



CSP NEWS



NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

October 2011

FLORIDA DEPARTMENT OF EDUCATION

Volume 2, Issue 6

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

SPECIAL POINTS OF INTEREST

All Schools

- [Interim Itemized Expenditure Reports](#) are due **October 1**.

2011–2014 Grants

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

2010–2013 Grants

- You should be in Imp. I if you opened in August 2011. If not, 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).

2009–2012 Grants

- Schools that opened in 2011 should be in Imp. I and moving into Imp. II.
- Use same process as 2010-13 schools (above) to move into Imp. II.

CHARTER SCHOOL OFFICE

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CSP Travel Guidelines

When using CSP grant funds to travel, recipients must use the most economical method. Travel must be authorized in advance using DOE travel forms [C676](#) and [C676C](#). The following items are allowable travel expenses:

- Conference Registration Fee
- Transportation
 - Mileage—If driving a privately owned vehicle, not for gas. The current mileage allowance is 44.5 cents per mile.
 - Car Rental—Travelers must use a Class B compact car, except when the number of passengers or the volume of materials to be transported makes use of a compact class vehicle impractical. You may be reimbursed for gas, not for mileage. Save all receipts.
 - Commercial Airfare—Reimbursed only for coach or equivalent.
 - Other—Taxi, tolls and parking fees, reimbursable with receipt.
- Lodging—Only those traveling more than 50 miles one way will be reimbursed for overnight stays. Use most economical accommodation.
- Meals—Travelers will receive a set allowance for meals during overnight travel: Breakfast-\$6; Lunch-\$11; Dinner-\$19. Notes: 1) Receipts for meals are not reimbursable. 2) When a meal is included in a conference registration fee, the traveler is not eligible for that meal allowance.

Contact your Grant Specialist if you have questions.

FCSC Grant Workshop

The Charter School Grant requires all current grant recipients to attend the Florida Charter School Conference. CSP training will be provided in a lively two-part workshop scheduled for **Monday, November 14th in the Broward room from 9:00 a.m. - 12:00 p.m.** The principal and one board member should plan to attend. Attendance will be taken.

Part I: The Want Money Waltz Game Learn to select the right forms and create an approvable budget for your next project phase.

Part II: Award Letter Relay Game Move your paperwork quickly through the approval process. Come ready to move!

The workshop will be presented by Charter Office Grants Manager Helen Giraitis and Grant Specialists Charlene Burke, Laura Pond and Heather Harrell. For more information, go to www.charterschoolconference.com/.

TRAINING / RESOURCES

- **2011 NACSA Leadership Conference** — October 24-27, Amelia Island FL. For more information, go to www.qualitycharters.org/events/2011-annual-leadership-conference.



OCTOBER 24-27, 2011 | Amelia Island, Florida

Register Now!



Important Deadlines

October 14 - [Hotel Reservations](#)
October 21 - [Attendee Registration](#)
Only on-site registration will be accepted after October 21st.