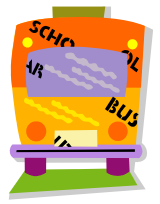




# CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM



May 2011

FLORIDA DEPARTMENT OF EDUCATION

Volume 2, Issue 1

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

## SPECIAL POINTS OF INTEREST

### **IMPORTANT— All Grants**

- *Do not encumber any funds for your next award until you receive your new Project Award Notification.*

### **2010—2013 Grants**

- *Call your Grant Specialist now if you are in Planning and will open August 2011.*
- *Prepare your Itemized Expenditure Report and draft a budget for remaining implementation funds.*

### **2009—2012 Grants**

- *Contact your Grant Specialist immediately if you opened in 2009 and are not yet in Imp. II or opened in 2010 and are not yet in Imp. I.*
- *Schools that began Implementation on 7-01-09 cannot extend their grants beyond 6-30-11.*
- *Send your [Itemized Expenditure Report](#) to your grant specialist by June 30, 2011.*

## CHARTER SCHOOL OFFICE

### CHARTER SCHOOLS DIRECTOR

Adam Miller

### CSP GRANT MANAGER

Helen Giraitis

[helen.giraitis@fldoe.org](mailto:helen.giraitis@fldoe.org)

### CSP GRANT SPECIALISTS

Laura Pond

[laura.pond@fldoe.org](mailto:laura.pond@fldoe.org)

Charlene Burke

[charlene.burke@fldoe.org](mailto:charlene.burke@fldoe.org)

Heather Harrell

[heather.harrell@fldoe.org](mailto:heather.harrell@fldoe.org)

### FOR ASSISTANCE

850-245-0502

[Charterschools@fldoe.org](mailto:Charterschools@fldoe.org)

## Moving to the Next Phase

Are you ready to move into your next budget period? To be approved for the next phase of funding, you will need to complete specific required activities and/or documentation.

Check your Award Letter (DOE 200) for requirement deadlines, and be sure that all funds for the current period are spent. Review the final budget against your Itemized Expenditure Report. Provide a draft of the Project Amendment/Budget Narrative to your Grant Specialist, and ask whether you need the DOE 101 or 101S. Submit the DOE 399 to your district with all required documentation. Finally, ensure that all the items on the following checklist(s) are completed and submitted to your assigned Grant Specialist:

### MOVING FROM PLANNING TO IMPLEMENTATION I

1. [Itemized Expenditure Report](#)
2. Final budget (may require a budget amendment—DOE 150/151)
3. Signed charter contract
4. Board minutes to date
5. Up-to-date board roster
6. Signed lease agreement
7. Documentation of Governing Board Training
8. Documentation of non-profit status (either approved 501c (3), Florida Articles of Incorporation as a non-profit, or Limited Liability incorporation as a non-profit with no benefit to shareholders or board members)
9. Completed policies including: adopted by-laws; adopted governing board policies regarding procurement, admissions/

lottery, conflict of interest and segregation of financial duties

10. Attachment J—updated from your grant application and showing completion dates of all Phase One objectives, with all required documentation.

### MOVING FROM IMPLEMENTATION I TO IMPLEMENTATION II

1. Items 1—5, as above
2. Completed and documented Phase Two objectives on Attachment J
3. Budget Amendment (DOE 151) requesting Imp. II funding as an increase to the current award.

## TRAINING/RESOURCES

### **FSU BOLT program for effective online teaching**

The Florida State University College of Education has unveiled a graduate/undergraduate certificate program designed to train K-12 teachers in online instruction.

The [Blended Online Learning and Teaching \(BOLT\) program](#) provides teachers and administrators with the advanced knowledge, skills and abilities necessary for effective K-12 online teaching. Courses can be taken as part of a regular graduate program of study, an undergraduate minor, or through enrollment as a part-time, non-degree-seeking student.

