



CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

October 2010

FLORIDA DEPARTMENT OF EDUCATION

Volume 1, Issue 6

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

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SPECIAL POINTS OF INTEREST

All Recipients

- Shipping costs—When reporting shipping costs on the Budget Narrative, use the same object code as the item(s) you are purchasing.

2010—2013 Grants

- Your updated budget must be submitted in order for an award letter to be processed.
- Upon receipt of your award letter, contact your sponsor to arrange for your funds. Spend them quickly.

2009—2012 Grants

- Your project period deadline is 10-31-10. You must contact your Grant Specialist immediately if you have not already done so.

2008—2011 Grants

- Time is running out. Spend down remaining funds. Send receipt reports to your sponsor.
- Prepare your Itemized Expenditure Report for your sponsor and FDOE.

Sunshine and Governance

Florida law ensures the public's right of access to governmental meetings and records. Charter schools, as public institutions, must adhere to Florida's Sunshine Laws.

For governing board meetings, this means that:

- (1) meetings of boards must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken.

What constitutes a meeting? Any time two or more members of the same board discuss matters that are before the board— or foreseeably may come before the board— the discussion is regarded as a meeting. This applies to formal meetings

and informal encounters or discussions.

What are public records? Public records are considered all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, made or received pursuant to law or ordinance in connection with the transaction of official business. (Portions of public records which are confidential, such as social security numbers, medical records and so on, must be redacted before the document can be released to the public.)

For more information, you can download the [Government in the Sunshine Manual](#), published annually by the First Amendment Foundation.

Objectives— *What you need to know*

In order to move from one grant phase to the next - and receive funding for the next phase - all objectives must be met, documented and approved by your DOE Grant Specialist. Objectives for each phase of your grant may be found on Attachment J of your application.

When preparing your documentation, make sure you have accurately labeled your forms with the correct objective codes in order to expedite the review process.

Please review Attachment J and the list of budget forms to be submitted, which is included on page 2 of this newsletter. Once the required documentation has been submitted, your Grant Specialist will review it and contact you if further information is needed.

Plan to submit the required documentation well ahead of time. From the time the documentation is approved by the Grant Specialist, it may take 4-6 weeks (to process the award letter and allow for district processing) before funds for the next phase become available.

Reminder

Florida Charter School Conference

November 8-10, 2010
Orlando, Florida

**CSP RECIPIENTS ARE
REQUIRED TO ATTEND.**

www.charterschoolconference.com

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CSP Grant Phase Requirements

Phase	Form	Documentation
Planning (Phase 1)	DOE 101 —Revised Budget	<ul style="list-style-type: none"> • Board Member List • Approved Charter Application
Implementation 1* (Phase 2)	DOE 150 — needs 2 Original Signatures DOE 101 Itemized Expense Report <i>* Schools that <u>begin</u> in Implementation 1 do not need to submit a DOE 150.</i>	<ul style="list-style-type: none"> • Completed Board Training • Signed Lease • Required Polices (Conflict of Interest, Lottery, Procurement) • Completed Itemized Expense Report for Planning Funds • Objective Documentation (Attachment J) End of Phase 1 <p><i>* Schools that <u>begin</u> in Implementation 1 must also submit the required Planning</i></p>
Implementation 2 (Phase 3)	DOE 150 — needs 2 Original Signatures DOE 101 Itemized Expense Report	<ul style="list-style-type: none"> • Completed Itemized Expense Report for Imp 1 Funds • Board Minutes with approval of revised policies • Objective Documentation (Attachment J) End of Phase 2
Grant Completion	Itemized Expense Report	<ul style="list-style-type: none"> • Completed Itemized Expense Report for Imp 2 Funds • Objective Documentation (Attachment J) End of Phase 3
Amendment	DOE 150 —needs 2 Original Signatures DOE 151	<ul style="list-style-type: none"> • Completed DOE Forms

CSP Grant budget forms may be found at:

http://www.floridaschoolchoice.org/information/charter_schools/charter_general_info_and_forms.asp

