

AGENDA
REGULAR MEETING OF THE CAPE CORAL
CHARTER SCHOOL GOVERNING BOARD
Tuesday, March 8, 2016
Christa McAuliffe Elementary
6:00 P.M.

CALL TO ORDER

1. **INVOCATION:** Chair Jackson
2. **PLEDGE OF ALLEGIANCE:** Chair Jackson
3. **ROLL CALL:** Anderson, Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic
4. **APPROVAL OF MINUTES:** February 9, 2016 Regular Meeting Minutes
5. **APPROVAL OF AGENDA REGULAR MEETING:**
6. **SUPERINTENDENT REPORT:**
7. **CHAIRMAN REPORT:**
8. **FOUNDATION REPORT:**
9. **PUBLIC COMMENT:**
10. **STAFF AND BOARD COMMENT:** Director of Procurement and Food Services, Christa McAuliffe Charter Elementary School, Oasis Charter Elementary School, Oasis Charter Middle School, Oasis Charter High School
11. **UNFINISHED BUSINESS:**
 - A. Strategic Plan-Nelson Stephenson
12. **NEW BUSINESS:**
 - A. Approval of the 2016-2017 Charter School Authority Calendar-Nelson Stephenson
 - B. Approval of the Administrative Office-Lease Negotiation Proposal-Nelson Stephenson
 - C. Approval of the University of Cambridge Local Examinations Syndicate Invoice of \$130, 411.82-Shannon Treece
13. **TIME AND DATE OF NEXT MEETING:** Tuesday April 8, 2016 at 9:00-10:15 AM, Council Chambers
Regular Board Meeting followed by Budget Workshop in the Green Room
14. **ADJOURNMENT:**

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room. In accordance with the Americans with Disabilities Act and § 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

MINUTES OF THE
CAPE CORAL
CHARTER SCHOOL AUTHORITY GOVERNING BOARD
REGULAR MEETING

Tuesday, February 9, 2016
Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on February 9, 2016, at Council Chambers, a Regular Governing Board Meeting. Co-Chair Donaldson called the meeting to order at 9:00 a.m.

INVOCATION: Co-Chair Donaldson

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:
All in attendance

ROLL CALL: Anderson, Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic
• Lucas-Ross, excused

ALSO PRESENT: Bill Buztrey, Assistant City Attorney
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority
Shannon Treece, Principal, Oasis Charter High School
Elisa Collins, Assistant Principal, Oasis Charter Middle School
Steve Hook, Principal, Oasis Charter Elementary School
Jacque Collins, Principal, Christa McAuliffe Charter Elementary School
Danielle Jensen, Director of Procurement and Food Services, Cape Coral Charter School Authority
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority
Victoria Bateman, City of Cape Coral Director of Financial Services
Tod Baldwin, Operations Manager, Cape Coral Charter School Authority

APPROVAL OF MINUTES:

Motion to approve the minutes for the Regular Governing Board Meeting of January 12, 2016 was made by member Donaldson and seconded by member Boyer.

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All “Ayes,” motion carries.

APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Boyer and seconded by member Donaldson to approve the agenda.

Board vote: Anderson, Boyer, Cosden, Donaldson, Teblum, Zivkovic

All “Ayes,” motion carries.

SUPERINTENDENT REPORT:

Mr. Hook states he will give the superintendent report because Superintendent Stephenson is at Venice High School doing an AdvancED review.

Mr. Hook states we are working with vendor to ensure fiber optic capabilities for our technology. Mr. Stephenson met with the Director of IT for the City of Cape Coral, Michelle Hoffman. Ms. Hoffman was very helpful.

Mr. Hook states Penny Faulkner has stepped in to assist with the development of the websites. She is working with the 4 schools to bring continuity to the overall appearance of the sites.

Mr. Hook states Penny Faulkner is working on bus, clinic, and student software needs within our information software (CSADS).

Mr. Hook states the *Rally* will be March 20, 2016 at the German American Club. Tickets are available for purchase. Jami DiMaria and her team have done a good job getting the information out there.

