

Review Standards for CSP Documents

List of Required Documents with Minimum Standards	Additional Information
<p>Governing Board Membership List</p> <ul style="list-style-type: none"> • Minimum of 3 members • Contact information for each member (name, phone number or e-mail) <ul style="list-style-type: none"> ○ Add all Governing Board members as contacts on flcsp.org • List matches Articles of Incorporation or Non-Profit Detail Report found at www.sunbiz.org <ul style="list-style-type: none"> ○ If board members have changed since original inception of board, updated Articles of Incorporation on Sunbiz.org required 	<p>If board changes the Articles of Incorporation, Board Membership list and Contacts section on flcsp.org should be updated.</p>
<p>Non-Profit Documentation</p> <ul style="list-style-type: none"> • Proof of Non-Profit Status <ul style="list-style-type: none"> ○ Articles of Incorporation as a Florida Non-Profit (should match members listed on Governing Board membership list above) 	<p>If board changes the Articles of Incorporation, Board Membership list and Contacts section on flcsp.org should be updated.</p>
<p>GEPA Plan</p> <ul style="list-style-type: none"> • Admissions, program, school will be made available to all families in service area • Includes examples of outreach, which may include program flyers, applications, website, etc. • Ability to assist families who speak languages other than English 	<p>GEPA plan should be tailored to the school it represents.</p>
<p>Management Company (MC) Questionnaire</p> <ul style="list-style-type: none"> • Completed (regardless of use of MC) • Includes name of MC the school will/has contract with • All questions have been answered completely with adequate explanation • Form is signed • If MC contract is executed, a copy must be included • MC contract must not include provisions that allow the MC to take possession of equipment purchased with CSP or public funds. Regardless of threshold, all furniture, fixtures and equipment (Including computer hardware) must be accountable and reverted back to the school district. 	<p>All sub-grantees must complete this questionnaire, regardless of MC status.</p> <p>If sub-grantee is using or planning on using a MC, responses must be substantive and allow FDOE to evaluate the independence of the governing board from the MC.</p>

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<p>Charter Contract</p> <ul style="list-style-type: none"> • Verify Contract is for Sub-grantee school <ul style="list-style-type: none"> ○ Verify in correct District ○ Verify School Name is same as name on sub-grant application. If different, verify with school, district, and MSID database that contract is for same school that applied for CSP funds. ○ Verify school’s intended physical location matches lease and MSID system. • Contract is signed by both parties <ul style="list-style-type: none"> ○ May accept School Board minutes showing approval of contract. (School must submit signed contract once received.) 	
<p>Signed Lease</p> <ul style="list-style-type: none"> • Includes physical address • Verify the following <ul style="list-style-type: none"> ○ Match school name to contract ○ Verify address is within district ○ Verify address matches MSID system and flcsp.org. • Check address against MSID Database for co-location status • Check lease effective date against budget if requesting funds for up to 3 months rent within Implementation I budget (budget amendment may be required) • Lease may not include provisions that allow landlord to take possession of any equipment purchased with public funds under any circumstance. Regardless of threshold, all furniture, fixtures and equipment (Including computer hardware) must be accountable and reverted back to the school district . 	<p>Lease may not include any provision that allows the landlord to take possession of equipment/materials under any circumstance (typically in the Surrender portion of a standard lease). If lease includes this language, sub-grantee must negotiate an amendment or addendum.</p>
<p>Co-Location Questionnaire</p> <ul style="list-style-type: none"> • Questionnaire must be completed and signed. Includes MSID Numbers for sub-grantee school and additional co-located school(s) • Answers should be responsive and thorough (simple yes or no is not sufficient) • Answers should provide clear evidence that all schools are operating and marketing as separate schools 	<p>Schools should be clearly separate.</p> <p>Funds, students, and equipment should not be shared between co-located schools.</p>

