

The School Board of Broward County, Florida
 600 Southeast Third Avenue
 Fort Lauderdale, Florida 33301

181 students total
166 children

Board Members

- Chair Maureen S. Dinnen
- Vice Chair Jennifer Leonard Gottlieb
- Robin Bartleman
- Beverly A. Gallagher
- Phyllis C. Hope
- Stephanie Arma Kraft, ESQ.
- Ann Murray
- Dr. Robert D. Parks
- Benjamin J. Williams

- James F. Notter
 Superintendent of Schools

Charter School Monitoring/Review Survey

Name of Charter School: Florida Intercultural Academy
Date 2008-2009

GOVERNANCE

	Yes	Pending	No	NA
PUBLIC NOTICE FOR CHARTER BOARD MEETING				
Board meeting announcements are posted in a public place.	<input checked="" type="checkbox"/>			
Appropriate notice is given.	<input checked="" type="checkbox"/>			

- Quarterly Mtgs. 6-7pm

CHARTER BOARD MEMBERS

Parents know with whom they should register a complaint.	<input checked="" type="checkbox"/>			
Parents have a list of phone numbers of the charter board or other specific means to reach members.	<input checked="" type="checkbox"/>			

MINUTES OF MEETINGS

There is a record kept of board meetings.	<input checked="" type="checkbox"/>			
Board meeting minutes are kept at a particular location.	<input checked="" type="checkbox"/>			
Board meeting minutes are signed and dated.	<input checked="" type="checkbox"/>			

ORIGINAL CHARTER/CONTRACT WITH SCHOOL BOARD

Board members have these documents.	<input checked="" type="checkbox"/>			
Amendments to charter are kept on file.	<input checked="" type="checkbox"/>			

email to them

NOT-FOR-PROFIT STATUS

"Not-for-profit" incorporation papers are on file.	<input checked="" type="checkbox"/>			
Filing for "not-for-profit" status was completed in a timely manner.	<input checked="" type="checkbox"/>			

BOARD OPERATING STATUS

Charter board has bylaws regarding how they function as a governing body.	<input checked="" type="checkbox"/>			
These procedures and bylaws are on file.	<input checked="" type="checkbox"/>			
There is a specific procedure for placing items on the agenda for board meetings.	<input checked="" type="checkbox"/>			
At board meetings, there is time for public input.	<input checked="" type="checkbox"/>			

public comments
5 min

Rec-post on website

POLICIES AND PROCEDURES

	Yes	Pending	No	NA
Policies/procedures have been developed and passed by the charter school.	✓			
These procedures are on file for review.	✓			
Staff is made aware of policies and procedures. <i>In binder</i>	✓			
Parents are made aware of policies and procedures. <i>per service manuals + training</i>	✓			
Charter board has approved student handbooks, discipline guides, parent handbooks, staff handbooks, dress codes, etc.	✓			

BOARD OVERSIGHT

The board receives regular financial reports.	✓			
The board approves the budget, amendments and purchases over a certain dollar amount.	✓			
It is clear who makes decisions/policies on a regular basis. <i>Ms Ramsey - yrs</i>	✓			

BOARD GRIEVANCE PROCEDURE

There is a procedure by which the charter school board resolves disputes.	✓			
The school board is aware of this dispute resolution procedure.	✓			

ADMINISTRATION

The role of the principal/director is clear in relationship to the charter board. <i>educ oversight</i>	✓			
There is a process for evaluating the principal/director's performance. <i>Perf form</i>	✓			
Have insurance policies on file; make sure policies meet the limits set forth in charter contract. Certificate of Insurance required.	✓			
Have copies of all facility inspections on file.	✓			
Have student economic information on file, for those receiving free/reduced lunches.	✓			
Have information on file regarding students in attendance during the October and February FTE count weeks.	✓			
Have information on file regarding all students transported by school bus, public transportation, parents, etc.	NA			
Have copies of all grants received.	NA			
Have documentation of grant expenditures on file.	NA			

PERSONNEL

SECURITY/FINGERPRINTING

All employees have been fingerprinted including board of directors.	✓			
This procedure is a regular part of the employment process.	✓			

RECRUITMENT/HIRING PROCEDURES

Procedure is documented for recruitment. <i>Teacher teacher.com</i>	✓			
Job descriptions are on file. <i>Teach FL.com</i>	✓			
Procedures for hiring staff are approved by the board.	✓			

	Yes	Pending	No	NA
CERTIFICATIONS				
Teaching certificates are on file for all teachers or teachers have been determined qualified.	✓			
Original college transcripts and any out-of-state certificates are on file.	✓			

PERSONNEL FILES				
Personnel files are kept locked and access is limited.	✓			
Staff contracts are part of file, as well as salaries.	✓			

STAFF DEVELOPMENT				
Training/staff development activities have been documented.	✓			

PERSONNEL WORKING UNDER CONTRACT				
Contractual services are purchased at a competitive price, and copies of contracts and documentation are on file. <i>Approved Management</i>	✓			
These include:	✓			
time sheets	✓			
invoices dictating work performed and dates of service	✓			

STAFF MANAGEMENT				
Staff sign-in sheets are on file.	✓			
Sick leave/personal leave policies are on file. <i>5 days per yr.</i>	✓			
Staff has a handbook or a policy manual.	✓			
It is clearly documented who evaluates teachers. <i>Principal</i>	✓			
The instruments used for such evaluations are on file.	✓			