Mr. Hook states the practice field is green and growing.

Mr. Hook states Mr. Stephenson attended the FETC Conference and received a lot of good information to share.

Mr. Hook states we received recognition from the Chamber of Commerce for our schools partnership with the chamber.

Mr. Hook states there will be a NEOLA meeting this Thursday, February 11, 2016 beginning at 8:00 AM.

Mr. Buztrey arrives at 9:07 AM.

CHAIRMAN REPORT:

Chair Jackson states that she does not have a report but would like to thank Mr. Stephenson for keeping the board informed.

FOUNDATION REPORT:

Chair Jackson states the foundation has been working on the Light House Awards.

PUBLIC COMMENT:

Sarona Weyant is a parent at CME. She thanks present staff for doing a wonderful job on a daily basis. Ms. Weyant states that there is nothing on the websites giving information about board members. Parents would like to know and she feels it is important to know the board members backgrounds. She suggests that we have a small place on the websites to add board member information.

Discussion held.

STAFF AND BOARD COMMENT:**Business Manager**

Mary Anne Moniz states the fiscal year 17 budget has kicked off.

Mary Anne Moniz states the capital plans have been released to all the schools as well as the individual departments.

Mary Anne Moniz states the operating templates were released in late January. She has begun to schedule meetings with administrators and departments to go over their operating expenditures and requests for the FY 17 budget.

Mary Anne Moniz states she created the budget guideline preparation manual to assist administrators and departments with the process.

Mary Anne Moniz thanks the elementary PTO groups for doing a fabulous job raising money:

- CME raised approximately \$22,000.00 to purchase 29 laptops as well as a mobile cart.
- OES raised and donated \$30,000.00 to purchase technology items.

Mary Anne Moniz states that OES has experienced several roof leaks due to the recent severe weather. Our maintenance team is working with both the city and roofing contractors to identify an exact cost to have the roof replaced. We do not have this in our current budget so it may be part of our upcoming budget amendment.

Mary Anne Moniz states that OMS is experiencing some A/C issues. We have been maintaining and keep money in budget for A/C repairs, those funds have been utilized.

Discussion held.

Director of Procurement and Food Services

Danielle Jensen states that December numbers are favorable to budget.

Danielle Jensen states our year to date revenues were slightly down in December and our expenses were slightly favorable due to only having 14 school days.

Danielle Jensen states all of the onsite audits have been completed.

Danielle Jensen states the quoting process for our landscaping vendors is complete. The Oasis campus will be handled by Brickman and CME will be handled by Green Yard. New contracts will start on March 1, 2016.

Danielle Jensen states she is working on quotes for the \$100,000.00 capital monies from the city. As part of this, the perimeter fence has been completed and the gym curtain will be installed next week.

Danielle Jensen states she has completed quotes for the OES carpets and the Oasis walk-in freezer.

Danielle Jensen states she will focus on finalizing the A/C quotes for several issues at different campuses this month.

Danielle Jensen states she will meet with the security vendor to get quotes on cameras and collectors.

Discussion held.

Christa McAuliffe Charter Elementary School

Jacque Collins states their production of *Honk* will take place on February 13th and 14th, 2016 at the North Fort Myers Academy of the Arts.

Jacque Collins states March 1, 2016 is the FSA writing assessment for grades four and five.

Jacque Collins states they are looking at a special reading curriculum called Smart Kids for kindergarten, first and second grades. They have a significant amount of low performing students. Over the years those students have a very difficult time catching up. CME has added staff to help students with the remediation skills they need.

Discussion held.

Oasis Charter Elementary School (OES)

Steve Hook states the bike rodeo held on February 6, 2016 was very well attended. They gave away 8 or 10 bikes.

Steve Hook states the OES performance of *Shrek* will be held at Mariner High School on February 26, 27 and 28, 2016.

Steve Hook states they raised \$6,000.00 for the Luau for Life organization.