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<p>Governing Board By-Laws</p> <ul style="list-style-type: none"> • Quorum must be majority • Board members may not be compensated (except for travel reimbursement) 	
<p>Procurement Policy</p> <ul style="list-style-type: none"> • Market analysis must be completed for all purchases over \$500 unless using a District approved vendor <ul style="list-style-type: none"> ○ Must maintain documentation (printed quotes, bids, analysis, etc.) ○ If using District approved vendor, documentation of approved vendor status must be maintained in file. <ul style="list-style-type: none"> ▪ Vendors must have actively approved contract with district or state? • Bid process for purchases over \$100,000 • Written justification for any sole-source procurements 	<p>View sample Procurement Policies in the Resources Section.</p>
<p>Enrollment/Admissions Policy</p> <ul style="list-style-type: none"> • Policy is specific to school (co-located schools must conduct separate enrollments and lotteries). • Application periods have or will have established beginning and ending dates. <ul style="list-style-type: none"> ○ Registration period dates are made public • If subsequent application windows are opened, must have set open/end dates • Lottery conducted if number of applications received exceeds seats available • Waiting list must be created through random lottery selection. First come/first serve not permitted • Lottery exceptions may include (but not required): <ul style="list-style-type: none"> ○ Siblings of enrolled students ○ Children of founding board members ○ Children of staff • Weighted lottery permitted only to provide additional opportunities for students seeking to transfer from a failing public school • Charter school enrollment application form may not request information related to academic history, race, ethnicity, socioeconomic status, disability status, English language learner status. Demographic information may be requested but responses are voluntary. • All enrollment applications are retained for a minimum of 7 years from the start of the CSP cohort grant period. 	<p>View sample Lottery Policies in the Resources Section.</p> <p>Guiding principle is that all students have an equal chance of enrollment. Sub-grantee may not use a first come/first serve process at any time.</p> <p>Lottery exemptions do not transfer between co-located schools.</p> <p>While a school is a grant recipient, the school should follow the stricter federal lottery guidelines as listed to the left. Once the school has completed the grant, the school may revert to state requirements.</p> <p>Schools may choose to utilize state exemptions only after CSP grant cycle is completed.</p>

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<p>Conflict of Interest Policy</p> <ul style="list-style-type: none"> • Board members, and their spouse and children, prohibited from being officer, partner, director, proprietor, or owner of a material interest on any business entity that is doing business with the school. • Board members prohibited from having any employment or contractual relationship with any business entity doing business with the school that would pose a recurring or significant conflict between private interests and public duties. • Allowable exceptions to 2 restrictions above: <ul style="list-style-type: none"> ○ Business is obtained through competitive bidding process ○ Business is only source of supply ○ Total amount of funds that changes hands in any calendar year is \$500 or less ○ Board member is stockholder, officer, or director of bank that is used by school and school did not favor bank solely because of that board member • If Board member meets one of the exceptions, he/she must abstain from any discussion/vote on that matter and must disclose interest in writing • School employee or spouse may not serve on board. • Management company employee or spouse may not serve on board. 	
<p>Segregation of Financial Duties Policy</p> <ul style="list-style-type: none"> • 2 or more people involved in cash receipts/deposits • 2 or more persons required for the approval of CSP purchases over \$750 • Check Signers do not maintain the ledger • Person who reconciles bank accounts cannot be an authorized check signer 	<p>Policy should include titles of staff members responsible for completing financial tasks.</p>
<p>Inventory Control Policy</p> <ul style="list-style-type: none"> • All CSP purchased property with 600 object codes must be tagged <ul style="list-style-type: none"> ○ Property of [District/School Name] ○ Inventory item ID/serial # ○ Purchased with CSP funds • Inventory must be logged upon receipt of equipment <ul style="list-style-type: none"> ○ Inventory report should include the following fields: Item number, Item Description, Funding Source, Acquisition Date, cost, location/room#, Condition, and Disposition date. • Full inventory will be conducted at a minimum once per year 	<p>The threshold to determine Capitalized vs. Noncapitalized expenditures depends on the district's local policies.</p> <p>Regardless of threshold, all furniture, fixtures and equipment (Including computer hardware) must be accountable and reverted back to the school district.</p>

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Governing Board Training

- Training certificates for each member of board on board roster
- Trainer should be approved by Charter Office
- Certificates are only valid for 3 years.
 - If certificate expires within 3 months, Status will be placed “in review” for monthly follow up
 - If certificate expires within 1 month, do not approve, send ticket requesting updated training certificate
 - All copies of training certificates should be uploaded and sorted by board member name.

Program Office cannot approve grant funds for boards with certificates that will expire during the current grant phase.

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