

# FLORIDA DEPARTMENT OF EDUCATION



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March 5, 2004

## MEMORANDUM

**TO:** 2003-04 First and Second Year Charter School Operators

**FROM:** Dr. Theresa Klebacha

**SUBJECT:** Charter Grant Supplements

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The Florida Department of Education recognizes your contribution to the education of children in the State of Florida through the operation of a charter school. To assist first and second year charter schools to become fiscally solvent, we are offering the opportunity to request a \$50,000 supplement. In order to receive the supplement, the following is required:

Complete the DOE 150 – Project Amendment Request page must be signed by the local school district superintendent. The narrative should be very detailed on how the funds will be used and why you are requesting a \$50,000 supplement. The narrative should be at least 250 words in length, typewritten, and single-spaced.

Complete the DOE 151 – the budget page shows how the funds will be expended. Please confer with the local district finance staff for assistance.

Attend the financial management workshop sponsored by the University of North Florida Charter Resource Center in conjunction with the Florida Department of Education. Information regarding these workshops will be distributed under separate cover. All recipients of the grant supplement shall attend the workshop as a condition of acceptance. A notarized affidavit must be signed by all recipients of the supplement. Any recipient who fails to attend the workshop will be required to repay the grant supplement.

**THERESA A. KLEBACHA, Ph.D.**  
*Executive Director*  
*Office of Independent Education and Parental Choice*

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Funds from the original implementation grant must be expended or obligated before spending the supplement.

The purpose of the University of North Florida Charter Resource Center is to assist charter schools in financial management. Appropriate budget materials will be distributed at the workshops.

All completed forms numbered DOE 150 and 151 and notarized affidavit must be received by March 15, 2004. Please send one original and two copies. Mail the completed forms to:

Karen Henry  
Independent Education and Parental Choice Office  
Florida Department of Education  
325 West Gaines Street, Room 522  
Tallahassee, Florida 32399-0400

To obtain a copy of the DOE 150 and DOE 151 go to the DOE website, <http://www.firn.edu/doe/comptroller/gbook.htm>. Scroll the table of contents of the green book for the forms section.

If you have any questions, please contact Karen Henry at 850-245-0502.

TK/kbh

c: District Superintendent  
District Charter Contact  
District Finance Officers  
Raymond Monteleone  
Martha Asbury

## **AFFIRMATION NOTICE**

As a first and second year charter school operating during the 2003-04 school year, I do solemnly pledge to fulfill all the requirements necessary to receive an additional \$50,000 supplement.

I will do all of the following:

- I will submit a completed DOE 150 by the deadline
- I will submit the completed DOE 151 by the deadline
- I have spent or obligated all of the funds in my original grant
- I submit timely monthly expenditures to the Comptroller
- I will attend the charter financial management workshop

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Charter School Operator

Date

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School District Contact

Date

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Notary Public

Date