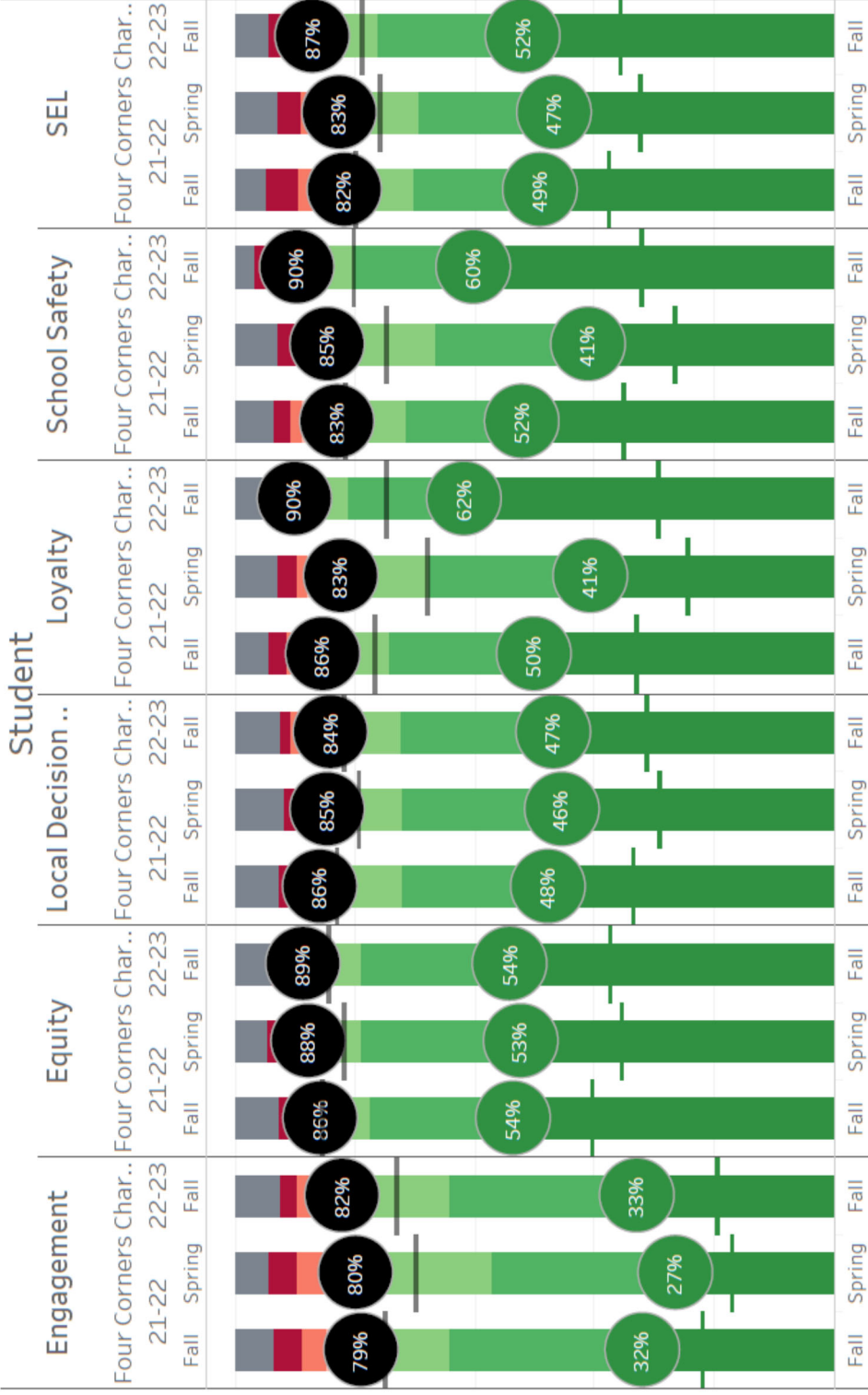
● Strongly Agree, ● Total Agree, | Network Strongly Agree Average, | Network Total Agree Average

# Four Corners Charter School: Historical Trends per Category



■ Strongly Agree, ■ Agree, ■ Somewhat Agree, ■ Somewhat Disagree, ■ Disagree, ■ I do not know  
● Strongly Agree, | Total Agree, | Network Strongly Agree Average, | Network Total Agree Average

# Four Corners Charter School: Historical Trends per Category



■ Strongly Agree, ■ Agree, ■ Somewhat Agree, ■ Somewhat Disagree, ■ Disagree, ■ I do not know

● Strongly Agree, | Total Agree, | Network Strongly Agree Average, | Network Total Agree Average





Four Corners Charter Schools, Inc.

***Financial Statements  
and  
Supporting Schedules***

For Month Ended:  
**September 30, 2022**

**Four Corners Charter Schools, Inc.**  
**Governmental Balance Sheet**  
**September 30, 2022**

	Account Number	Fund Types				Total
		OF1 GENERAL	OF2 DEBT SERVICE	OF3 CAPITAL PROJECTS	OF4 SPECIAL REVENUE	
<b>ASSETS</b>						
Cash and Cash Equivalents	1110	5,362,480.58	0.00	326,588.90	0.00	5,689,069.48
Investments	1160	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	1120	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	1130	657.24	0.00	0.00	0.00	657.24
Interest Receivable	1170	0.00	0.00	0.00	0.00	0.00
Due from Reinsurer	1180	0.00	0.00	0.00	0.00	0.00
Deposits Receivable	1210	0.00	0.00	0.00	0.00	0.00
Due from Other Funds	1140	0.00	0.00	0.00	0.00	0.00
Due from Other Agencies	1220	0.00	0.00	0.00	0.00	0.00
Inventory	1150	0.00	0.00	0.00	0.00	0.00
Prepaid Items	1230	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>		<b>5,363,137.82</b>	<b>0.00</b>	<b>326,588.90</b>	<b>0.00</b>	<b>5,689,726.72</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Salaries, Benefits and Payroll Taxes Payable	2110	0.00	0.00	0.00	0.00	0.00
Payroll Deductions and Withholdings	2170	0.00	0.00	0.00	0.00	0.00
Accounts Payable	2120	398,905.20	0.00	0.00	0.00	398,905.20
Judgments Payable	2130	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable	2140	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable-Retained	2150	0.00	0.00	0.00	0.00	0.00
Matured Interest Payable	2190	0.00	0.00	0.00	0.00	0.00
Due to Fiscal Agent	2240	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable	2260	0.00	0.00	0.00	0.00	0.00
Estimated Liability Self Insurance	2270	0.00	0.00	0.00	0.00	0.00
Accrued Interest Payable	2210	0.00	0.00	0.00	0.00	0.00
Deposits Payable	2220	0.00	0.00	0.00	0.00	0.00
Due to Other Agencies	2230	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	2160	0.00	0.00	0.00	0.00	0.00
Deferred Revenue	2410	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>		<b>398,905.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>398,905.20</b>
<b>FUND BALANCES</b>						
<b>Total Fund Balances</b>	<b>2700</b>	<b>4,964,232.62</b>	<b>0.00</b>	<b>326,588.90</b>	<b>0.00</b>	<b>5,290,821.52</b>
<b>Total Liabilities and Fund Balances</b>		<b>5,363,137.82</b>	<b>0.00</b>	<b>326,588.90</b>	<b>0.00</b>	<b>5,689,726.72</b>

**Four Corners Charter Schools, Inc.**  
**Revenue & Expenditures - Budget And Actual**  
**September 30, 2022**

	OF1 Account Number	GENERAL FUND			Percentage of Current Budget
		Budget Amounts		Actual	
		Original	Current		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	7,798,777.00	7,798,777.00	1,903,502.06	24.41%
Local Sources	3400	6,000.00	6,000.00	4,017.87	66.96%
<b>Total Revenues</b>		7,804,777.00	7,804,777.00	1,907,519.93	24.44%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	6,020,668.45	6,020,668.45	1,553,048.88	25.80%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	7,000.00	7,000.00	0.00	0.00%
General Administration	7200	1,262,354.55	1,262,354.55	290,988.52	23.05%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7400	1,058,934.00	1,058,934.00	262,260.71	24.77%
Fiscal Services	7500	20,000.00	20,000.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	150,000.00	150,000.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		8,518,957.00	8,518,957.00	2,106,298.11	24.72%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(714,180.00)	(714,180.00)	(198,778.18)	27.83%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	693,180.00	693,180.00	0.00	
Transfers Out	9700	0.00	0.00	0.00	
<b>Total Other Financing Sources (Uses)</b>		693,180.00	693,180.00	0.00	
<b>SPECIAL ITEMS</b>					
<b>EXTRAORDINARY ITEMS</b>					
<b>FUND BALANCE</b>					
Net Change in Fund Balance		(21,000.00)	(21,000.00)	(198,778.18)	
Fund Balance, July 01, 2022	2800	5,163,010.80	5,163,010.80	5,163,010.80	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2023</b>	<b>2700</b>	<b>5,142,010.80</b>	<b>5,142,010.80</b>	<b>4,964,232.62</b>	

**Four Corners Charter Schools, Inc.**  
**Revenue & Expenditures - Budget And Actual**  
**September 30, 2022**

	OF3 Account Number	CAPITAL PROJECTS FUND			
		Budget Amounts		Actual	Percentage of Current Budget
		Original	Current		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	693,180.00	693,180.00	121,718.00	17.56%
Local Sources	3400	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>		693,180.00	693,180.00	121,718.00	17.56%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	0.00	0.00	0.00	0.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00%
General Administration	7200	0.00	0.00	0.00	0.00%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	0.00	0.00	0.00	0.00%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		0.00	0.00	0.00	0.00%
Excess (Deficiency) of Revenues Over (Under) Expenditures		693,180.00	693,180.00	121,718.00	17.56%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	0.00	0.00	0.00	
Transfers Out	9700	(693,180.00)	(693,180.00)	0.00	
<b>Total Other Financing Sources (Uses)</b>		(693,180.00)	(693,180.00)	0.00	
<b>FUND BALANCE</b>					
Net Change in Fund Balance		0.00	0.00	121,718.00	
Fund Balance, July 01, 2022	2800	204,870.90	204,870.90	204,870.90	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2023</b>	<b>2700</b>	<b>204,870.90</b>	<b>204,870.90</b>	<b>326,588.90</b>	

Four Corners Charter Schools, Inc.

