

# Charter School Notification/Coordination Process

On or before, August 1<sup>st</sup>, one year prior to a Charter School planning on opening, a proposed Charter School submits a final application to the School District (SD) for review. The School Board (SB) has 60 days to take action on the filed application\*

If the SB approves the proposed Charter School application, contract negotiations begin between the SD and the Charter School. \*\*

The SD will notify the Local Government (LG) that ~~the~~ a new Charter School's application or an existing charter school's relevant contract amendment\*\*\* has been approved and will also inform the Charter applicant that they will need to coordinate with the LG on the Charter School's proposed location/changes.

Once notified, the LG will conduct a preliminary site review of the Charter School's proposed location and maximum capacity. This review will be based on Florida Statute 1002.33 which will identify issues concerning applicable local building, zoning, traffic impacts, and health/safety requirements. Comments are provided to the Charter School and SD.

SB takes action on Charter contract.

If the SB approves the Charter contract, the School must receive facility approval documentation pursuant to Florida Statute 1002.33, including but not limited to applicable zoning, health/safety, fire, and other written LG approvals 15 days prior to the scheduled opening, in order to validate the contract. If the Charter School does not receive LG approvals, the Charter contract may automatically terminate.

**\*Subject to SD granting extensions on a case-by-case basis.**

**\*\*Contract negotiation process typically takes 50 days to complete, subject to SB approval and receipt of LG approval documentation relating to applicable zoning, health/safety, fire, and other written LG approvals 15 days prior to the scheduled opening of the school.**

**\*\*\*Events that would trigger/require a Charter contract amendment and LG coordination/notification: 1) Change in facility location; 2) Increase in the maximum number of students disclosed on the original contract.**