Steve Hook states they raised \$3,000.00 for OES families impacted by the severe storm. Four families benefited from this jean day fundraiser.

Steve Hook states they are working on help camps for testing time.

Discussion held.

Oasis Charter Middle School (OMS)

Elisa Collins states every Wednesday in February NJHS is sponsoring wear blue for H2O. The funds collected will go to purchase a sanitation system in Uganda.

Elisa Collins states there will be 3 students representing OMS at the spelling bee on Thursday, March 10, 2016 at Three Oaks Middle School.

Elisa Collins states the *Super Hero Dance* will be held March 12, 2016. The dance is sponsored by student council.

Elisa Collins states the *Murder Mystery Show* will be held at the Lake Kennedy Senior Center at 6:30 PM on Friday, February 12, 2016.

Elisa Collins states track and field has begun.

Discussion held.

Oasis Charter High School (OHS)

Shannon Treece states they are working on AdvancED. They are focusing on their strategic plan and what it looks like for OHS next year, three years out and five years out.

Shannon Treece states they are working to shore up their policies. Having the NEOLA policies in place gives them something to refer to and build upon.

Shannon Treece states OHS has begun scheduling for next year. She would like to have a survey out to students within the next few weeks to try and make sure OHS is meeting the needs of their students.

Shannon Treece states a meeting was held with the Certiport representative a couple of weeks ago to look at potential certifications that can be offered to OHS students within our current structure. This includes certifications in Microsoft Office, culinary arts and technology. Florida South Western State College stated that it is nice when students already have these certifications upon enrollment.

Shannon Treece states they are working on AICE preparations.

Shannon Treece states end of course exam preparations are underway.

Shannon Treece states the curriculum work has been ongoing throughout this year. Students should have the standards and skills needed to be well prepared for whatever they decide to do postsecondary.

Shannon Treece states they are looking at grading practices. Are they where they need to be consistently across the board?

Shannon Treece states they have used Schoology as an LMS (learning management system) platform since the beginning of the school year. OHS is opening some other components within Schoology to allow parents much deeper access to what's happening in the classroom

Shannon Treece states that tonight, February 9, 2016 is senior night for wrestling.

Shannon Treece states the *Winter Sports Banquet* is March 2, 2016.

Shannon Treece states MUN (Model United Nations) has been very active this year. The students have been very impressive and have continued to press forward even with barriers. They have continued to work hard to make sure they have met their goals.

Shannon Treece states February 25, 2016 will be the JROTC ball.

Shannon Treece states JROTC has continued on their path to success. There isn't a competition they attend that Mrs. Treece doesn't receive positive feedback on their unit.

Shannon Treece states the student lead murder mystery drama held on February 2, 2016 was very impressive.

Shannon Treece thanks the board for their support in allowing students to open a coffee shop before school. The students are excited to see their ideas coming to fruition.

Discussion held.

Miscellaneous Business & Board Comments

Co-Chair Donaldson invites everyone to the *Burrowing Owl Festival* on February 27, 2016.

Member Anderson states that we do have the option to add a student representative to the governing board as an ex officio. They could be chosen by the SAC committee or it could be the current student body president or someone in the student government at the high school level.

Member Boyer states that she would like to know where our parent representatives from the schools are.

Member Zivkovic states that he agrees with the student representative idea.

Member Anderson states that it is a good return investment for parents to become part of the board.

Member Teblum feels the student representative role could easily be filled.

Member Teblum states the appropriations committee will meet at 3:00 PM, February 9, 2016 on House Bill 873.

Co-Chair Donaldson states that maybe we should have more than one student representative on the board.

Co-Chair Donaldson states that she would like to see more job shadowing with the students.

Member Anderson suggests that future board members could start in August instead of April. New board members would be appointed in June instead of March.

Member Cosden states that she could take Member Anderson's suggestion to city council if the board is in agreement.

Member Zivkovic states that there are students who are getting out in the community for job shadowing. He agrees that it is a great value to students to see the real world as much as possible.