***Financial Statements  
and  
Supporting Schedules***

For Month Ended:  
**December 31, 2022**

**Four Corners Charter Schools, Inc.**  
**Governmental Balance Sheet**  
**December 31, 2022**

	Account Number	Fund Types				Total
		OF1 GENERAL	OF2 DEBT SERVICE	OF3 CAPITAL PROJECTS	OF4 SPECIAL REVENUE	
<b>ASSETS</b>						
Cash and Cash Equivalents	1110	5,481,305.54	0.00	510,505.90	0.00	5,991,811.44
Investments	1160	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	1120	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	1130	0.00	0.00	0.00	0.00	0.00
Interest Receivable	1170	0.00	0.00	0.00	0.00	0.00
Due from Reinsurer	1180	0.00	0.00	0.00	0.00	0.00
Deposits Receivable	1210	0.00	0.00	0.00	0.00	0.00
Due from Other Funds	1140	0.00	0.00	0.00	0.00	0.00
Due from Other Agencies	1220	0.00	0.00	0.00	0.00	0.00
Inventory	1150	0.00	0.00	0.00	0.00	0.00
Prepaid Items	1230	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>		<b>5,481,305.54</b>	<b>0.00</b>	<b>510,505.90</b>	<b>0.00</b>	<b>5,991,811.44</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Salaries, Benefits and Payroll Taxes Payable	2110	0.00	0.00	0.00	0.00	0.00
Payroll Deductions and Withholdings	2170	0.00	0.00	0.00	0.00	0.00
Accounts Payable	2120	803,061.65	0.00	0.00	0.00	803,061.65
Judgments Payable	2130	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable	2140	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable-Retained	2150	0.00	0.00	0.00	0.00	0.00
Matured Interest Payable	2190	0.00	0.00	0.00	0.00	0.00
Due to Fiscal Agent	2240	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable	2260	0.00	0.00	0.00	0.00	0.00
Estimated Liability Self Insurance	2270	0.00	0.00	0.00	0.00	0.00
Accrued Interest Payable	2210	0.00	0.00	0.00	0.00	0.00
Deposits Payable	2220	0.00	0.00	0.00	0.00	0.00
Due to Other Agencies	2230	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	2160	0.00	0.00	0.00	0.00	0.00
Deferred Revenue	2410	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>		<b>803,061.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>803,061.65</b>
<b>FUND BALANCES</b>						
<b>Total Fund Balances</b>	2700	<b>4,678,243.89</b>	<b>0.00</b>	<b>510,505.90</b>	<b>0.00</b>	<b>5,188,749.79</b>
<b>Total Liabilities and Fund Balances</b>		<b>5,481,305.54</b>	<b>0.00</b>	<b>510,505.90</b>	<b>0.00</b>	<b>5,991,811.44</b>

Four Corners Charter Schools, Inc. Revenue & Expenditures - Budget And Actual December 31, 2022	GENERAL FUND				
	OF1	Budget Amounts		Actual	Percentage of Current Budget
	Account Number	Original	Current		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	7,798,777.00	7,798,777.00	3,727,196.35	47.79%
Local Sources	3400	6,000.00	6,000.00	10,733.82	178.90%
<b>Total Revenues</b>		7,804,777.00	7,804,777.00	3,737,930.17	47.89%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	6,020,668.45	6,020,668.45	3,103,947.40	51.55%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	7,000.00	7,000.00	7,000.00	100.00%
General Administration	7200	1,262,354.55	1,262,354.55	583,931.21	46.26%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7400	1,058,934.00	1,058,934.00	527,818.47	49.84%
Fiscal Services	7500	20,000.00	20,000.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	150,000.00	150,000.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		8,518,957.00	8,518,957.00	4,222,697.08	49.57%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(714,180.00)	(714,180.00)	(484,766.91)	67.88%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	693,180.00	693,180.00	0.00	
Transfers Out	9700	0.00	0.00	0.00	
<b>Total Other Financing Sources (Uses)</b>		693,180.00	693,180.00	0.00	
<b>SPECIAL ITEMS</b>					
<b>EXTRAORDINARY ITEMS</b>					
<b>FUND BALANCE</b>					
Net Change in Fund Balance		(21,000.00)	(21,000.00)	(484,766.91)	
Fund Balance, July 01, 2022	2800	5,163,010.80	5,163,010.80	5,163,010.80	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2023</b>	<b>2700</b>	<b>5,142,010.80</b>	<b>5,142,010.80</b>	<b>4,678,243.89</b>	

**Four Corners Charter Schools, Inc.**  
**Revenue & Expenditures - Budget And Actual**  
**December 31, 2022**

	OF3 Account Number	CAPITAL PROJECTS FUND			
		Budget Amounts		Actual	Percentage of Current Budget
		Original	Current		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	693,180.00	693,180.00	305,635.00	44.09%
Local Sources	3400	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>		693,180.00	693,180.00	305,635.00	44.09%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	0.00	0.00	0.00	0.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00%
General Administration	7200	0.00	0.00	0.00	0.00%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	0.00	0.00	0.00	0.00%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		0.00	0.00	0.00	0.00%
Excess (Deficiency) of Revenues Over (Under) Expenditures		693,180.00	693,180.00	305,635.00	44.09%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	0.00	0.00	0.00	
Transfers Out	9700	(693,180.00)	(693,180.00)	0.00	
<b>Total Other Financing Sources (Uses)</b>		(693,180.00)	(693,180.00)	0.00	
<b>FUND BALANCE</b>					
Net Change in Fund Balance		0.00	0.00	305,635.00	
Fund Balance, July 01, 2022	2800	204,870.90	204,870.90	204,870.90	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2023</b>	<b>2700</b>	204,870.90	204,870.90	510,505.90	



**OSCEOLA COUNTY COMPONENT UNIT**  
**Four Corners Charter School, Inc.**  
**Fiscal Year 2022-23 Budget Amendment #01**

	OF1	General Fund			
		Budget Amounts			
		2022-23 Final	2022-23 Amendment #1	Difference	
Function	UFTE	1053.46	947.23	-106.23	%
<b>REVENUES</b>					
Federal Direct	3100			0.00	
Federal Through State & Local	3200	0.00	0.00	0.00	
State Sources	3300	7,798,777.00	7,420,095.82	(378,681.18)	-4.86%
Local Sources	3400	6,000.00	15,000.00	9,000.00	150.00%
<b>Total Revenues</b>		7,804,777.00	7,435,095.82	(369,681.18)	-4.74%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	6,020,668.45	5,720,673.75	(299,994.70)	-4.98%
Student & Instructional Support Services	6000	0.00	0.00	0.00	
Board	7100	7,000.00	7,000.00	0.00	0.00%
Administration Fees:					
District Holdback Fee	7201	92,538.00	97,918.00	5,380.00	5.81%
Charter Holder	7202			0.00	
Management Company	7203	1,169,816.55	1,111,274.25	(58,542.30)	-5.00%
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400	1,058,934.00	1,058,934.00	0.00	0.00%
Fiscal Services	7500	20,000.00	20,000.00	0.00	0.00%
Food Services	7600			0.00	
Central Services	7700			0.00	
Pupil Transportation Services	7800	0.00	0.00	0.00	
Operation of Plant	7900			0.00	
Maintenance of Plant	8100	150,000.00	344,200.00	194,200.00	129.47%
Administrative Technology Services	8200			0.00	
Community Services	9100			0.00	
Debt Service: (Function 9200)					
Retirement of Principal	710			0.00	
Interest	720			0.00	
Dues, Fees and Issuance Costs	730			0.00	
Miscellaneous Expenditures	790			0.00	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0.00	
Other Capital Outlay	9300			0.00	
<b>Total Expenditures</b>		8,518,957.00	8,360,000.00	(158,957.00)	125.29%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(714,180.00)	(924,904.18)	(210,724.18)	120.56%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0.00	
Proceeds from the Sale of Capital Assets	3730			0.00	
Loss Recoveries	3740			0.00	
Proceeds of Forward Supply Contract	3760			0.00	
Special Facilities Construction Advances	3770			0.00	
Transfers In	3600	693,180.00	935,175.90	241,995.90	34.91%
Transfers Out	9700	0.00	0.00	0.00	
<b>Total Other Financing Sources (Uses)</b>		693,180.00	935,175.90	241,995.90	34.91%
<b>SPECIAL ITEMS</b>					
				0.00	
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		(21,000.00)	10,271.72	31,271.72	-148.91%
Fund Balance - Beginning of Year	2800	5,163,010.80	5,163,010.80	0.00	0.00%
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	5,142,010.80	5,173,282.52	31,271.72	0.61%

**Fund Balance:**

Debt Service	1,041,463.50
Maintenance Reserve	600,000.00
Unassigned	3,531,819.02
<b>Total Fund Balance</b>	<b>5,173,282.52</b>

**Notes:**

Unassigned fund balance as a percentage of revenues:

42.19%

**OSCEOLA COUNTY COMPONENT UNIT**

**Four Corners Charter School, Inc.**

**Fiscal Year 2022-23 Budget Amendment #01**

		Capital Projects				
		OF3	Budget Amounts			
		Function	2022-23 Final	2022-23 Amendment #1	Difference	
		UFTE	1053.46	947.23	-106.23	%
<b>REVENUES</b>						
Federal Direct	3100				0.00	
Federal Through State & Local	3200				0.00	
State Sources	3300		693,180.00	730,305.00	37,125.00	5.36%
Local Sources	3400				0.00	
<b>Total Revenues</b>			693,180.00	730,305.00	37,125.00	5.36%
<b>EXPENDITURES</b>						
Current:						
Instruction	5000				0.00	
Student & Instructional Support Services	6000				0.00	
Board	7100				0.00	
Administration Fees:						
District Holdback Fee	7201				0.00	
Charter Holder	7202				0.00	
Management Company	7203				0.00	
Other	7204				0.00	
School Administration	7300				0.00	
Facilities Acquisition and Construction	7400				0.00	
Fiscal Services	7500				0.00	
Food Services	7600				0.00	
Central Services	7700				0.00	
Pupil Transportation Services	7800				0.00	
Operation of Plant	7900				0.00	
Maintenance of Plant	8100				0.00	
Administrative Technology Services	8200				0.00	
Community Services	9100				0.00	
Debt Service: (Function 9200)						
Retirement of Principal	710				0.00	
Interest	720				0.00	
Dues, Fees and Issuance Costs	730				0.00	
Miscellaneous Expenditures	790				0.00	
Capital Outlay:						
Facilities Acquisition and Construction	7420				0.00	
Other Capital Outlay	9300				0.00	
<b>Total Expenditures</b>			0.00	0.00	0.00	
Excess (Deficiency) of Revenues Over (Under) Expenditures			693,180.00	730,305.00	37,125.00	5.36%
<b>OTHER FINANCING SOURCES (USES)</b>						
Loans Incurred	3720				0.00	
Proceeds from the Sale of Capital Assets	3730				0.00	
Loss Recoveries	3740				0.00	
Proceeds of Forward Supply Contract	3760				0.00	
Special Facilities Construction Advances	3770				0.00	
Transfers In	3600				0.00	
Transfers Out	9700		(693,180.00)	(935,175.90)	241,995.90	-34.91%
<b>Total Other Financing Sources (Uses)</b>			(693,180.00)	(935,175.90)	241,995.90	-34.91%
<b>SPECIAL ITEMS</b>						
<b>EXTRAORDINARY ITEMS</b>						
Net Change in Fund Balances			0.00	(204,870.90)	204,870.90	
Fund Balance - Beginning of Year	2800		204,870.90	204,870.90	0.00	0.00%
Adjustment to Fund Balance	2891					
Fund Balance - End of Year	2700		204,870.90	0.00	(204,870.90)	-100.00%



