



## Charter School Administrative Office

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### Memorandum

Date February 15, 2007

To Charter Schools Administrators and Curriculum Coordinators

From Maunalei Love, CSAO Interim Executive Director

Subject: Title IIa and Drug Free Monies Application Forms and Procedures

At our Administrator's Conference in December, we discussed several concerns during our Title IIa and Drug Free Monies session. We set some parameters and highlighted priorities with those of you attending and reached these basic understandings for the use of Title IIa and Safe and Drug-free funds. See detailed directions and application procedures for these items, which follow the Budget breakdown. *As much as possible, please submit all applications electronically.*

#### **Title IIa grants are available for:**

- **National Charter School Conference** For each school choosing to attend this conference in Albuquerque, NM April 24-27, 2007, \$3000 is available to defray the costs of two or more administrators and/or teachers attending. Each school is responsible for making their own arrangements to attend.
- **Individual Professional Development Grants** Each individual teacher or Educational Assistant can receive up to \$1500 to defray the costs of courses needed for teacher certification or a master's degree. This grant can also be used to attend special trainings and professional conferences aimed at improving instructional skills.
- **Highly Qualified CS Teachers** A single grant of \$1000 is available to support a study group that recommends a process for charter teachers to become highly qualified.
- **Discretionary Grants** This grant is available for school projects and training. Priority consideration is given to (a) schools that are in greatest need (as defined by AYP), (b) schools that extend offerings to other schools, and (c) schools that have received the least amount of funds to date.
- **Quantum Learning** Grants are available to support Quantum Learning training and implementation at selected school sites.
- **Action Research** Up to 10 applicants can receive \$2,500 for an action research project. Each grant recipient must be willing to present his/her results at the next CSAO Professional Development Conference following completion of the project.
- **New Teacher Mentoring**

### Title IIa Budget

Albuquerque Conference	\$81,000
Individual Teacher Professional Development Grants to defray cost of courses toward certification And Master's Degree	54,000
Individual Teacher Professional Development Grants to assist with special trainings and professional Conferences	21,000
Charter Study group to recommend a process by which Charter teachers become highly qualified	1,000
Discretionary monies for school projects and training With priority given to schools who are in greatest need	60,269
Support of Quantum Learning at school sites	100,000
Quantum Learning for Administrators (Jan 8-9, 2007)	14,331
Action Research (\$2,500 per teacher)	25,000
New Teacher Mentoring	<u>8,400</u>
<b>TOTAL</b>	<b>\$365,000</b>

**Safe and Drug Free School grants are available for:**

- **After School Programs** Up to \$5000 per school is available for after school programs run by the charter school. Up to twenty schools will be able to receive this grant based on the applications received by the CSAO. **This completed form is due no later than March 12, 2007.**

*Note: If you hire individuals for after school programs the school must follow federal regulations for personnel. This includes wages and benefits and therefore greatly reduces the usable dollar amount for your program.*

### Drug Free Schools Budget

<b>TOTAL</b>	<b>\$102,087</b>
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## APPLICATION PROCEDURES

### Attachment A

**National Charter School Conference** - Use the shortened Action Plan format to secure the \$3,000 for your school.

**Individual Professional Development Grant** - The shortened Action Plan format replaces the previous form teachers used to apply for special trainings, workshops and course work towards certification and masters degree.

### Attachment B

**Discretionary Grants** – These grants are available for school projects and training. Priority consideration is given to schools that are in greatest need with regards to AYP, schools that extend offerings to other schools, and schools that have received the least amount of funds to date.

**Highly Qualified CS Teachers** – A single grant of \$1000 is available to support a study group to recommend a process for charter school teachers to become highly qualified. The formation of this group was requested by charter school administrators at the December Administrative Conference in Hilo. It was felt that the role of charter school teachers encompasses capacities that would not necessarily be covered in the State’s highly qualified teacher status for DOE teachers. We are seeking leadership and membership for this group from within the charter schools.

**Support of Quantum Learning at school sites** – In order to have your entire site trained in Quantum Learning, there must be complete commitment of the entire staff to train and agree on a plan for implementation with regular follow through to ensure Quantum Learning is practiced through out the campus.

### Attachment C

**Action Research – RFP Timeline:** Due March 2<sup>nd</sup>, Reviewed by March 9<sup>th</sup>, Decision Announced by March 12<sup>th</sup>. **Project teacher must:** involve students in core subject standards based learning, complete a ten page report of the research for possible publication (following the format in attachment C), and be available for presentation at the Fall Charter School Professional Development Conference.

**Note:** *Up to two teachers @ \$2,500 each can be funded for an action research curriculum project. If two teachers from the same school collaborate together, then the project must be multidisciplinary and project based.*

### Attachment D

This is an amendment form to be filled when changes are made to plans originally submitted and for which money was received. For federal accountability purposes, it is important we keep a paper trail documenting these amendments, which must be formally submitted for approval by the CSAO. It is much more desirable that schools keep their funds and make the necessary amendments, instead of returning unused funds to our office.

**Attachment E**

This is your end of the year report form for Title IIa funds, year ending June 30, 2007. **This completed form is due to the CSAO no later than August 31, 2007.**

**Attachment F**

This is the action plan format application for **Safe and Drug Free Schools** money. This year we are concentrating on after school programs that extend upon tutorials needed for students, as well as activities that promote health and wellness of spirit and body.

**Attachment G**

This is an amendment form to be filled when changes are made to plans originally submitted and for which money was received. For federal accountability purposes, it is important we keep a paper trail documenting these amendments, which must be formally submitted for approval by the CSAO. It is much more desirable that schools keep their funds and make the necessary amendments, instead of returning unused funds to our office.

**Attachment H**

This is the end-of-year report form for **Safe and Drug Free Schools**, year ending June 30, 2007. **This completed form is due to the CSAO no later than August 31, 2007.**

**NOTE: In order to refine our monitoring process and provide better service to the Charter schools, the CSAO has tightened and formalized the application procedures for Title IIa and Drug Free Schools funds. Changes include uniform application formats and a set monthly date for CSAO to submit requests for checks on approved projects.**

**Please note that should there be an audit by the feds, they will be looking to the individual school sites for its record keeping of payments made. From the beginning we have streamlined our grassroots responsiveness by getting monies to the school sites with the least of amount of paperwork from you to our office. Also, we do not have the staff to track something at every school. However, should you want assistance in reviewing your accounting of Title IIa funds, please do not hesitate to call on Donna, DeAnn or Bob for assistance.**

**Another note: *Stipends and direct payments are reportable to IRS. Reimbursements are not reportable.***