



# Memo

**To:** Charter Schools  
**From:** Andy Stine, Director of Capital Construction, CDE  
**Date:** August 17, 2021  
**Re:** Changes to Charter School Capital Construction Program

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In an effort to streamline the Charter School Capital Construction program, we have reviewed the current implementation process and statute with a goal to create efficiencies in the administration of the program, eliminate duplication of effort for schools, and provide clear communications.

As a result, a few changes have been made this fiscal year. We wanted to keep you informed of these changes and provide you with a summary of those proposed changes and the reasoning behind our decisions.

This will create one online form to be completed once per year, eliminating confusion for charters and authorizers and reducing workload and chance for error with CDE and the Office of the State Auditor, reporting to the legislature.

Please see the table below and let us know if you have any questions.

Regards,

Andy Stine

Program Area	Current Program Implementation	Proposed Change	Reason for Change
<b>Pupil Counts</b>	Use projected pupil count figure, provided by each school annually for the following year. Make a true up adjustment in February based on actual October pupil counts for current fiscal year.	Use October Counts from prior fiscal year as our projected pupil enrollment for the full fiscal year.	Reduce changes made to the distribution formula throughout the year. This will help schools budget more accurately, reduce over payments to districts and reduce opportunity for administrative errors.
<b>New Schools – pupil counts</b>	Add in new school information as it becomes available to us throughout the year and true up in February with actual October counts and any schools not previously receiving funding.	Establish a deadline consistent with the Student October Count submission for new schools to submit necessary information. New schools will start receiving funding in January. Total amount eligible will be distributed evenly over the remaining months.	Allows us to make changes once in the fiscal year and has minimal impact to all other schools and their anticipated funding. Aligns with the School Finance payment process.
<b>Reporting</b>	Expenditure reports due annually at end of September.	Create simplified, electronic report due <b>October 1<sup>st</sup></b> to gather any information we haven't already received (i.e., ownership of the facility). Utilize financial statements already provided to CDE.	Eliminate duplicate reporting requirements that are not necessary.
	Eligibility reports due annually at beginning of December.		