# Variance Analysis Report - Consolidated

## FCCS-Four Corners Charter School

For the Period Ended 12/31/2022

	YTD Actuals	YTD Original Budget	Variance to Budget		Amended Budget	Original Budget	Variance to Budget	
			\$ Change	% Change			\$ Change	% Change
<b>Revenues</b>								
<b>State Sources</b>								
FEFP	\$ 3,776,928	\$ 3,968,562	(191,634)	-5%	\$ 7,493,809	\$ 7,937,124	(443,315)	-6%
Capital Outlay	366,807	346,590	20,217	6%	730,305	693,180	37,125	5%
<b>Other Revenue Sources</b>								
Private Grants / Contributions	164,462	-	164,462	-	-	-	-	-
Other Program Revenues	76,170	89,238	(13,067)	-15%	496,155	178,680	317,680	178%
Interest Income	2,047	39	2,009	5218%	4,093	77	4,016	5216%
<b>Special Revenue Sources</b>								
Federal Grants Revenue	354,862	21,290	333,572	1567%	1,936,954	1,087,047	849,907	78%
<b>Total Revenues</b>	<b>\$ 4,741,276</b>	<b>\$ 4,425,718</b>	<b>\$ 315,558</b>	<b>7%</b>	<b>\$ 10,661,316</b>	<b>\$ 9,895,903</b>	<b>\$ 765,414</b>	<b>8%</b>
<b>Expenses</b>								
Instruction	2,078,977	2,166,805	87,828	4%	4,745,482	4,401,745	(343,738)	-8%
Instruction Support Services	253,126	264,454	11,328	4%	551,779	521,284	(30,495)	-6%
Board	8,416	6,600	(1,816)	-28%	13,200	13,200	-	0%
School Administration	289,260	333,288	44,029	13%	604,619	648,700	44,081	7%
Facilities and acquisition	14,753	41,680	26,927	65%	59,114	58,360	(754)	-1%
Fiscal Services	2,733	311,537	308,804	99%	568,153	623,068	54,915	9%
Food Services	421	-	(421)	-	421	-	(421)	-
Central Services	323,031	332,636	9,605	3%	671,502	665,267	(6,235)	-1%
Pupil Transportation Services	123,771	171,109	47,337	28%	273,771	342,218	68,447	20%
Operation of Plant	1,081,501	1,037,382	(44,119)	-4%	2,144,942	2,066,407	(78,535)	-4%
Maintenance of Plant	224,918	212,915	(12,003)	-6%	774,227	426,298	(347,929)	-82%
Community Service	57,195	47,081	(10,114)	-21%	254,107	84,825	(169,282)	-200%
<b>Total Expenses</b>	<b>\$ 4,458,101</b>	<b>\$ 4,925,487</b>	<b>\$ 467,385</b>	<b>9%</b>	<b>\$ 10,661,316</b>	<b>\$ 9,851,371</b>	<b>\$ (809,945)</b>	<b>-8%</b>
<b>Excess/(Deficit) of Rev over Exp</b>	<b>283,175</b>	<b>(499,769)</b>	<b>782,944</b>	<b>-</b>	<b>-</b>	<b>44,532</b>	<b>(44,532)</b>	<b>-100%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 283,175</b>	<b>\$ (499,769)</b>	<b>\$ 782,944</b>	<b>157%</b>	<b>\$ -</b>	<b>\$ 44,532</b>	<b>\$ (44,532)</b>	<b>-100%</b>
<b>Enrollment</b>	<b>946</b>	<b>1,055</b>	<b>(109)</b>	<b>-10%</b>	<b>971</b>	<b>1,055</b>	<b>(84)</b>	<b>-8%</b>
<b>Rate Per Student</b>	<b>\$ 7,922</b>	<b>\$ 7,523</b>	<b>\$ 398</b>	<b>5%</b>	<b>\$ 7,718</b>	<b>\$ 7,523</b>	<b>\$ 194</b>	<b>3%</b>



# Variance Analysis Report – Consolidated

## FCCS-Four Corners Charter School

For the Period Ended 12/31/2022

	YTD Actuals	YTD Original Budget	Variance to Budget		Amended Budget	Original Budget	Variance to Budget	
			\$ Change	% Change			\$ Change	% Change
<b>Revenues</b>								
<b>State Sources</b>								
State Capitation / Student	\$ 3,716,954	\$ 3,931,477	(214,523)	-5%	\$ 7,373,860	\$ 7,862,954	(489,094)	-6%
Student Transportation	59,975	37,085	22,890	62%	119,949	74,170	45,779	62%
Capital Outlay Revenue	366,807	346,590	20,217	6%	730,305	693,180	37,125	5%
<b>Other Revenue Sources</b>								
Private Grants / Contributions	164,462	-	164,462	-	-	-	-	-
Other Program Revenues	-	-	-	-	344,100	-	344,100	-
Food Service Revenue	286	-	286	-	286	-	286	-
Before and Aftercare Revenue	75,885	89,238	(13,353)	-15%	151,770	178,475	(26,706)	-15%
Interest Income	2,047	39	2,009	5218%	4,093	77	4,016	5216%
<b>Special Revenue Sources</b>								
Federal Grants Revenue	354,862	21,290	333,572	1567%	1,936,954	1,087,047	849,907	78%
<b>Total Revenues</b>	<b>\$ 4,741,276</b>	<b>\$ 4,425,718</b>	<b>\$ 315,558</b>	<b>7%</b>	<b>\$ 10,661,316</b>	<b>\$ 9,895,903</b>	<b>\$ 765,414</b>	<b>8%</b>
<b>Expenses</b>								
<b>Instruction</b>								
Teachers	798,366	1,410,521	612,155	43%	1,718,034	3,017,696	1,299,662	43%
ESE/Special Education	22,212	25,450	3,238	13%	71,123	55,990	(15,133)	-27%
Permanent Subs	241,742	-	(241,742)	-	465,407	-	(465,407)	-
Aides - Instructional	20,566	16,940	(3,627)	-21%	221,964	33,879	(188,085)	-555%
Daily Substitute Teachers	128,283	65,703	(62,580)	-95%	193,986	131,406	(62,580)	-48%
Other Support/Aides	108,004	82,774	(25,230)	-30%	144,151	171,872	27,722	16%
Stipend	126,103	17,290	(108,813)	-629%	297,409	34,579	(262,830)	-760%
Bonus	8,800	58,500	49,700	85%	77,939	58,500	(19,439)	-33%
Tutoring	-	-	-	-	16,000	32,000	16,000	50%
Taxes & Benefits	264,683	264,412	(270)	0%	513,071	581,720	68,649	12%
Other Professional Fees	11,669	9,033	(2,636)	-29%	18,066	18,066	-	0%
Outside Staff Development	-	2,024	2,024	100%	-	2,024	2,024	100%
Textbooks	-	61,370	61,370	100%	89,286	61,370	(27,916)	-45%
Consumable Students	19,288	525	(18,763)	-3574%	76,242	525	(75,717)	-14422%
Consumable Teachers	-	5,270	5,270	100%	17,770	5,270	(12,500)	-237%
Library & Reference Books	(149)	-	149	-	(149)	-	149	-
Instructional Licenses	47,367	38,925	(8,442)	-22%	148,966	38,925	(110,041)	-283%
Testing Materials	-	52,705	52,705	100%	32,729	52,705	19,976	38%
Contracted SPED - Instruction	28,073	32,484	4,411	14%	64,969	64,969	-	0%
Computer Hardware (NonCap)	3,056	-	(3,056)	-	3,056	-	(3,056)	-
Computer Software (NonCap)	240	-	(240)	-	240	-	(240)	-
Improv other than Bldg (NonCap)	0	0	-	-	0	3,848	3,848	100%
Computers - Hardware	246,580	12,880	(233,700)	-1814%	561,127	26,400	(534,727)	-2025%
Computer - Software	4,095	-	(4,095)	-	4,095	-	(4,095)	-
IT Infrastructure	-	10,000	10,000	100%	10,000	10,000	-	0%
<b>Total Instruction</b>	<b>2,078,977</b>	<b>2,166,805</b>	<b>87,828</b>	<b>4%</b>	<b>4,745,482</b>	<b>4,401,745</b>	<b>(343,738)</b>	<b>-8%</b>



# Variance Analysis Report – Consolidated

## FCCS-Four Corners Charter School

For the Period Ended 12/31/2022

	YTD Actuals	YTD Original Budget	Variance to Budget		Amended Budget	Original Budget	Variance to Budget	
			\$ Change	% Change			\$ Change	% Change
<b>Instruction Support Services</b>								
Guidance	\$ 27,458	\$ 54,121	26,663	49%	\$ 87,614	\$ 113,355	25,742	23%
Resource Teachers	35,322	1,050	(34,272)	-3264%	9,418	-	(9,418)	-
Other Support	13,989	12,725	(1,264)	-10%	83,652	2,404	(81,248)	-3380%
IT Support	10,794	3,885	(6,910)	-178%	26,489	25,450	(1,039)	-4%
Stipend	1,585	4,750	3,165	67%	14,679	7,770	(6,910)	-89%
Bonus	68,666	62,613	(6,053)	-10%	1,585	4,750	3,165	67%
Taxes & Benefits	63,474	73,323	9,848	13%	118,841	126,611	7,769	6%
Computer Service Fees	-	404	404	100%	142,428	146,645	4,217	3%
Temporary Agency Fees	9,495	8,095	(1,400)	-17%	808	808	-	0%
Outside Staff Development	12,153	21,133	8,979	42%	10,119	8,095	(2,024)	-25%
Contracted Mental Health Services	-	133	133	100%	44,188	42,265	(1,923)	-5%
Consulting Fees	-	4,898	4,898	100%	813	813	-	0%
Grant Expense	68	767	699	91%	-	4,898	4,898	100%
Travel	578	500	(78)	-16%	426	4,482	4,056	90%
Medical Supplies	-	176	176	100%	1,000	1,000	-	0%
Student Uniform Expense	9,543	-	(9,543)	-	176	-	-	0%
Nurse - Salaried	-	15,881	15,881	100%	9,543	-	(9,543)	-
Nurse - Hourly	-	264,454	264,454	100%	-	31,762	31,762	100%
<b>Total Instruction Support Services</b>	<b>253,126</b>	<b>264,454</b>	<b>11,328</b>	<b>4%</b>	<b>551,779</b>	<b>521,284</b>	<b>(30,495)</b>	<b>-6%</b>
<b>Board</b>								
Accounting Services - Audit	7,400	4,100	(3,300)	-80%	8,200	8,200	-	0%
Legal Fees - Independent Counsel	1,016	2,500	1,484	59%	5,000	5,000	-	0%
<b>Total Board</b>	<b>8,416</b>	<b>6,600</b>	<b>(1,816)</b>	<b>-28%</b>	<b>13,200</b>	<b>13,200</b>	<b>-</b>	<b>0%</b>
<b>School Administration</b>								
School Leadership	114,700	104,341	(10,359)	-10%	238,078	208,681	(29,397)	-14%
Administrative - Salaried	50,553	62,187	11,634	19%	119,282	124,374	5,093	4%
Administrative - Hourly	26,238	65,768	39,530	60%	90,219	131,536	41,317	31%
Stipend	13,048	3,825	(9,222)	-241%	16,873	7,651	(9,222)	-121%
Bonus	15,069	29,468	14,399	49%	15,069	29,468	14,399	49%
Taxes & Benefits	47,582	58,607	11,025	19%	98,188	127,529	29,340	23%
Drug Testing Fees	31	218	187	86%	218	-	-	0%
Travel	10,218	2,479	(7,739)	-312%	11,960	6,452	(5,508)	-85%
Office Supplies	5,460	3,155	(2,306)	-73%	6,309	6,309	-	0%
Dues & Subscriptions	3,708	2,727	(981)	-36%	5,455	5,455	-	0%
Printing & Copying	1,685	514	(1,171)	-228%	2,000	1,028	(972)	-95%
Bad Debt Expense	969	-	(969)	-	969	-	(969)	-
<b>Total School Administration</b>	<b>289,260</b>	<b>333,288</b>	<b>44,029</b>	<b>13%</b>	<b>604,619</b>	<b>648,700</b>	<b>44,081</b>	<b>7%</b>
<b>Facilities and acquisition</b>								
FF&E (NonCap)	\$ 754	\$ -	(754)	-	\$ 754	\$ -	(754)	-
FF&E	-	25,000	25,000	100%	25,000	25,000	-	0%
Equipment Rent & Lease Expense	13,999	16,680	2,681	16%	33,360	33,360	-	0%
<b>Total Facilities and acquisition</b>	<b>14,753</b>	<b>41,680</b>	<b>26,927</b>	<b>65%</b>	<b>59,114</b>	<b>58,360</b>	<b>(754)</b>	<b>-1%</b>



