



CSP NEWS



NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

November 2011

FLORIDA DEPARTMENT OF EDUCATION

Volume 2, Issue 7

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

SPECIAL POINTS OF INTEREST

All Schools

- *Next Interim Inventories and [Itemized Expenditure Reports](#) are due December 1.*

2011–2014 Grants

- *Award letters (DOE 200) have been processed for all recipients that opened this year. Submit updates to your Objectives (Att J) to your Grant Specialist.*

2010–2013 Grants

- *If you are not moving into Imp. II, contact your Grant Specialist [now](#).*
- *If preparing to enter Imp. II, complete the [Itemized Expenditure Report](#) and [Inventory Report](#), and update Attachment J. Draft a [Budget Amendment](#) to request remaining [Implementation funds](#) (and [Planning funds](#) if you bypassed Planning).*
- *Schools with effective dates of April 12, 2010, must be completed by April 11, 2012.*

2009–2012 Grants

- *Schools that opened in 2011 should be in Imp. II. See process for 2010-13 schools (above).*
- *Grant ends June 30, 2012.*

Inventory Guidelines

Grant recipients must maintain an accurate inventory of all CSP-funded equipment, furnishings and textbooks (s.1002.33 (8)(e) F.S.). Best practices include conducting an inventory at the beginning and end of each school year, and updates as necessary (purchases, lost/damaged equipment, etc.). All CSP-funded capital outlays must be properly recorded, labeled and stored. **During site visits, inventory lists will be requested,** and will be reviewed for accuracy.

Inventory may be done by hand, using count sheets and manual entry, but this method is time-consuming and not always accurate. Many schools now use bar-code readers, which require special software and an investment in the equipment to produce and read the bar-code labels. The benefits include a faster and more accurate inventory count, as the bar-code input can be directly downloaded to your computer. Bar-code readers are an allowable purchase under the CSP Grant.

Whichever method is chosen, the inventory system should document for each item: a serial number, description of the item, funding source, acquisition date, cost, room location, condition and disposition date. Please note that all items purchased with CSP funds must be used for the school, even after the grant period expires. When original equipment is no longer needed, disposition must be completed as specified in the DOE Green Book.



Leases and Labeling

Each piece of equipment purchased with CSP Grant funds should be labeled as such, along with the name of the district, the school and the inventory item number. For example:

Property of:
 School District of Palm Beach County
 Henry Flagler Charter HS
 Purchased with Federal CSP Grant Funds
 Item # 3067

If your school uses a bar-code reader for inventory, the label will also include the bar code.

Proper labeling clearly communicates that the CSP-funded equipment is the property of the school district, and is thus protected by s.1002.33 (8)(e) F.S. We recommend that schools review their leases to make sure they do not give their landlords permission to confiscate any CSP-funded equipment for any reason.

As stated in the RFP, all CSP Grantees are required to attend the FCSC each year of the grant.



Make sure to register for the pre-conference [CSP Grant Recipient Workshop](#) at 9 am on Monday, November 14th.

Registration will be accepted onsite.

See you there!

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