

2009-10 Charter School Planning Grantee Orientation

Michigan Department of Education
Office of School Improvement
Public School Academies Program

Congratulations!

- 15 of (of 25) applicants were approved for funding
- We're looking forward to working with all of you to develop a "learning community."
- The next 12-18 months will be a critical part of your journey toward school and student success.



Today's topics

- ❑ Accessing Grant Funds
- ❑ Board and Budget Basics
- ❑ Managing a CSP Grant
- ❑ Developing an Effective Project Plan
- ❑ Building a Solid Budget
- ❑ Progress/Final Reporting Requirements
- ❑ Technical Assistance/Sharing
- ❑ Grantee Questions

Grant structure

- Three Planning Grant funding stages:
 - Stage 1: Academic vision & success indicators
 - \$35,000
 - Stage 2: Business plan and charter acquisition
 - \$75,000
 - Stage 3: Ramp-up to opening
 - \$50,000
- Up to 18 (of 36) months for Planning
- Remainder (of 36 months) for two Implementation Grants of \$150,000 each

Requirements to Release Funds

- ❑ To draw down Academic Vision & Success indicators (\$35,000)
 - ❑ Budgets approved
 - ❑ Questions answered
 - ❑ MAIN and Grants Cash Mgt accounts set up
- ❑ To draw down Business Plan and Charter Acquisition (\$75,000)
 - ❑ Two rubric sections (Academic Vision and Evaluation) brought up to “4”
 - ❑ Progress Report for Stage I completion
- ❑ To draw down Ramp-Up (\$50,000)
 - ❑ Charter contract signed
 - ❑ Progress Report for Stage II completion

MAIN/CMS Requirements

- ❑ All recipients must be registered on the statewide vendor/payee file to receive payments. To register online: <http://www.cpexpress.state.mi.us> or call toll free at 888/734-9749.
- ❑ To draw down funds you must be registered on the Cash Management System. Please complete and fax the CMS security agreement form included in your packet.



Board and Budget Basics

- ❑ Structures
- ❑ Compensation
- ❑ Conflicts of Interest
- ❑ Activities and Authority
- ❑ Budget Responsibilities

Managing a CSP Grant

- ❑ Basic Accounting Needs
- ❑ Management Plan and Budget
- ❑ Internal Controls and Procedures
- ❑ Organized, Complete Documentation
- ❑ EDGAR



Allowable Expenditures

Allowable Activities/Costs

Refinement of the desired educational results and of the methods for measuring progress toward achieving those results:

- ❑ Costs directly related to obtaining, developing and implementing standardized testing, and other measurement of student achievement.
- ❑ Staff salaries and consultant costs prior to opening of the school and prior to eligibility for state school aid.
- ❑ Implementation of evaluation and feedback to staff regarding achievement of contractual and other educational goals.
- ❑ Technology, equipment, and software required to develop and implement methods for measurement, achievement of progress, and provision of feedback to staff regarding the effectiveness of the educational methods chosen.
- ❑ Legal costs directly related to charter development, planning for the school and its educational program.
- ❑ Fees for the required school safety inspections paid to the State of Michigan or local governmental agencies,
- ❑ Approved minor school building modifications (<\$5,000) required to ensure compliance with health and safety requirements, e.g. install grab bars, lower sinks in a restroom to ensure ADA compliance (elevator installation or repair not allowable).
- ❑ Limited office furniture, technology and office equipment (<\$5,000 total) required by staff in Stages 1 and 2, to engage in the planning phase of the school start-up.

Allowable Activities/Costs

Professional development of teachers and other staff who will work in the charter school:

- ❑ Costs directly related to training, professional development of staff who will work in the charter school,
- ❑ Staff salaries prior to opening of the school and eligibility for state school aid,
- ❑ Stipends paid to staff for time spent in training during the summer, weekends, evenings, or other periods for which the staff would not normally be compensated (post school opening, provided it will be the ongoing policy/practice of the school to pay stipends to staff to participate in development/training).
- ❑ Fees to trainers/consultants external to the school or its educational management company, to provide training, inservice, staff development.
- ❑ Reasonable costs of travel, lodging, conference fees, to enable staff to participate in training and staff development.
- ❑ Tuition reimbursement to staff for classes/training that is directly related to the school, its educational program or business operations.
- ❑ Costs of providing training and inservice for volunteer members of the school board of directors, including those cited above for school staff.



BREAK

Potential Timelines

Apr 08 July 08 Oct 08 Jan2009 Apr 09 July 09 **Oct 09** Jan 2010 Apr 10 July 10 Oct 10 Jan 2011 Apr 11



Your custom designed timeline:

18 month max for Planning

24 month max for Implementation

Required Checkpoints

- ❑ Budget Approval
- ❑ MDE Questions Answered
- ❑ MAIN and CMS set-up to draw down
- ❑ Monthly Progress Reports
- ❑ Progress Reports at completion of Stages 1 and 2
- ❑ Annual financial audit
- ❑ Final Progress Report
- ❑ Final Expenditure Report (FER)

NOTE: Audit Requirement

- Although you are not yet a school (and thus subject to a school's audit requirements) we will require you to obtain a third-party financial audit, or set of Basic Financial Statements, during the first planning year.
- If you have not allowed for that expense in your budget, please amend the budget to provide at least \$3,000 for the Financial Statements. Budget for Stage II!

Application for Continuing Funds

- Award recipients **DO NOT COMPETE** for Implementation Awards; however they must apply by
 - Completing the **MEGS Narrative** detailing project tasks and deliverables achieved to date, and proposing detailed tasks and deliverables in the **Management Plan**
 - Specifying target dates for each new task, deliverables, as well as strategies for achieving them
 - Revising **Budget Summary** and provide **Budget Narrative** and **Detail** for the coming year

Eligibility for Continuing Funds

- Eligibility for Implementation Awards, requires completed Progress Reports for the grant:
 - Monthly Progress Reports due the 15th of the month for the month past
 - The Progress Report & Financial Report at Completion of Stage I and Stage II, and
 - Final Progress Report & Financial Report 60 days after the end of the grant period

- These reports
 - use data to provide a status report on each line in the management plan,
 - explain any barriers and/or modifications of tasks/deliverables (that have been discussed in advance with MDE and approved)
 - monitor use of funds for completion of tasks and deliverables
 - provide opportunities for MDE technical assistance and consultation with subgrantees about the project



Technical Assistance/ Sharing

Technical Support Requirement

- Your technical service provider is designing learning community opportunities
- You each have your own contractual relationships and MDE will only require periodic reports on your activities
- Be an active “customer” with your provider – help design the sessions you need



Subgrantee Questions