# Variance Analysis Report – Consolidated

## FCCS-Four Corners Charter School

For the Period Ended 12/31/2022

	YTD Actuals	YTD Original Budget	Variance to Budget		Amended Budget	Original Budget	Variance to Budget	
			\$ Change	% Change			\$ Change	% Change
<b>Fiscal Services</b>								
Personnel Management	61,738	61,738	-	0%	123,475	123,475	-	0%
Finance and Accounting SCF	41,054	41,055	1	0%	82,111	82,111	-	0%
Educational Intellectual Property	82,422	82,422	-	0%	164,839	164,839	-	0%
Procurement/Vendor Management	20,683	20,683	-	0%	41,364	41,364	-	0%
Support Center General Overhead	102,793	102,793	-	0%	205,586	205,586	-	0%
Sponsorship SCF	(308,688)	-	308,688	-	(54,915)	-	54,915	-
Bank Charges & Loan Fees	2,731	2,846	115	4%	5,692	5,692	-	0%
<b>Total Fiscal Services</b>	<b>2,733</b>	<b>311,537</b>	<b>308,804</b>	<b>99%</b>	<b>568,153</b>	<b>623,068</b>	<b>54,915</b>	<b>9%</b>
<b>Food Services</b>								
Taxes & Benefits	421	-	(421)	-	421	-	(421)	-
<b>Total Food Services</b>	<b>421</b>	<b>-</b>	<b>(421)</b>	<b>-</b>	<b>421</b>	<b>-</b>	<b>(421)</b>	<b>-</b>
<b>Central Services</b>								
Fee to Charterholder	275,243	286,596	11,353	4%	573,193	573,193	-	0%
Staff Recruitment	-	576	576	100%	1,152	1,152	-	0%
Postage and Shipping	150	344	194	56%	687	687	-	0%
District Fees	47,638	45,120	(2,518)	-6%	96,470	90,235	(6,235)	-7%
<b>Total Central Services</b>	<b>323,031</b>	<b>332,636</b>	<b>9,605</b>	<b>3%</b>	<b>671,502</b>	<b>665,267</b>	<b>(6,235)</b>	<b>-1%</b>
<b>Pupil Transportation Services</b>								
Contracted Pupil Transportation	123,771	171,109	47,337	28%	273,771	342,218	68,447	20%
<b>Total Pupil Transportation Services</b>	<b>123,771</b>	<b>171,109</b>	<b>47,337</b>	<b>28%</b>	<b>273,771</b>	<b>342,218</b>	<b>68,447</b>	<b>20%</b>
<b>Operation of Plant</b>								
Plant Operations - Hourly	34,652	29,997	(4,655)	-16%	70,896	59,994	(10,902)	-18%
Stipend	2,500	-	(2,500)	-	2,500	-	(2,500)	-
Bonus	-	1,000	1,000	100%	-	1,000	1,000	100%
Taxes & Benefits	10,227	4,992	(5,234)	-105%	22,000	19,998	(2,002)	-10%
Property & Liability Insurance	93,293	78,635	(14,659)	-19%	157,270	157,270	-	0%
Marketing & Advertising	9,467	24,277	14,809	61%	48,553	48,553	-	0%
Contracted Custodial Services	143,240	143,110	(129)	0%	286,221	286,221	-	0%
Licenses & Permits	280	3,850	3,570	93%	3,850	3,850	-	0%
Rent Expense	527,818	536,113	8,295	2%	1,058,934	1,058,934	-	0%
Telephone & Internet	25,631	20,890	(4,741)	-23%	48,263	41,780	(6,483)	-16%
Electricity	90,337	86,893	(3,444)	-4%	173,785	173,785	-	0%
Water & Sewer	9,731	10,957	1,226	11%	21,914	21,914	-	0%
Waste Disposal	43,053	35,477	(7,577)	-21%	85,677	70,953	(14,724)	-21%
Pest Control	2,331	1,532	(800)	-52%	3,063	3,063	-	0%
Natural Gas	-	400	400	100%	572	572	-	0%
Maintenance & Cleaning Supplies	52,301	21,760	(30,541)	-140%	70,301	43,520	(26,781)	-62%
Contracted Security	36,639	37,500	861	2%	91,143	75,000	(16,143)	-22%
<b>Total Operation of Plant</b>	<b>1,081,501</b>	<b>1,037,382</b>	<b>(44,119)</b>	<b>-4%</b>	<b>2,144,942</b>	<b>2,066,407</b>	<b>(78,535)</b>	<b>-4%</b>



# Variance Analysis Report – Consolidated

## FCCS-Four Corners Charter School

For the Period Ended 12/31/2022

	YTD Actuals	YTD Original Budget	Variance to Budget		Amended Budget	Original Budget	Variance to Budget	
			\$ Change	% Change			\$ Change	% Change
<b>Maintenance of Plant</b>								
R&M Building	221,178	212,915	(8,263)	-4%	770,487	426,298	(344,189)	-81%
Miscellaneous Expenses	3,740	-	(3,740)	-	3,740	-	(3,740)	-
<b>Total Maintenance of Plant</b>	<b>224,918</b>	<b>212,915</b>	<b>(12,003)</b>	<b>-6%</b>	<b>774,227</b>	<b>426,298</b>	<b>(347,929)</b>	<b>-82%</b>
<b>Community Service</b>								
Community Service - Aftercare	36,214	38,114	1,900	5%	65,386	69,876	4,490	6%
Bonus	1,624	2,500	876	35%	1,624	2,500	876	35%
Taxes & Benefits - Community Service	3,451	3,967	516	13%	6,166	7,450	1,284	17%
Extra-Curricular Activity Events	15,931	1,000	(14,931)	-1493%	177,931	2,000	(175,931)	-8797%
In-house Food Service	(25)	1,500	1,525	102%	3,000	3,000	-	0%
<b>Total Community Service</b>	<b>57,195</b>	<b>47,081</b>	<b>(10,114)</b>	<b>-21%</b>	<b>254,107</b>	<b>84,825</b>	<b>(169,282)</b>	<b>-200%</b>
<b>Debt Service</b>								
<b>Total Expenses</b>	<b>\$ 4,458,101</b>	<b>\$ 4,925,487</b>	<b>\$ 467,385</b>	<b>9%</b>	<b>\$ 10,661,316</b>	<b>\$ 9,851,371</b>	<b>\$ (809,945)</b>	<b>-8%</b>
<b>Excess/(Deficit) of Rev over Exp</b>	<b>283,175</b>	<b>(499,769)</b>	<b>782,944</b>	<b>-</b>	<b>-</b>	<b>44,532</b>	<b>(44,532)</b>	<b>-100%</b>
<b>Other Financing Sources (Uses)</b>								
<b>Net Change in Fund Balance</b>	<b>\$ 283,175</b>	<b>\$ (499,769)</b>	<b>\$ 782,944</b>	<b>157%</b>	<b>\$ -</b>	<b>\$ 44,532</b>	<b>\$ (44,532)</b>	<b>-100%</b>
<b>Enrollment</b>	<b>946</b>	<b>1,055</b>	<b>(109)</b>	<b>-10%</b>	<b>971</b>	<b>1,055</b>	<b>(84)</b>	<b>-8%</b>
<b>Rate Per Student</b>	<b>\$ 7,922</b>	<b>\$ 7,523</b>	<b>\$ 398</b>	<b>5%</b>	<b>\$ 7,718</b>	<b>\$ 7,523</b>	<b>\$ 194</b>	<b>3%</b>

Charter School	Total Preliminary Allocation	Activity (if salary include position, Software Name, resources name/description)	Salary	PD	Cost	Quantity	Total Cost	SIP Alignment Provide Activity #, Area of Focus- Comprehensive Needs Assessment (Why is this activity necessary?)	SMART Goal- The goals must be measurable.	Measurement Method- How will the success of the activity be measured	Person Responsible for Monitoring	Has the school purchased and implemented this resource before?	If Yes, which funding source was utilized to cover it?
Four Corners EI	\$288,275.40	District Personnel	\$47,973.34				\$ 47,973.34						
		Paraprofessional - Haigh	\$ 32,000.00				\$ 32,000.00	Activity # 1 and 2 - Improve reading and math proficiency. Para's are able to support the teacher with small groups to target student needs based upon student data.	Our goal is to increase students growth by 2% in reading and math which will lead to more students becoming proficient. We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	Mrs. Salazar	We have had Para's before	Title I
		Paraprofessional - Tammy	\$ 32,000.00				\$ 32,000.00	Activity # 1 and 2 - Improve reading and math proficiency. Para's are able to support the teacher with small groups to target student needs based upon student data.	Our goal is to increase students growth by 2% in reading and math which will lead to more students becoming proficient. We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	Mrs. Salazar	We have had Para's before	Title I
		Interventionist - Lee	\$ 55,386.00				\$ 55,386.00	Activity # 2 and 3 - Improve math and science scores. Interventionists will pull small, targeted groups to meet student needs based upon student data.	Our goal is to increase students growth by 2% in reading and math which will lead to more students becoming proficient. We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	We will use Benchmark data such as NWEA to gauge student growth. We will collect baseline data in August and monitor growth in Dec/ Jan as well as in April/May.	Mrs. Salazar	We have had Interventionists before	Title I