Member Zivkovic states that there is a learning curve for new board members. He doesn't know if it will make a difference if they come on the board in April or the beginning of the school year.

Member Boyer states that she feels the board members tenure should end when the school year ends. She would like to see the new board members start when the new school year starts.

Discussion held.

UNFINISHED BUSINESS

A. Strategic Plan-Steve Hook

We continue to look at technology from cost and need perspectives. Both CSADS and the infrastructure are priorities.

The whole strategic plan puts into place the technology piece.

NEW BUSINESS

A. Approval of OMS Youth in Government Junior Assembly at the FFA Leadership Training Center in Haines City, February 25-28, 2016-Keith Graham

Motion was made by member Boyer and seconded by Member Donaldson to approve the OMS Youth in Government Junior Assembly at the FFA Leadership Training Center in Haines City, February 25-28, 2016

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All "Ayes," motion carries.

B. Approval of OHS MUN Conference in Washington DC, April 3-4, 2016-Shannon Treece

Motion was made by member Cosden and seconded by Member Teblum to approve the OHS MUN Conference in Washington DC, April 3-4, 2016

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All "Ayes," motion carries.

Time and Date of Next Meeting

Regular Governing Board Meeting: Tuesday March 8, 2016, 6:00 p.m., Christa McAuliffe Elementary.

Adjournment

There being no further business, the meeting adjourned at 10:25 a.m.

Respectfully submitted,
Shannon Arthur
Executive Assistant to the Superintendent
Cape Coral Charter School Authority



JULY

JULY 2016						
S	M	T	W	Th	F	S
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31						

JANUARY 2017

JANUARY 2017						
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JANUARY
 DEC 26-JAN 6 Winter Break
 16 M.L. King Day

AUGUST

- 3 Teachers' First Day
- 3, 5, 9 Professional Duty Days
- 4, 8 Teacher In-Service Days
- 6 Open House (TBD)
- 10 Students' First Day

AUGUST 2016						
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FEBRUARY 2017

FEBRUARY 2017						
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FEBRUARY
 16 PD Early Release
 20 Presidents' Day
 21 Teacher In-Service Day

SEPTEMBER

- 5 Labor Day
- 21 PD Early Release

SEPTEMBER 2016						
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MARCH 2017

MARCH 2017						
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MARCH
 16 End of 2nd Quarter-46 Days
 17 Professional Duty Day
 22 PD Early Release

OCTOBER

- 3-4 Rosh Hashanah
- 12 Yom Kippur
- 14 End of 1st Quarter-46 Days
- 17 Professional Duty Day

OCTOBER 2016						
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APRIL 2017

APRIL 2017						
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30						

APRIL
 7 Early Dismissal
 10-17 Spring Break
 14 Good Friday
 16 Easter

NOVEMBER

- 11 Veterans Day/
Hurricane Make-Up Day
- 16 PD Early Release
- 22 Early Dismissal
- 23-25 Thanksgiving Day

NOVEMBER 2016						
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MAY 2017

MAY 2017						
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28	29	30	31			

MAY
 25 & 26 Early Dismissal
 26 Last Day for Students
 26 End of 4th Quarter-44 Days
 29 Memorial Day
 30 Professional Duty Day

DECEMBER

- 21 & 22 Early Dismissal
- 22 End of 2nd Quarter-44 Days
- 23 Professional Duty Day
- DEC 26-JAN 6 Winter Break

DECEMBER 2016						
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JUNE 2017

JUNE 2017						
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	Open House
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher In-Service Day
	Early Dismissal
	Holiday-Schools Closed

Changes in the calendar from the approved Lee County School District Calendar are as follows:

