



CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

June 2010

FLORIDA DEPARTMENT OF EDUCATION

Volume 1, Issue 2

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

SPECIAL POINTS OF INTEREST

2010—2013 Grants

- Option 1 schools must provide a list of board members and a copy of their contract to the Charter Office, and may need to submit budget revisions if there were unallowable expenses in the original DOE 101.
- Option 2 schools must submit a new DOE 101 for Implementation I. Verify your funding amount with the Charter Office.
- Finalized award letters will be emailed this month to grant recipients, with a hard copy sent to the sponsor. Upon receipt, contact your sponsor to arrange for your funds.

2009—2012 Grants

- Schools who will not meet their July 31st project period deadline must contact Grants Manager Helen Giraitis to request a 3-month no-cost extension.
- If not yet in Implementation I, email your Grant Specialist for assistance.

2008—2011 Grants

- Spend down remaining funds. Document all purchases.
- Prepare your Itemized Expenditure Report (DOE 399).
- If not yet in Implementation II, email your Grant Specialist for assistance.
- If your grant ends April, May or June 2010, contact your Grant Specialist immediately.

CHARTER SCHOOL OFFICE CONTACTS:

Charter Schools Director: Adam Miller
CSP Grant Manager: Helen Giraitis
helen.giraitis@fldoe.org

CSP Grant Specialists:

- Laura Pond laura.pond@fldoe.org
- Charlene Burke
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For assistance, please call 850-245-0502 or email Charterschools@fldoe.org.

WWW.FLORIDASCHOOLCHOICE.ORG

2010 Site Visit Recommendations

The Charter Schools staff was on the road for the greater part of May conducting CSP-mandated on-site monitoring of 24 charter schools throughout Florida. We were pleased to observe some excellent teaching and learning, and to meet the innovative educators responsible.

With the new [Monitoring Rubric](#), on-site visits are now looking for compliance in policy as well as expenditures. With this in mind, the monitoring team offers some suggestions:

- Develop in your by-laws a **process for monthly financial reporting** to your board. Board minutes should include actions related to the review and approval of financial reports.
- Ensure that Governing Board members understand **conflict-of-interest** issues. Specifically, there are restrictions on the employment of relatives. Additionally, governing board members and any business entity in which they or their immediate family have a material interest, are prohibited from contracting with the charter school they govern for the purchase, rent or leasing of any real estate, goods or service. [2009 Legislation Affecting Charter Schools](#), items 5 and 6, addresses these issues.

During the CSP grant monitoring process, we will review board composition, leases, and contracts to ensure that no conflict of interest exists.

Lottery Process

If more students apply to your school than can be admitted, federal law requires that a lottery process be implemented, as described in [Title V, Part B Non-Regulatory Guidance](#). The lottery must include all eligible applicants. Only the following categories of students may be exempted from the lottery: (a) students who are enrolled in the public school at the time it is converted into a public charter school; (b) siblings of students already enrolled or accepted in the same charter school; (c) children of a charter school's founders and teachers; and (d) children of employees in a work-site charter school.

The school should not send out acceptance letters prior to the application deadline; they must first determine whether a lottery process must be implemented.

As a practical matter, if the school receives fewer applications than needed by the application deadline, the school may accept the current applicants, and then establish rolling application deadlines until the school receives the needed number of applicants. When the number of applicants exceeds the cap, the applicants in that application period must undergo the lottery process to determine who may be admitted. Remaining students would be wait-listed in the order determined by the lottery.

During a site visit, the monitoring team will request to see a copy of the school's Lottery Policy.

RESOURCES

RtI Training for Charter Schools

Federal and state regulations require the use of a **Response to Intervention (RtI)** model in order to be eligible for IDEA funding and to refer students for special education services. The Department has scheduled five regional workshops to provide training on the RtI model.

July 8—Chipley

July 12—Boca Raton

July 14—Hialeah Gardens

July 19—Tampa

July 21—Jacksonville

To register online, go to [Response to Intervention Regional Workshops](#). If you have questions, please contact Tera Teders at 850-245-0871 or tera.teders@fldoe.org.