## Out of Field Report- Four Corners Charter School

Charter School Name **Four Corners Charter School**

District Board Meeting Date

**January, 2023**

<b>Teacher</b>	<b>Out-of-Field Assignment</b>	<b>Current Certification(s)</b>	<b>Out of Field Assignment Date</b>
Alverio, Shaniya	ESOL, Reading, Elem Education K-6	Permanent Substitute	8/1/22
Ausua, Carol	Reading	KG Teacher	7/26/16
Brown, Terria	ESOL, Reading	KG Teacher	3/9/20
Bucia, Brianna	ESOL	2nd Grade Teacher	4/5/21
Burns, Heather	ESOL, Reading	3rd Grade Teacher	7/27/22
Carney, Carlecia	ESOL	4th Grade Teacher	7/26/2021
Colon, Sarahi	ESOL, Reading	3rd Grade Teacher	7/26/2021
Crawford, Melissa	ESOL, Reading	2nd Grade Teacher	7/26/2021
Detres, Cynthia	ESOL, Reading, Elem. Education K-6	Pre-K Education	8/10/17
Faughn, Kristin	ESOL	Elementary Science Teacher	8/1/22
Gonzalez, Gloria	ESOL, Reading	Elem. Educ. K-6	2/8/21
Lee, Cary	Esol, Reading	5th Grade Teacher	8/1/22
Luna, Martha	Reading	KG Teacher	4/4/16
Morales, Yesenia	ESOL, Reading	1s Grade Teacher	8/1/22
Nazario, Zena	ESOL	Permanent Substitute	8/1/22
Nickless, Annabelle	ESOL, Reading	Pre K Primary Education	8/10/17
Oaks, Cheryl M.	ESOL,	PE	8/9/21
Panama, Lesley	ESOL, Reading	1st Grade Teacher	8/02/2021
Quevedo, Marisol	ESOL, Reading	Permanent Substitute	7/27/22
Ramos, Lilianette	ESOL, Reading	Permanent Substitute	8/10/22
Rodriguez, Evy	Reading	1st Grade Teacher	8/1/22
Rodriguez, Melinda	ESOL, Reading	2nd Grade Teacher	7/26/2021
Sanchez, Kaitlyn	ESOL, Reading	Permanent Substitute	7/20/19
Schafer, Kenneth	ESOL, Reading, Elem Education K-6	Permanent Substitute	8/5/22
Stewart, Nelrose	Reading	Title 1 Science Int	8/3/22
Suter, Todd	ESOL, Reading, Elem Education K-6	Permanent Substitute	8/8/22
Thorrell Rachelle-Ann	ESOL, Reading, Elem. Educ. K-6	Permanent Substitute	8/02/2021
Ayala-Sanchez, Alondra	ESOL, Reading	Permanent Substitute	9/5/22
Pritchett, Callahan	ESOL, Redaing	Permanent Substitute	9/26/22
Scott, Olivia	ESOL, Reading	Permanent Substitute	12/12/22
Shafar, Kenneth	ESOL, Reading	Permanent Substitute	8/8/23



### Penda Learning Subscription Quote

Quote Name	2022 - 2023 - Site License Renewal - Four Corners Charter School	Created Date	1/11/2022
Type	Renewal: School Site License	Created By	Jay Long
Quote Number	00000231	Expiration Date	7/29/2022

### Prepared For

Four Corners Charter School  
9100 Teacher Ln  
Davenport, FL 33897-6212

Contact:  
Denise Thompson  
dthompson@fourcornerscharter.org

Quantity	Product	List Price	Sales Price	Total Price
1.00	90 Minute Teacher Professional Development Webinar: 1 session	\$650.00	\$0.00	\$0.00
1.00	Penda Science Site License: 1 site	\$5,000.00	\$3,750.00	\$3,750.00

Subtotal	\$3,750.00
Discount	0.00%
<b>Total Price</b>	<b>\$3,750.00</b>

### Additional Notes

- Access from August 1, 2022 - July 31, 2023
- Includes unlimited number of student subscription licenses for science in grades 3 - 5
- Includes 1 90-minute teacher PD webinar at no additional charge (\$650.00 savings)
- Single sign-on via Clever, auto-data rostering via CSUSA OneRoster, and Schoology integration are included at no additional charge - PLEASE NOTE: your school will need to fill in and subject a CSUSA "Change Request" form to have Clever single sign-on (SSO) and auto-rostering enabled.

### Subscription Includes

Penda Learning Products - cloud-based digital science content for grades 3-10

- **Align** - content alignment to district scope and sequence by grade, subject, course via Penda pacing assistance service (PAS)
- **Assign** - student activities assigned weekly based on Penda PAS alignment
- **Assess** - automated reporting as follows:
  - Weekly Assignment Mastery Reports, Late Assignment Reports, and teacher Class Mastery Reports by student delivered via email to teachers that support data-driven instruction and RTI
  - Monthly School Administrator Reports and Grade-Level Mastery Reports delivered via email to school administrators that support data-driven instruction
- **Achieve** - Penda features/functionality that support research-based best teaching practices
  - Data-Driven Instruction – weekly automated Class Mastery Reports sent to teachers via email
  - RTI (All Tiers) – intervention group feature, ability to assign activities to whole class (Tier 1), intervention group (Tier 2), or individual student (Tier 3), advanced report filters for intervention groups, and school achievement gap classifications (lower quartile, ELL, SED, SWD, ethnicity)
  - Differentiated Instruction – Penda Activity Builder tool allows teachers to create custom activities or tailor existing activities to differentiate instruction (content, product, process).

All ▾ Enter keyword or product number

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Lists Try Business Prime

19



Sergio, get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime American Express Card with an eligible Prime membership. Terms apply.

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### Shopping Cart

Subtotal (19 items): \$683.05

Proceed to checkout



Dry Erase Lapboards Student Pack of 30 | 9 x 12 inch Double Sided White Boards (plus

Price \$35.95

Business Price

Save \$2.00 Clip Coupon

In Stock Shipped from: maxfind Gift options not available. Learn more

Color: Plain

Size: 30

19

Delete Save for later

Compare with similar items

Subtotal (19 items): \$683.05

### Sponsored Products related to items in your cart



VIZ-PRO Dry Erase 18,292 \$60.04

See all buying options



Magnetic Mobile 91 \$149.99

See all buying options



Rolling White Board Dry 28 \$152.99

See all buying options



Magnetic Dry Erase 2,622 \$129.99

See all buying options

### Your Items

Saved for later (32 items)

Buy it again



NYX PROFESSIONAL MAKEUP Epic Ink Liner, Waterproof Li...

\$5.99

Business Price

In Stock

Size: Pack of 1

Color: Black

Move to cart

Delete

Add to list

Compare with similar items



#1 Best Seller in Chair Pads Sweet Home Collection Chair Cushion Memory Foam Pads...

\$52.10

Business Price

In Stock

& FREE Returns

Color: Charcoal Gray

Size: 6 Count (Pack of 1)

Move to cart

Delete

Add to list

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All ▾ Enter keyword or product number

Add team members

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Sergio, get a \$200 Amazon Gift Card upon approval for the Amazon Business Prime American Express Card with an eligible Prime membership. Terms apply.

[Learn More](#)

# Shopping Cart

Subtotal (18 items): **\$682.38**

This order contains a gift

[Proceed to checkout](#)



Double Sided Dry Erase Boards - Lined/Plain, Ohuhu 25-Pack 9 x 12 Inch Whiteboards Set, In Stock **\$37.91** Quantity Price

This is a gift [Learn more](#)

Number of Items: 25

18

[Delete](#) [Save for later](#)

[Compare with similar items](#)

Subtotal (18 items): **\$682.38**

## Sponsored Products related to items in your cart



VIZ-PRO Double-Sided 1,487

\$112.50

[See all buying options](#)



48"x36" Mobile 714

\$141.89

[See all buying options](#)



DexBoard Magnetic 19

\$149.50

[See all buying options](#)



Dry Erase Whiteboard 363

\$159.97

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## Your Items

[Saved for later \(32 items\)](#)

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NYX PROFESSIONAL MAKEUP Epic Ink Liner, Waterproof Li...

**\$5.99**

Business Price

In Stock

Size: Pack of 1

Color: Black

[Move to cart](#)

[Delete](#)

[Add to list](#)

[Compare with similar items](#)



#1 Best Seller in Chair Pads Sweet Home Collection Chair Cushion Memory Foam Pads...

**\$52.10**

Business Price

In Stock

& FREE Returns

Color: Charcoal Gray

Size: 6 Count (Pack of 1)

[Move to cart](#)

[Delete](#)

[Add to list](#)

[Compare with similar items](#)

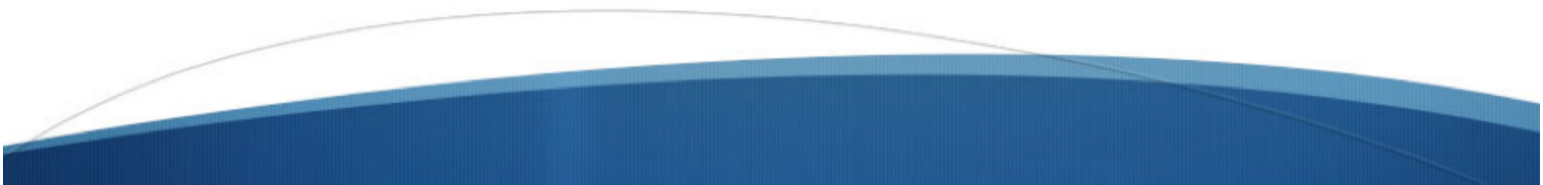
# Section Cover Page



## V. New Business

- Informational**
- For Discussion**
- For Action**

**Notes:**



**State Board of Education**

Tom Grady, *Chair*  
Ben Gibson, *Vice Chair*  
*Members*  
Monesia Brown  
Esther Byrd  
Grazie Pozo Christie  
Ryan Petty  
Joe York

Manny Diaz, Jr.  
Commissioner of Education

**MEMORANDUM**

**TO:** School District Superintendents  
Charter School Leaders

**FROM:** Adam Emerson

**DATE:** December 9, 2022

**SUBJECT:** **New State Board of Education Rule Regarding Special Magistrate for Unresolved Student Welfare Complaints at Charter Schools**

**Contact Information:**

Adam Emerson  
850-245-9631  
[Adam.Emerson@fldoe.org](mailto:Adam.Emerson@fldoe.org)  
**DPS: 2022-192**

On March 28, 2022, the Governor signed [House Bill 1557 Parental Rights in Education](#) into law, protecting the rights of parents in need of additional assistance with certain disputes that are not timely resolved by the school district.

On October 19, 2022, the State Board of Education adopted [Rule 6A-6.0791, Florida Administrative Code \(F.A.C.\), Special Magistrate for Unresolved Student Welfare Complaints at Charter Schools](#). This rule is applicable to all charter schools. The purpose of Rule 6A-6.0791, F.A.C., is to support parental rights by providing charter school parents with a more expedient route to resolve certain disputes, in lieu of filing a lawsuit in court.

Each charter school must adopt procedures for a parent to notify the principal, or the principal's designee, of their concerns and the process for resolving those concerns within seven calendar days after notification by the parent. If that complaint cannot be resolved by the charter school, then the charter must fully cooperate in its local school district's resolution procedures and comply with the district's decision for resolution of the complaint.

If a parental complaint involving certain types of disputes is not resolved at the local level by a charter school principal within seven days, or subsequently, a school district within 30 days, a parent may submit a form to the Florida Department of Education requesting the appointment of a Special Magistrate. If the request is granted, a Special Magistrate would hold a hearing and provide a recommended decision to the State Board of Education on the dispute between a parent and the school district.

All costs a district incurs for reviewing and responding to a complaint lodged by a parent enrolled in a charter school under this rule is a service provided by the school district to the charter school. Contracts providing for payment of such services are limited to the district's actual costs unless mutually agreed to by the school district and the charter school.