DATE	APPROVED FY 16/17 DISTRICT CALENDAR	PROPOSED FY 16/17 CITY CALENDAR
Wed., Sep. 21, 2016	<i>Regular School Day</i>	Prof. Dev. Early Release Day
Wed., Nov. 16, 2016	<i>Regular School Day</i>	Prof. Dev. Early Release Day
Tues., Nov. 22, 2017	<i>Regular School Day</i>	Early Dismissal Day
Tues., Dec. 20, 2016	Early Dismissal Day	<i>Regular School Day</i>
Wed., Feb. 16, 2017	<i>Regular School Day</i>	Prof. Dev. Early Release Day
Wed., Mar. 22, 2017	<i>Regular School Day</i>	Prof. Dev. Early Release Day
Fri., April 7, 2017	<i>Regular School Day</i>	Early Dismissal Day
Wed., May 24, 2017	Early Dismissal Day	<i>Regular School Days</i>
Wed., May 26, 2017	<i>Regular School Day</i>	Early Dismissal Day

Our students will be in attendance each day that Lee County school students are in attendance, with changes being only in duration.

Administrative Office
Lease Proposal

12B-pg.1

Proposal: Provide approval for the Superintendent to enter into negotiation with, and secure (if terms appropriate) a lease agreement for office space located at 3208 Chiquita Blvd. S., Cape Coral, Florida 33914.



Rational: Our system has seen tremendous growth since its inception over eleven years ago. Along with the unprecedented growth has come both great success, as well as great need. For the purpose of this rational section I will provide a list of reasons why this move would be a benefit to our entire system.

Location- (See map on back) This office park is within 1.5 miles of our Oasis Campus and .5 miles farther from our Christa McAuliffe location. It is centrally located and provides easy access for all stakeholders. The offices provide a professional environment without the worry of having visitors roaming campus looking for our office, and/or standing outside trying to get someone to let them in.

Workflow- This location would provide offices for the administrative division such that our ability to communicate and decrease barriers would be increased. For instance, Human resources would have a private area in which to secure employee personnel files, and would have a central place in which to provide a more positive new-hire experience.

Student priority- Moving our administrative division will open up no less than five offices at the high school. It will also allow our HR person and Operations Manager to vacate two offices that are currently shared with other employees. These opened areas will provide a host of opportunities for Oasis High School to utilize for future growth, storage, offices, or whatever immediate need they find most important.

Staff priority- Having staff be able to come to a remote location to discuss in confidence with HR, Payroll, Superintendent, etc., any questions or issues is an invaluable benefit that currently is not possible.

Parking- Already at a premium moving personnel to a remote location will open up many parking spaces that are currently occupied allowing for some parking relief for the OHS campus.

Conference Room- Currently whenever a meeting is held space is at a premium. This facility has a private conference room area that will allow a much larger group to meet at one time. This will be a great place for new hire, principal, IT, maintenance, guidance, or other large group meetings and perhaps professional development. A perfect example is the upcoming advanced accreditation visit where we have no place to house all the visitors in one conference room.

Space- Eight offices, conference room, reception area, copy room, storage for employee records.