CURRICULUM & INSTRUCTION				
Curriculum is in line with goals outlined in charter proposal.	✓			
Curriculum includes Sunshine State Standards.	✓			
Teachers are documenting instruction of Sunshine State Standards.	✓			
Curriculum texts and instructional materials meet the overall charter school goals. <i>Princ. checks les plans writer</i>	✓			
Procedures are in place for reporting progress to parents, (i.e. grades, portfolios, etc.) <i>Interim Reports Report Cards</i>	✓			

SPECIAL EDUCATION INDIVIDUAL EDUCATION PLAN (IEP)				
To be provided by district ESE department. <i>Mr. Fowler</i>				
	Yes	Pending	No	NA

ENGLISH LANGUAGE LEARNERS STUDENTS (ELL)				
A home language survey is available/on file.	✓			
Documentation of services provided to ELL students os kept in the ELL student plan folder.	✓			
ELL students have taken the tests with allowed modifications.	✓			

Textbook:
 2nd Gr. Reading - Scott Foresman, © 2004

ASSESSMENT/ACCOUNTABILITY

All students were given, or have on file a "pre-test" or a baseline test when they entered the charter school.	✓			
Students have participated in all age-appropriate: state assessments	100% attendance for HEAT ✓	✓		
district assessments	✓			
Special Education students have taken the tests with modifications as noted on their IEP's.	Scheduled as req. ✓	✓		
A "post test" is scheduled using a similar instrument as the "pre test".	✓			
Progress will be reported by student showing change between "pre test" and post "test"	✓			
Student cumulative records:	✓			
are locked and as complete as possible	✓			
there is an access log in students' files	✓			
kept confidential	✓			

OTHER MEASURES OF ACCOUNTABILITY

School has records of discipline referrals.	✓			
School has records of daily attendance.	✓			

BUDGET PREPARATION

Establish fiscal linkages with the district.	Trellis Bennett ✓			
Establish an oversight system.				
Develop an account coding system compatible with the district and state.	✓			
Develop a planning budget.	✓			

FISCAL

Establish banking arrangements.	Bank of America + Bank Atlantic ✓			
Secure services of qualified financial advisor for quarterly reporting.	✓			
Establish fiscal accounting system for various services (i.e. food services, transportation, etc.)	✓			
Establish payroll/employee benefit system.	✓			
Develop internal controls and fiscal policies.	✓			
Arrange for annual audit for compliance and financial affairs.	G. Glassman ✓			

FACILITIES

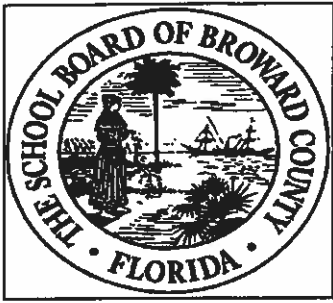
Facilities are up to code.	✓			
Facilities are conducive to good learning environment.	✓			
Building, fire and safety inspections on file.	✓			

INSURANCE

Timely submittal of insurance certificate.	✓			
Evidence of adequate insurance limits/coverage.	✓			
Lapse of coverage during contract period.	✓			

Review/completed by:

Kiana de Rodas, Coordinator, Charter Schools Support
Margaret Bent, Principal



The School Board of Broward County, Florida
 600 Southeast Third Avenue
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181 students total

(15 ms)

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Name of Charter School: Florida Intercultural Academy Middle
Date: 2008-2009

GOVERNANCE

PUBLIC NOTICE FOR CHARTER BOARD MEETING

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*Quarterly mtgs
6-7 pm*

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public comment section (5 mins)

Rec - Post on website

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In kind for service hrs

BOARD OVERSIGHT

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has answers

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educ. org's

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These include:				
time sheets	✓			
invoices dictating work performed and dates of service	✓			

Speech therapist

STAFF MANAGEMENT

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Sick leave/personal leave policies are on file.	✓			
Staff has a handbook or a policy manual.	✓			
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The instruments used for such evaluations are on file.	✓			

5 days per year
principal

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Interim Reports
Reports

SPECIAL EDUCATION INDIVIDUAL EDUCATION PLAN (IEP)

To be provided by district ESE department.				
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Chris Fowler

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Textbook:
6th gr. Math - Saxon © 2007

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district assessments		✓		
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A "post test" is scheduled using a similar instrument as the "pre test".		✓		
Progress will be reported by student showing change between "pre test" and post "test"		✓		
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Establish an oversight system.				
Develop an account coding system compatible with the district and state.	Sean Day	✓		
Develop a planning budget.		✓		

FISCAL

Establish banking arrangements.	Bank of America & Bank of America	✓		
Secure services of qualified financial advisor for quarterly reporting.		✓		
Establish fiscal accounting system for various services (i.e. food services, transportation, etc.)		✓		
Establish payroll/employee benefit system.		✓		
Develop internal controls and fiscal policies.		✓		
Arrange for annual audit for compliance and financial affairs.	J. Glasner	✓		

FACILITIES

Facilities are up to code.		✓		
Facilities are conducive to good learning environment.		✓		
Building, fire and safety inspections on file.		✓		

INSURANCE

Timely submittal of insurance certificate.		✓		
Evidence of adequate insurance limits/coverage.		✓		
Lapse of coverage during contract period.		✓		

Review completed by:

Aprie de L. Rodriguez, Coordinator | Charter Schools Support
Margaret Bent, Principals