**ADAM EMERSON, EXECUTIVE DIRECTOR**  
**OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE**

[www.fldoe.org](http://www.fldoe.org)

325 W. Gaines Street – Suite 1502 | Tallahassee, FL 32399-0400 | 850-245-0509



The types of complaints that parents may request a Special Magistrate must be based upon the provisions set forth in section (s.) 1001.42(8)(c)1.-6., Florida Statutes:

1. In accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, adopt procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The procedures must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children by requiring school district personnel to encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent. The procedures may not prohibit parents from accessing any of their student's education and health records created, maintained, or used by the school district, as required by s. 1002.22(2).

2. A school may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about his or her student's mental, emotional, or physical health or well-being, or a change in related services or monitoring, or that encourage or have the effect of encouraging a student to withhold from a parent such information. School district personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. This subparagraph does not prohibit a school district from adopting procedures that permit school personnel to withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in s. 39.01.

3. Classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in a manner that is not age-appropriate or developmentally appropriate for students in accordance with state standards.

4. Student support services training developed or provided by a school district to school district personnel must adhere to student services guidelines, standards, and frameworks established by the Department of Education.

5. At the beginning of the school year, each school shall notify parents of each health care service offered at their student's school and the option to withhold consent or decline any specific service. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

6. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the school district must provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

Obligations for charter schools under the rule include:

- Adopt procedures for a parent to seek relief from the school principal or designee;
- If the charter school cannot resolve the dispute, it must fully cooperate in the school district's resolution procedures and comply with the district's decision for resolution; and
- Designate at least one person responsible for responding to Departmental inquiries regarding a request for appointment of a Special Magistrate and notify the Department of the name and e-mail address of the individual.

Obligations for school districts under the rule include:

- Designate at least one person responsible for responding to the Department's inquiries regarding requests for a Special Magistrate;
- Within five days of receipt of notice that a parent has requested the appointment of a Special Magistrate, the school district must provide a statement addressing whether any of the grounds for dismissal of the request apply to the parent's request; and
- Within twenty days of notice that a Special Magistrate has been appointed, the school district must ensure that an agreement for payment has been reached with the Special Magistrate.

Thank you for your attention and implementation of this important process.

AE

Attachment 1: Rule language as adopted: Rule 6A-1.094125, F.A.C., Special Magistrate for Unresolved Student Welfare Complaints

Attachment 2: Form - Florida Department of Education Parental Request for Appointment of a Special Magistrate

**6A-6.0791 Special Magistrate for Unresolved Student Welfare Complaints at Charter Schools.**

(1) Purpose. The purpose of this rule is to provide information about the process for a parent of a student enrolled in a charter school to request appointment of a Special Magistrate for disputes involving the student's health, safety, or welfare as described in Section 1001.42(8)(c), F.S.

(2) Definitions. In this rule, the terms have the following meaning:

(a) "Days" means business days and excludes state, federal and school district holidays;

(b) "Department" means the Florida Department of Education;

(c) "Parental Request for Appointment of a Special Magistrate for Charter School Students" or "Parental Request" means the written form adopted by and incorporated into this rule.

(d) "Parent" means the definition of that term provided in Section 1000.21, F.S.;

(e) "Parties" means the parent who submitted a request for appointment of a Special Magistrate and the school district and charter school governing board;

(f) "Special Magistrate" means an administrative law judge provided by the Division of Administrative Hearings under Section 120.65(6), F.S., or a person appointed by the Commissioner of Education who is a member of the Florida Bar in good standing with a minimum of five years of administrative law experience;

(3) Parental Obligations. In order to request appointment of a Special Magistrate, a parent must:

(a) Complete the form entitled "Parental Request for Appointment of a Special Magistrate for Charter School Students;"

(b) Describe the nature of the dispute;

(c) Describe the resolution or relief sought with the charter school principal or designee appointed by the charter school governing board and subsequently, with the school district that sponsors the charter school;

(d) Describe the resolution sought from the Special Magistrate and the State Board of Education;

(e) Demonstrate that before filing for the appointment of a Special Magistrate, resolution of the dispute was sought by the parent with:

1. The principal or designee appointed by the charter school governing board to resolve parental disputes; and

2. The school district, all in accordance with the procedures adopted by the school district for resolution of the dispute;

(f) Provide and maintain accurate contact information such as an email address, telephone number and mailing address for the parent.

(4) School District Obligations. Each school district must:

(a) Develop procedures to resolve student health, safety, or welfare complaints under Section 1001.42(8)(c), F.S., for a student who is enrolled in a charter school sponsored by the district. These procedures must include the following:

1. The process for resolution when the charter school principal or designee is unable to resolve the dispute to the parent's satisfaction;

2. Providing a parent with a statement of the reasons for not resolving the dispute, when the district is unable to resolve the complaint; and

3. The time limits for a response or notice of reasons for not resolving the dispute, which must be no more than 30 days from receipt of the complaint.

(b) Designate at least one person responsible for responding to Departmental inquiries regarding a request for appointment of a Special Magistrate for charter school student complaints and notify the Department of the name and email address of the individual;

(c) Within five (5) days of receipt of notice that a parent has requested the appointment of a Special Magistrate as described in subsection (3), provide to the Department a statement addressing whether any of the grounds for dismissal as described in paragraph (7)(b) of this rule apply to the parental request for appointment of a Special Magistrate; and

(d) Expeditiously contract for payment of a Special Magistrate appointed by the Commissioner of Education and notify the Department within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed Special Magistrate.

(5) Charter School Governing Board's Obligations. To ensure that the Special Magistrate process is available to a parent of a student enrolled in a charter school, a charter school governing board must:

(a) Adopt procedures to notify parents of the following:

1. The ability to seek relief from the school principal or designee for a dispute under Sections 1001.42(8)(c)1.-7., F.S.;

2. If the parent remains aggrieved after receiving the response from the principal or designee, the ability to seek relief from the

school district that sponsors the charter school; and

3. The time limits for a response, which must be no more than seven days from receipt of the complaint for the principal/designee and no more than 30 days from receipt of the complaint for the school district.

(b) Fully cooperate in the district's resolution procedures and comply with the district's decision for resolution of the complaint; and

(c) Designate at least one person responsible for responding to Departmental inquiries regarding a request for appointment of a Special Magistrate and notify the Department of the name and email address of the individual.

(6) Financial Costs Related to Disputes Involving Special Magistrate Process for Charter School Students. All costs a district incurs for reviewing and responding to a complaint lodged by a parent of a student enrolled in a charter school under this rule, is a service provided by the school district to the charter school; contracts for such services are limited to the district's actual costs unless mutually agreed to by the school district and charter school, based upon the provisions of Section 1002.33(20)(b), F.S.

(7) Department of Education Obligations.

(a) Review of "Parental Request for Appointment of a Special Magistrate for Charter School Students." Upon receipt of the form entitled "Parental Request for Appointment of a Special Magistrate for Charter School Students," the Department will:

1. Review the form and provide an opportunity for the parent to provide missing or supplemental information within twenty (20) days of receipt of a Departmental notice that missing or supplemental information is needed;

2. Notify the charter and the school district of receipt of the Parental Request for Appointment of a Special Magistrate for Charter Schools; and

3. Provide written notice to the parent, charter school and school district that the request has been provided to the Commissioner of Education for consideration or provide notice of dismissal of the Parental Request.

(b) Dismissal of Parental Request for Appointment of Special Magistrate by the Department. The Department will dismiss a Parental Request under the following circumstances:

1. The parent notifies the Department that the dispute has been resolved or withdrawn;

2. The Parental Request form has not been substantially completed, after the opportunity to provide missing or supplemental information has been provided;

3. The parent has not demonstrated full and complete use of any charter school and school district procedures for resolving the dispute;

4. The matter in dispute falls under the Individuals with Disabilities Education Act, as amended, and its implementing regulations, or under Section 1003.56, F.S., and rules adopted by the Department to implement Section 1003.56, F.S., or is otherwise outside of the scope of the student welfare requirements set forth in Sections 1001.42(8)(c)1.-7., F.S.; or

5. The parent has failed to maintain accurate contact information with the Department or the Special Magistrate.

(c) Obligations Post Appointment of Special Magistrate. Upon appointment of a Special Magistrate by the Commissioner under subsection (8) of this rule, the Department will:

1. Provide the parties notice of the appointment of a Special Magistrate and advise the parties of the following:

a. The name and contact information of the Special Magistrate;

b. The time frame when the Special Magistrate is expected to provide a written recommendation to the State Board of Education; and

c. The requirement to maintain accurate contact information with the Department and the Special Magistrate;

2. Provide to the Special Magistrate the following:

a. The Parental Request and any supplemental information received by the Department upon review of the Parental Request; and

b. To allow sufficient time for review by the State Board of Education of a recommendation rendered by the Special Magistrate, the time frame(s) when a recommended decision is expected to be provided by the Special Magistrate to the parties and the State Board of Education. This timeframe may be extended by agreement of the parties.

(8) Commissioner of Education. The Commissioner of Education will review each pending completed Parental Request and decide whether to appoint a Special Magistrate utilizing the following factors:

(a) Whether there is authority and the ability to provide effective relief to the parent through the Special Magistrate process;

(b) Whether the parent is seeking or has already sought relief in court;

(c) Whether due to a change in circumstances, such as a change in a student's school or grade level or a change in procedures or

training, the dispute is moot or not ripe; and

(d) Whether grounds for dismissal of the Parental Request, as described in paragraph (7)(b) of this rule, are found to exist.

(9) Special Magistrate Procedures.

(a) Where an administrative law judge provided by the Division of Administrative Hearings is available and assigned to act as the Special Magistrate, proceedings before the Special Magistrate will be held in accordance with the rules of the Division of Administrative Hearings, except where inconsistent with this rule or Section 1001.42(8)(c), F.S.

(b) Where a Division of Administrative Hearings administrative law judge is unavailable or the Commissioner appoints the Special Magistrate, the following procedures apply:

1. The Special Magistrate shall set and notify all parties of the time and place of the hearings.

2. Any party directly involved in the proceeding may appear at the hearing with or without counsel or by other representative.

3. The parties or the Special Magistrate may call, examine, and cross-examine witnesses and enter evidence into the record.

Witnesses shall be examined under oath. Evidentiary matters before the Special Magistrate shall be governed by the Administrative Procedure Act.

4. The Special Magistrate may permit the submission of written memorandum by the parties.

(c) Following the close of the hearing, the Special Magistrate shall prepare a recommended decision, determining whether a parent has demonstrated a violation of the requirements of Section 1001.42(8)(c), F.S., by the charter school. The Special Magistrate's recommended decision shall be based upon the evidence presented and argument made before the Special Magistrate. The recommendation shall include findings of fact and recommendations for resolution of the dispute by the parties.

(d) The Special Magistrate's recommended decision is due within thirty (30) days of the date a parent request is received by the Special Magistrate from the Department. The 30-day time frame can be extended upon agreement. A party may be deemed to have agreed to an extension if unavailable for hearing at the date and time set or where a party fails to timely respond to scheduling orders issued by the Special Magistrate.