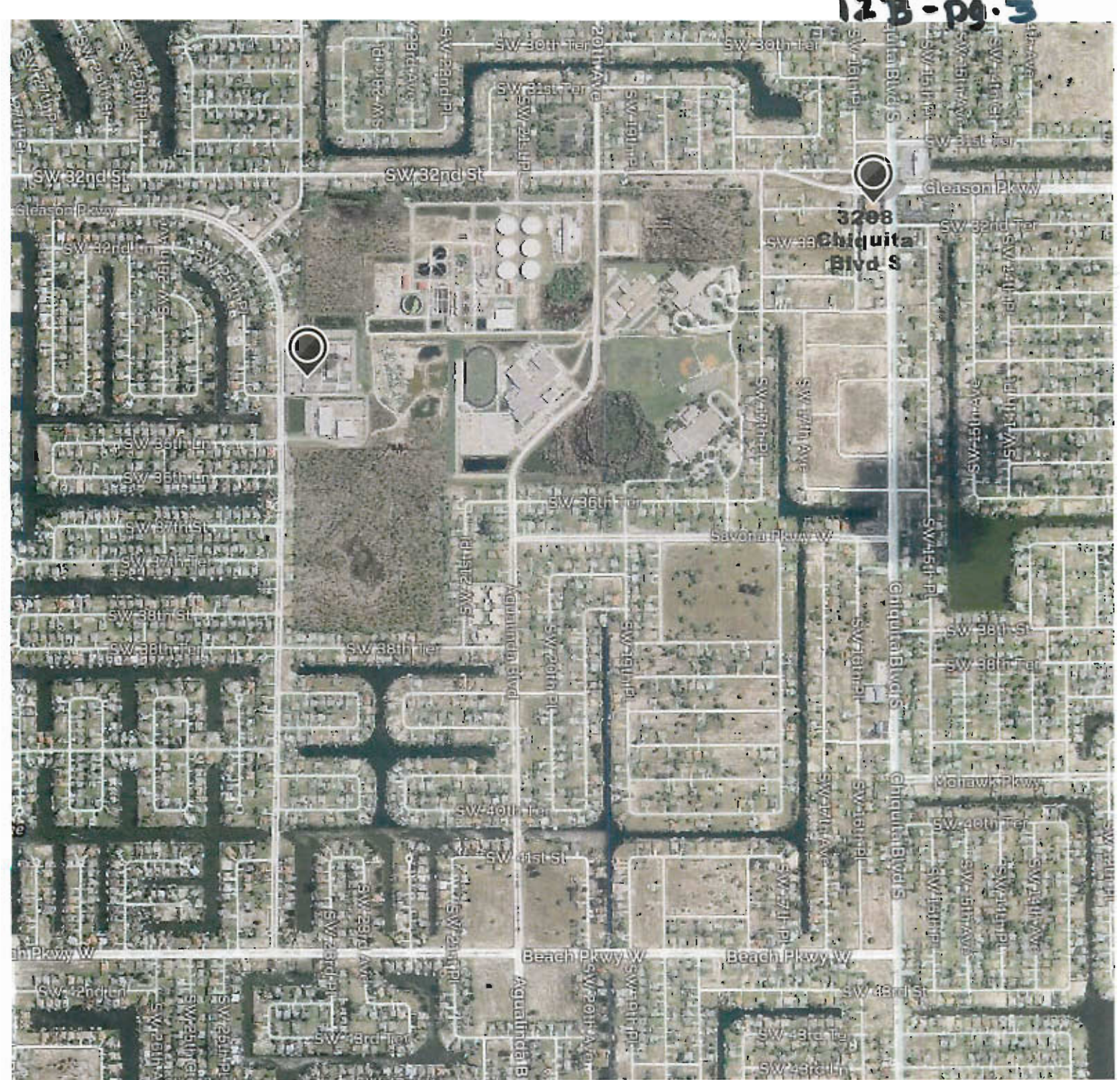
Security- This site is open from 8am-5pm then when it is closed it allows for card access. This will also keep many visitors off our main campus many of who do not go through the high school to obtain security clearance. In addition, parking is always an issue and when we have bigger events parking for anyone to come to the office is hard to find.

Financials- At this time the lease amount requested is \$2,950 for a five year lease. This length of lease will allow us stability as well as a lower price for the unit. In all considering electric, insurance, and internet access I anticipate the annual fee to be \$50K.

I was able to get us \$25k annual savings in lobbyist and I anticipate some additional FTE from the high school once the new plan for space utilization is in place.

I believe that in the long-term interest of our system this lease opportunity will be beneficial. If you have any questions I will be happy to address them.

Thank you,





UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

12C-pg.1
INVOICE

Oasis High School
Finance (CIE)
3519 Oasis Blvd
Cape Coral FL 33914
USA

RECEIVED

FEB 25 2016

FINANCE

Currency USD \$
Invoice Number 100631083
Invoice Date 24.02.2016
P.O. Number 24.02.16
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 23.03.2016

