



# CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

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FLORIDA DEPARTMENT OF EDUCATION

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OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE



## SPECIAL POINTS OF INTEREST

### 2010–2013 Grants

- Objectives documentation due.
- Look for an email regarding missing file items. Schools not responding by January 10 will be regarded as delinquent, and **all funding will be held until issues are resolved.**

### 2009–2012 Grants

- Look for an email regarding missing file items. Schools not responding by January 10 will be regarded as delinquent, and **all funding will be held until issues are resolved.**
- Contact your Grant Specialist immediately if: 1) you opened in 2009 and are not yet in Imp. II, or 2) you opened in August 2010 and are still in planning.

### 2008–2011 Grants

- Grant ends April 30, 2011. Spend down remaining funds. Send receipt reports to your sponsor.
- Prepare your Itemized Expenditure Report for your sponsor and FDOE by March 30, 2011.

## CHARTER SCHOOL OFFICE

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## Monitoring Visits—*Be prepared*

As the State Education Agency grant recipient, DOE must conduct monitoring site visits for at least half of the new charter schools funded out of its current award (2989A).

Prior to scheduling site visits, grant specialists notify selected schools and send them a copy of the [Site Visit Monitoring Rubric](#). Charter schools should review the "Documentation Checklist" on Page 3 of the monitoring rubric and prepare folders with all required documentation prior to the scheduled site visit. Site visits may last from several hours to an entire day depending on the technical assistance needs of the individual school. During the visit, the reviewer or site visit team will:

- meet with the school's director/principal
- tour the school
- conduct an audit of all invoices/receipts/payments funded with CSP funds
- conduct an inventory of all CSP-funded equipment using a printed inventory report prepared by the school (all inventory must be properly labeled following the criteria for Indicator F6: Inventory, Indicator 4)
- confirm that all CSP-funded equipment benefits only students enrolled in the grant recipient's charter school (schools sharing the same location and/or facility cannot share equipment purchased with CSP funds).

The principal/director should be knowledgeable about its CSP grant application and be prepared to answer questions regarding the school's progress towards its grant objectives (Attachment J), project dissemination (information about the school's program and registration periods), parent/community involvement in the design/implementation of the new charter school (with specific examples), and how the school has benefited from its CSP grant to date. The grant specialist will also help the principal/director understand all grant requirements, reports, and all project/budget amendment forms.

Following the site visit, the school will receive a copy of the monitoring report which may include recommendations for corrective action with specific due dates. **All requested information/actions must be sent to DOE before the school receives any additional CSP funding.**

## Celebrate School Choice Month!

**School Choice Month** is about helping parents make the best choices for their children's education. Here's how your school can join in celebrating School Choice Month.



1. Add the School Choice Month logo and link (see below) to your Web site.
2. Hold an open house to share your unique program and celebrate your students' successes.
3. Invite your students to tell their stories. Post their stories (with parent permission) on your website, or share with local media.
4. Participate in the **Florida School Choice Expo** on January 22, 2011, at the Florida State Fairgrounds in Tampa.

For more information, go to <http://www.floridaschoolchoiceexpo.com/>.