(10) The following form is incorporated by reference and may be obtained at <https://www.fldoe.org/schools/k-12-public-schools/>: Parental Request for Appointment of a Special Magistrate for Charter School Students, Form No. CSSM-1 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-14915>) (effective November 2022).

*Rulemaking Authority 1001.02(1), (2)(n), 1001.42(8)(c)7.b. FS. Law Implemented 1001.42(8)(c)7.b., 1002.33(9)(p)2. FS. History—New 11-22-22.*

**FLORIDA DEPARTMENT OF EDUCATION**  
**PARENTAL REQUEST FOR APPOINTMENT OF A SPECIAL MAGISTRATE**  
**FOR CHARTER SCHOOL STUDENTS**

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This form must be completed to request that the Commissioner of Education appoint a Special Magistrate to recommend resolution of certain disputes a parent or guardian has with their child's charter school.

**What is a Special Magistrate?** A special magistrate is a member of the Florida Bar in good standing and who has at least 5 years of experience in administrative law. A hearing before the Special Magistrate provides a parent or guardian with the opportunity to demonstrate a violation of certain rights or procedures of the charter school and where the school and the school district are given the opportunity to support the charter school's action. After a hearing, the Special Magistrate will provide a written decision that operates as a recommendation for consideration by the State Board of Education.

A hearing before a Special Magistrate is an alternative to filing an action in court for relief.

**Who can request the appointment of a Special Magistrate?** The request can only be made by a parent or guardian of a student at the charter school that is the subject of the dispute.

**When can a request be made?** A request can be made only after a parent or guardian has sought to resolve the dispute with the charter school and school district based upon the procedures adopted by the charter school and the school district where the student is enrolled.

Each charter school must adopt procedures for a parent or guardian to seek resolution of certain disputes with a school principal or his designee and then, if the dispute remains unresolved, the school district must provide an additional method to attempt to resolve the dispute at the district level. If the dispute is not resolved, a school district must provide a parent or guardian a statement of the reasons for not resolving the dispute. These procedures will vary from school to school and from district to district; however, the procedures must be carefully followed before requesting the appointment of a Special Magistrate.

**What types of disputes can be considered by a Special Magistrate?** A Special Magistrate is available for some, but not all kinds of disputes. The types of disputes a Special Magistrate can consider are listed below on page 2 of this form under "Classify the Nature of Your Dispute."

- A Special Magistrate is not available to resolve disputes alleging a violation of the educational rights of a student with a disability under the Individuals with Disabilities Education Act (IDEA 2004) and corresponding state requirements. Please see Rule 6A-6.03311, Fla. Admin. Code, for the process to resolve these types of disputes.

A special magistrate will not be appointed for a number of other reasons, such as resolution of the dispute, a change in circumstances, the failure to complete charter school and school district procedures for resolution, or the inability to provide the relief sought.

**How will notice be provided whether a special magistrate has been appointed?** The Department will provide a parent or guardian and the school district written notice once a decision has been made.

Name of Parent or Guardian: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Grade Level When Dispute Occurred: \_\_\_\_\_

School District: \_\_\_\_\_ School: \_\_\_\_\_

Parent or Guardian Contact Information: \_\_\_\_\_  
(Email Address)

Mailing Address: \_\_\_\_\_  
(Street)

### CLASSIFY THE NATURE OF YOUR DISPUTE

Check which of the following school district requirements your dispute concerns:

In accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, F.S., the school district must adopt **procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.** The procedures must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children by requiring school district personnel to encourage a student to discuss issues relating to the student's well-being with his or her parent or to facilitate discussion of the issue with the parent. The procedures may not prohibit parents from accessing any of their student's educational and health records created, maintained, or used by the school district, as required by s. 1001.22(2), F.S.

A school district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about his or her student's mental, emotional, or physical health or well-being, or a change in related services or monitoring, or that encourage or have the effect of encouraging a student to withhold from a parent such information. **School district personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.** This requirement does not prohibit a school district from adopting procedures that permit school personnel to withhold information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect as defined in s. 39.01, F.S.

**Classroom instruction by school personnel or third parties on sexual orientation or gender identity** may not occur in kindergarten through grade 3 or in a manner that is not age appropriate or developmentally appropriate for students in accordance with state standards.

Student support services **training** developed or provided by a school district to school district personnel **must adhere to student services guidelines, standards, and frameworks** established by the Department of Education.

At the beginning of the school year, the school district must notify parents of each **healthcare service offered at their student's school and the option to withhold consent or decline** any specific service. Parental consent to a health care service does not waive the parent's right to access his or her student's educational health records or to be notified about a change in his or her student's services or monitoring.

Before administering a **well-being questionnaire or health screening form** to a student in kindergarten through grade 3, the school district must provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**DESCRIBE THE DISPUTE WITH THE CHARTER SCHOOL**

Briefly describe the dispute with the charter school that you are requesting to be heard before a Special Magistrate:

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**RESOLUTION**

Yes  No  As the parent or guardian, I have attempted to resolve the dispute with the charter school and the school district by utilizing all of the procedures adopted by the school and the school district to resolve the dispute or concern. Please attach the responses received from the school and school district, and attach the district’s Statement of Reasons for Not Resolving the Dispute or Concern.

\_\_\_\_\_ Date School Principal Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Provided a Statement of Reasons for not Resolving the Dispute or Concern  
(Please attach response)

Describe the Resolution Requested from the School and School District:

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Describe the Resolution You Would Like the Special Magistrate and the State Board of Education to Provide to Resolve the Dispute:

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### ACKNOWLEDGEMENT

I understand that the hearing before the Special Magistrate and the State Board of Education is open to the public and that records relevant to the dispute may be disclosed to the public.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

#### HOW TO SUBMIT THIS FORM TO THE DEPARTMENT OF EDUCATION:

The completed form along with required documentation must be sent via email to the following address:

[SpecialMagistrate@fldoe.org](mailto:SpecialMagistrate@fldoe.org)

or by U.S. mail to:

Florida Department of Education  
325 West Gaines Street, Suite 224  
Tallahassee, FL 32399

## **Parental Rights in Education Policy**

**WHEREAS**, The 2022 Florida Legislature passed House Bill 1557, Parental Rights in Education which Governor Ron DeSantis signed into law on March 28, 2022 with an effective date of July 1, 2022.

**WHEREAS**, This Policy is to ensure the charter school governing board (the “Governing Board”) will comply with the newly amended Section 1001.42, Florida Statutes, relating to student welfare and procedures for notifying a student’s parent if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student.

**WHEREAS**, This Policy also provides the procedural requirements for the Governing Board and the relationship/duties of the School Board which serves as the Governing Board’s sponsor in relation to the parents fundamental right of parents to make decisions regarding the upbringing and control of their children. Nothing in this Policy is intended to prohibit parents from accessing any of their student’s education and health records created, maintained, or used by the Governing Board, as required by Section 1002.22(2), Florida Statutes.

**NOW THEREFORE**, The Governing Board, respecting and reinforcing the fundamental rights of parents to make decisions and control of their children and as required by Section 1001.42, Florida Statutes and further enumerated in Sections 1002.20 and 1014.04, Florida Statutes provides the following:

### **I. Notification Requirements**

The Governing Board shall notify and provide parents/guardians of the following information and services offered at the School at the beginning of each academic school year:

- a. That classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in a manner that is not age-appropriate or developmentally appropriate for students in accordance with state standards.
- b. Each health care service offered at their student’s school and the option to withhold consent or decline any specific service.
- c. Provide an option that parental consent to a health care service does not waive a parent’s right to access his or her student’s educational or health records or to be notified about a change in his or her student’s services or monitoring.
- d. Require consent from the parent/guardian before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3.

### **II. Parent Grievance Procedures**

In the event a parent/guardian feels that any of the above actions in Section I(a-d) of this Policy has or has not occurred, the parent shall first email the principal or his or her designee regarding concerns which is believed to occur within his or her student’s school.

Upon receipt of the email and/or written correspondence from the student's parent/guardian, the principal or his or her designee shall immediately cause to be investigated whether a violation of Section 1001.42, Florida Statutes has occurred. The principal or his or her designee shall, within seven (7) calendar days after notification by the parent, provide a written summary of the investigative findings and any steps to be taken and available to both the School and the parent.

If the parent/guardian, within thirty (30) days after notification to the principal or his or her designee of the alleged violation of Section 1001.42, Florida Statutes, by the parent that the concern remains unresolved, the Governing Board shall appoint a third party (other than the principal or his or her designee) to investigate whether a violation of Section 1001.42, Florida Statutes has occurred or if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and/or the school's ability to provide a safe and supportive learning environment for the student and such change has not been properly communicated to the Parent.

The Governing Board shall receive the summary of findings from the third party and report the findings to the School Board for the School Board to make a final determination of whether a violation of Section 1001.42, Florida Statutes has occurred or if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and/or the school's ability to provide a safe and supportive learning environment for the student and such change has not been properly communicated to the Parent.

If a concern is not resolved by the School Board, a parent may:

- a. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law; or
  - i. The special magistrate shall determine facts relating to the dispute over the School's and School Board's procedure or practice, consider information provided by the school, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent.
  - ii. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.
  - iii. The costs of the special magistrate shall be borne by the school district.
- b. Bring an action against the school district to obtain a declaratory judgment that the school district procedure or practice violates this paragraph and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

### **III. Required Communication from Charter School**

In the event a charter school principal or the principal's designee is directed to notify a parent by the Governing Board pursuant to this Policy, the charter school principal or the principal's designee shall make a reasonable attempt to meet and with the student have the student discuss the issues relating to their upbringing with their parents **prior** to the formal written notification to the student's parent/guardian.

For purposes of this policy, “a reasonable attempt to notify” means the exercise of reasonable diligence and care by the principal or the principal’s designee to make contact with the student’s parent, guardian, or other known contact whom the student’s parent or guardian has authorized to receive notifications.

At a minimum, the principal or the principal’s designee must take the following actions:

- a. Use available methods of communication to contact the student’s parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the notification of a when there is a change in the student’ s services or monitoring related to the student’ s mental, emotional, or physical health or well-being and/or the school’ s ability to provide a safe and supportive learning environment for the student.
- b. Document the method and number of attempts made to contact the student’s parent, guardian, or other known emergency contact, and the outcome of each attempt.

A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

#### **IV. Delayed Communication from Charter School**

The principal or the principal’s designee may delay notification pursuant to this Policy if:

- a. The principal or the principal’s designee deems the delay to be in the student’s best interest and if there is knowledge, suspicion, or reason to suspect that such notification may result in abuse, abandonment, or neglect; or
- b. The principal or the principal’s designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

#### **V. Conflict of Law**

This policy is intended to supplement Sections 1001.41, 1002.20 and 1014.04, Florida Statutes. If there is any provision of this policy which conflicts with and Florida Statute, the Florida Statute shall control. In the event the Department of Education updates, as necessary, school counseling frameworks and standards; educator practices and professional conduct principles; and any other student services personnel guidelines, standards, or frameworks in accordance with the requirements of this act, the Governing Board shall adopt and incorporate such updated

frameworks and standards in compliance with this Policy, Florida Administrative Code, and Florida Statutes.

VI. **Effective Date.**

This policy became effective July 1, 2022. The Governing Board reserves the right to change provisions of this Policy at any time in the future.