OUR VAT Reg No. GB823847609

Page 1 of 2

JUNE 2016 - GCE AS & A LEVEL,ADIP

Product Code	Description	QTY	Unit Price	Amount	VAT%
8004	GENERAL PAPER	182	84.10	15,306.20	0% RW
8685	SPANISH LANGUAGE	16	84.10	1,345.60	0% RW
9093	REFUND ENGLISH LANGUAGE CANDIDATES 461	1	-84.10	-84.10	0% RW
9093	ENGLISH LANGUAGE	193	84.10	16,231.30	0% RW
9093	ENGLISH LANGUAGE CANDIDATES 461	1	127.90	127.90	0% RW
9093	ENGLISH LANGUAGE	6	127.90	767.40	0% RW
9239	GLOBAL PERSPECTIVES & RESEARCH	104	149.73	15,571.92	0% RW
9239	GLOBAL PERSPECTIVES & RESEARCH	9	241.50	2,173.50	0% RW
9389	HISTORY	137	84.10	11,521.70	0% RW
9693	MARINE SCIENCE	22	127.90	2,813.80	0% RW
9694	THINKING SKILLS CANDIDATES 539	1	127.90	127.90	0% RW
9694	THINKING SKILLS	160	127.90	20,464.00	0% RW
9695	REFUND LITERATURE IN ENGLISH CANDIDATES 261.307	2	-84.10	-168.20	0% RW
9695	LITERATURE IN ENGLISH	116	84.10	9,755.60	0% RW
9698	PSYCHOLOGY	35	84.10	2,943.50	0% RW
9698	PSYCHOLOGY	3	127.90	383.70	0% RW
9699	SOCIOLOGY	24	84.10	2,018.40	0% RW
9700	BIOLOGY	56	84.10	4,709.60	0% RW
9701	REFUND CHEMISTRY CANDIDATES 581	1	-84.10	-84.10	0% RW
9701	CHEMISTRY	25	84.10	2,102.50	0% RW
9702	REFUND PHYSICS CANDIDATES 273.279.308	3	-84.10	-252.30	0% RW
9702	PHYSICS	28	84.10	2,354.80	0% RW
9702	PHYSICS CANDIDATES 273.279.308	3	127.90	383.70	0% RW
9704	ART AND DESIGN CANDIDATES 266.337.340.471.472.578.617	7	84.10	588.70	0% RW
9709	MATHEMATICS	93	84.10	7,821.30	0% RW
9709	MATHEMATICS	5	127.90	639.50	0% RW
ADIP	AICE DIPLOMA	99	96.00	9,504.00	0% RW



UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

12C - pg. 2
INVOICE

Oasis High School
Finance (CIE)
3519 Oasis Blvd
Cape Coral FL 33914
USA

Currency USD \$
Invoice Number 100631083
Invoice Date 24.02.2016
P.O. Number 24.02.16
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 23.03.2016

OUR VAT Reg No. GB823847609

Page 2 of 2

ADIP	AICE DIPLOMA CANDIDATES 249.439.460.467.519.594.609.617.539.761.766.796.814.822	14	96.00	1,344.00	0% RW
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VAT RATE	GOODS	VAT	Net Total	130,411.82	VAT in £
RW - VAT not applicable outside EC	130,411.82	0.00	VAT	0.00	0.00
Total	130,411.82	0.00	Total USD \$	130,411.82	

Shannon Oreece
Amanda [Signature]

Please ensure your centre number and the above invoice number are quoted within the transfer payment details.

Payment by Bank Transfer ONLY to:
Barclays Bank plc, St Andrews Street,
Cambridge CB2 3AA, UK

For finance queries:

E-mail: creditcontrol@cambridgeassessment.org.uk
Tel: +44 1223 553601/553597/558794

Sort Code: 20-17-19
Swift Code: BARCGB22

Account Number: 53260099
IBAN no: GB33BARC20171953260099

REMITTANCE ADVICE

Please make any Cheque payments to UCLES and enclose this remittance advice with your payment.

Send to:
The Finance Division
UCLES
1 Hills Road
Cambridge CB1 2EU
United Kingdom

Currency: USD \$	Centre No:	Invoice No.	Total
Oasis High School	US191	100631083	130,411.82