



# CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

September 2010

FLORIDA DEPARTMENT OF EDUCATION

Volume 1, Issue 5

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

## Making the Grade— 7 Charters Excel



The Charter Office is pleased to recognize seven K-8 charter schools that have jumped two or more letter grades from 2009 to this year. Those schools in **bold** are current CSP recipients:

	2009	2010
• Discovery Middle Charter School	F	B
• <b>Imagine Charter School at Town Center</b>	D	A
• <b>Shiloh Elementary Charter School</b>	C	A
• Cape Coral Charter School	C	A
• <b>Imagine School at Evening Rose</b>	F	A
• Polk Avenue Elementary School	C	A
• <b>Imagine School at North Port</b>	C	A

Congratulations to all, for your hard work in helping our students to achieve!

### SPECIAL POINTS OF INTEREST

#### 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

- Schools still in planning: submit your project amendment and related documentation now to move into Imp I.
- Schools ending Imp I must send the objective documentation and itemized expense report to your Grant Specialist along with the draft of your Imp II budget.
- Schools receiving a no-cost extension: Your deadline is 10-31-10.

#### 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.

## Timely Reports—

### Avoid No-Cost Extensions

Submitting your project amendments and reports at least one month early will help you avoid time-consuming no-cost extensions. To keep your project on time:

- Review the dates on your documentation to ensure you are on schedule in moving from one phase to the next. Identify deadlines and work backward to have the paperwork in place and submitted before the due date.
- Records of income and expenditures should be kept on an ongoing basis to avoid the undue burden of scrambling to compile reports at the last minute.
- Send us your paperwork for review at least a month prior to submitting it to your sponsor. Your Grant Specialist will check that it is complete and accurate, saving trouble down the line.

No-cost extensions put your grant at risk of not moving into the next grant phase. Schools that complete all grant periods early may be eligible for additional funding.

### Correction

*Inventory labels should state the item is the **property of the school district**, as follows:*

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

## Board Agenda and Meeting Minutes

A comprehensive Board agenda and accurate minutes are essential. They allow the Governing Board to act effectively and provide documentation for legal and monitoring purposes. Among other items, an effective agenda may include:

- a report from the director or principal of the school;
- a report from parent organizations;
- an update on school performance;
- a discussion of the budget, including any budget amendments;
- recognition of student achievements.

If the board oversees two or more schools, these reports should **address each school individually**.

Minutes should reflect the points of discussion and decisions reached. The online article, [How to Take Meeting Minutes](#), may provide helpful advice on format.

### CHARTER SCHOOL OFFICE

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### Reminder Florida Charter School Conference

November 8-10, 2010  
Orlando, Florida

[www.charterschoolconference.com](http://www.charterschoolconference.com)

CSP RECIPIENTS ARE **REQUIRED** TO ATTEND.



[WWW.FLORIDASCHOOLCHOICE.ORG](http://WWW.FLORIDASCHOOLCHOICE.ORG)