**FLORIDA DEPARTMENT OF EDUCATION**  
**PARENTAL REQUEST FOR APPOINTMENT OF A SPECIAL MAGISTRATE**  
**FOR CHARTER SCHOOL STUDENTS**

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This form must be completed to request that the Commissioner of Education appoint a Special Magistrate to recommend resolution of certain disputes a parent or guardian has with their child's charter school.

**What is a Special Magistrate?** A special magistrate is a member of the Florida Bar in good standing and who has at least 5 years of experience in administrative law. A hearing before the Special Magistrate provides a parent or guardian with the opportunity to demonstrate a violation of certain rights or procedures of the charter school and where the school and the school district are given the opportunity to support the charter school's action. After a hearing, the Special Magistrate will provide a written decision that operates as a recommendation for consideration by the State Board of Education.

A hearing before a Special Magistrate is an alternative to filing an action in court for relief.

**Who can request the appointment of a Special Magistrate?** The request can only be made by a parent or guardian of a student at the charter school that is the subject of the dispute.

**When can a request be made?** A request can be made only after a parent or guardian has sought to resolve the dispute with the charter school and school district based upon the procedures adopted by the charter school and the school district where the student is enrolled.

Each charter school must adopt procedures for a parent or guardian to seek resolution of certain disputes with a school principal or his designee and then, if the dispute remains unresolved, the school district must provide an additional method to attempt to resolve the dispute at the district level. If the dispute is not resolved, a school district must provide a parent or guardian a statement of the reasons for not resolving the dispute. These procedures will vary from school to school and from district to district; however, the procedures must be carefully followed before requesting the appointment of a Special Magistrate.

**What types of disputes can be considered by a Special Magistrate?** A Special Magistrate is available for some, but not all kinds of disputes. The types of disputes a Special Magistrate can consider are listed below on page 2 of this form under "Classify the Nature of Your Dispute."

- A Special Magistrate is not available to resolve disputes alleging a violation of the educational rights of a student with a disability under the Individuals with Disabilities Education Act (IDEA 2004) and corresponding state requirements. Please see Rule 6A-6.03311, Fla. Admin. Code, for the process to resolve these types of disputes.

A special magistrate will not be appointed for a number of other reasons, such as resolution of the dispute, a change in circumstances, the failure to complete charter school and school district procedures for resolution, or the inability to provide the relief sought.

**How will notice be provided whether a special magistrate has been appointed?** The Department will provide a parent or guardian and the school district written notice once a decision has been made.

Name of Parent or Guardian: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Grade Level When Dispute Occurred: \_\_\_\_\_

School District: \_\_\_\_\_ School: \_\_\_\_\_

Parent or Guardian Contact Information: \_\_\_\_\_  
(Email Address)

Mailing Address: \_\_\_\_\_  
(Street)

### CLASSIFY THE NATURE OF YOUR DISPUTE

Check which of the following school district requirements your dispute concerns:

In accordance with the rights of parents enumerated in ss. 1002.20 and 1014.04, F.S., the school district must adopt **procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.** The procedures must reinforce the fundamental right of parents to make decisions regarding the upbringing and control of their children by requiring school district personnel to encourage a student to discuss issues relating to the student's well-being with his or her parent or to facilitate discussion of the issue with the parent. The procedures may not prohibit parents from accessing any of their student's educational and health records created, maintained, or used by the school district, as required by s. 1001.22(2), F.S.

A school district may not adopt procedures or student support forms that prohibit school district personnel from notifying a parent about his or her student's mental, emotional, or physical health or well-being, or a change in related services or monitoring, or that encourage or have the effect of encouraging a student to withhold from a parent such information. **School district personnel may not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.** This requirement does not prohibit a school district from adopting procedures that permit school personnel to withhold information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect as defined in s. 39.01, F.S.

**Classroom instruction by school personnel or third parties on sexual orientation or gender identity** may not occur in kindergarten through grade 3 or in a manner that is not age appropriate or developmentally appropriate for students in accordance with state standards.

Student support services **training** developed or provided by a school district to school district personnel **must adhere to student services guidelines, standards, and frameworks** established by the Department of Education.

At the beginning of the school year, the school district must notify parents of each **healthcare service offered at their student's school and the option to withhold consent or decline** any specific service. Parental consent to a health care service does not waive the parent's right to access his or her student's educational health records or to be notified about a change in his or her student's services or monitoring.

Before administering a **well-being questionnaire or health screening form** to a student in kindergarten through grade 3, the school district must provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**DESCRIBE THE DISPUTE WITH THE CHARTER SCHOOL**

Briefly describe the dispute with the charter school that you are requesting to be heard before a Special Magistrate:

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**RESOLUTION**

Yes  No  As the parent or guardian, I have attempted to resolve the dispute with the charter school and the school district by utilizing all of the procedures adopted by the school and the school district to resolve the dispute or concern. Please attach the responses received from the school and school district, and attach the district’s Statement of Reasons for Not Resolving the Dispute or Concern.

\_\_\_\_\_ Date School Principal Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Responded to Dispute or Concern (Please attach response)

\_\_\_\_\_ Date School District Provided a Statement of Reasons for not Resolving the Dispute or Concern  
(Please attach response)

Describe the Resolution Requested from the School and School District:

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Describe the Resolution You Would Like the Special Magistrate and the State Board of Education to Provide to Resolve the Dispute:

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### ACKNOWLEDGEMENT

I understand that the hearing before the Special Magistrate and the State Board of Education is open to the public and that records relevant to the dispute may be disclosed to the public.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

#### HOW TO SUBMIT THIS FORM TO THE DEPARTMENT OF EDUCATION:

The completed form along with required documentation must be sent via email to the following address:

[SpecialMagistrate@fldoe.org](mailto:SpecialMagistrate@fldoe.org)

or by U.S. mail to:

Florida Department of Education  
325 West Gaines Street, Suite 224  
Tallahassee, FL 32399

## **Parental Rights in Education Policy**

**WHEREAS**, The 2022 Florida Legislature passed House Bill 1557, Parental Rights in Education which Governor Ron DeSantis signed into law on March 28, 2022 with an effective date of July 1, 2022.

**WHEREAS**, This Policy is to ensure the charter school governing board (the “Governing Board”) will comply with the newly amended Section 1001.42, Florida Statutes, relating to student welfare and procedures for notifying a student’s parent if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student.

**WHEREAS**, This Policy also provides the procedural requirements for the Governing Board and the relationship/duties of the School Board which serves as the Governing Board’s sponsor in relation to the parents fundamental right of parents to make decisions regarding the upbringing and control of their children. Nothing in this Policy is intended to prohibit parents from accessing any of their student’s education and health records created, maintained, or used by the Governing Board, as required by Section 1002.22(2), Florida Statutes.

**NOW THEREFORE**, The Governing Board, respecting and reinforcing the fundamental rights of parents to make decisions and control of their children and as required by Section 1001.42, Florida Statutes and further enumerated in Sections 1002.20 and 1014.04, Florida Statutes provides the following:

### **I. Notification Requirements**

The Governing Board shall notify and provide parents/guardians of the following information and services offered at the School at the beginning of each academic school year:

- a. That classroom instruction by school personnel or third parties on sexual orientation or gender identity may not occur in kindergarten through grade 3 or in a manner that is not age-appropriate or developmentally appropriate for students in accordance with state standards.
- b. Each health care service offered at their student’s school and the option to withhold consent or decline any specific service.
- c. Provide an option that parental consent to a health care service does not waive a parent’s right to access his or her student’s educational or health records or to be notified about a change in his or her student’s services or monitoring.
- d. Require consent from the parent/guardian before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3.

### **II. Parent Grievance Procedures**

In the event a parent/guardian feels that any of the above actions in Section I(a-d) of this Policy has or has not occurred, the parent shall first email the principal or his or her designee regarding concerns which is believed to occur within his or her student’s school.

Upon receipt of the email and/or written correspondence from the student's parent/guardian, the principal or his or her designee shall immediately cause to be investigated whether a violation of Section 1001.42, Florida Statutes has occurred. The principal or his or her designee shall, within seven (7) calendar days after notification by the parent, provide a written summary of the investigative findings and any steps to be taken and available to both the School and the parent.

If the parent/guardian, within thirty (30) days after notification to the principal or his or her designee of the alleged violation of Section 1001.42, Florida Statutes, by the parent that the concern remains unresolved, the Governing Board shall appoint a third party (other than the principal or his or her designee) to investigate whether a violation of Section 1001.42, Florida Statutes has occurred or if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and/or the school's ability to provide a safe and supportive learning environment for the student and such change has not been properly communicated to the Parent.

The Governing Board shall receive the summary of findings from the third party and report the findings to the School Board for the School Board to make a final determination of whether a violation of Section 1001.42, Florida Statutes has occurred or if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and/or the school's ability to provide a safe and supportive learning environment for the student and such change has not been properly communicated to the Parent.

If a concern is not resolved by the School Board, a parent may:

- a. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law; or
  - i. The special magistrate shall determine facts relating to the dispute over the School's and School Board's procedure or practice, consider information provided by the school, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent.
  - ii. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.
  - iii. The costs of the special magistrate shall be borne by the school district.
- b. Bring an action against the school district to obtain a declaratory judgment that the school district procedure or practice violates this paragraph and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

### **III. Required Communication from Charter School**

In the event a charter school principal or the principal's designee is directed to notify a parent by the Governing Board pursuant to this Policy, the charter school principal or the principal's designee shall make a reasonable attempt to meet and with the student have the student discuss the issues relating to their upbringing with their parents **prior** to the formal written notification to the student's parent/guardian.

For purposes of this policy, “a reasonable attempt to notify” means the exercise of reasonable diligence and care by the principal or the principal’s designee to make contact with the student’s parent, guardian, or other known contact whom the student’s parent or guardian has authorized to receive notifications.

At a minimum, the principal or the principal’s designee must take the following actions:

- a. Use available methods of communication to contact the student’s parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the notification of a when there is a change in the student’ s services or monitoring related to the student’ s mental, emotional, or physical health or well-being and/or the school’ s ability to provide a safe and supportive learning environment for the student.
- b. Document the method and number of attempts made to contact the student’s parent, guardian, or other known emergency contact, and the outcome of each attempt.

A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

#### **IV. Delayed Communication from Charter School**

The principal or the principal’s designee may delay notification pursuant to this Policy if:

- a. The principal or the principal’s designee deems the delay to be in the student’s best interest and if there is knowledge, suspicion, or reason to suspect that such notification may result in abuse, abandonment, or neglect; or
- b. The principal or the principal’s designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

#### **V. Conflict of Law**

This policy is intended to supplement Sections 1001.41, 1002.20 and 1014.04, Florida Statutes. If there is any provision of this policy which conflicts with and Florida Statute, the Florida Statute shall control. In the event the Department of Education updates, as necessary, school counseling frameworks and standards; educator practices and professional conduct principles; and any other student services personnel guidelines, standards, or frameworks in accordance with the requirements of this act, the Governing Board shall adopt and incorporate such updated

frameworks and standards in compliance with this Policy, Florida Administrative Code, and Florida Statutes.

VI. **Effective Date.**

This policy became effective July 1, 2022. The Governing Board reserves the right to change provisions of this Policy at any time in the future.