

AGENDA
REGULAR MEETING OF THE CAPE CORAL
CHARTER SCHOOL GOVERNING BOARD
Tuesday, March 14, 2017
Christa McAuliffe Elementary School
6:00 P.M.

CALL TO ORDER

1. **MOMENT OF SILENCE:** Vice Chair Zivkovic
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Zivkovic
3. **ROLL CALL:** Boyer, Cosden, Donaldson, Fisher, Jackson, Lucas-Ross, McMillan, Traiger, Winstead, Zivkovic
4. **APPROVAL OF MINUTES:** February 14, 2014 Regular Meeting Minutes
5. **APPROVAL OF AGENDA REGULAR MEETING:**
6. **PUBLIC COMMENT:** Limited to 3 Minutes per Individual, 45 Minute Total Limit
7. **CONSENT AGENDA:**
 - A. Approval of the OHS School Fishing Team trip to Cayo Costa State Park in Cayo Costa, FL on April 10-12, 2017-Shannon Treece
 - B. Approval of the OES 4th Grade Trip to Billie Swamp Safari in Clewiston, FL on March 31, 2017-Donnie Hopper
 - C. Approval of the OES Gifted/Accelerated Trip to MOSI (Museum of Science and Industry) in Tampa, FL. on April 6, 2017-Donnie Hopper
 - D. Approval of the OES Odyssey of the Mind Trip to UCF (University of Central Florida) in Orlando, FL. on April 7-9, 2017-Donnie Hopper
 - E. Approval of the OES Trip to Marine Lab 51 in Key Largo, FL. on May 12-13, 2017-Donnie Hopper
 - F. Approval of the OES 5th Grade Trip to Busch Gardens in Tampa, FL. on May 23, 2017-Donnie Hopper
8. **SUPERINTENDENT REPORT:** Nelson Stephenson
9. **CHAIRMAN REPORT:**
10. **FOUNDATION REPORT:**
11. **STAFF COMMENT:** Mary Anne Munoz, Danielle Jensen, Christa McAuliffe Charter Elementary School, Oasis Charter Elementary School, Oasis Charter Middle School, Oasis Charter High School
12. **UNFINISHED BUSINESS:**
 - A. Strategic Plan-Nelson Stephenson
 - B. NEOLA-Nelson Stephenson
13. **NEW BUSINESS:**
 - A. Approval of the OES Culture Club Student Educational Tour -3-Year Summer Travel Proposal : 2018-European Tour; 2019-Galapagos Islands; 2020-Portugal and Spain-Shannon Treece
 - B. Approval of the University of Cambridge Request for Purchase-\$135,726.01-Shannon Treece
 - C. OHS Proposal for Student Bus Monitors-Student Skylar Hann

- D. Approval of the Charter School Authority 2017-2018 School Calendar-Nelson Stephenson**
- E. Approval of the Revised School Bus Lease Agreement-Dolores Menendez**
- F. Discussion of CME Expansion and Our System-Vice Chair Zivkovic**
- G. Discussion on How to Best Benefit From Our New Relationship With the City and Their Willingness to Help- Vice Chair Zivkovic**

14. FINAL BOARD COMMENT AND DISCUSSION:

15. TIME AND DATE OF NEXT MEETING:

The regular Governing Board meeting will be held on Friday April 21, 2017 at 9:00 a.m. in council chambers. The Charter School Budget Meeting will be held immediately following the regular Governing Board meeting in the Public Works Green Room A200.

16. 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 14, 2017
Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on February 14, 2017, at City of Cape Coral Council Chambers, a Regular Governing Board Meeting. Chair Cosden called the meeting to order at 9:02 a.m.

1. MOMENT OF SILENCE: Chair Cosden

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

3. ROLL CALL: Boyer, Cosden, Donaldson, Fisher, Lucas-Ross, McMillan, Winstead, Zivkovic
Jackson-Excused

ALSO PRESENT: Dolores Menendez, City Attorney
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority
Erich Boerner, Dean, Oasis Charter High School
Elisa Collins, Assistant Principal, Oasis Charter Middle School
Donnie Hopper, 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
Vicki McAtee, City of Cape Coral, Human Resource Liaison to Charter Schools
Frank Bumb, The News-Press
Brian Montag, Athletic Director, Oasis High School
Branden Pearson, Student, Oasis High School

4. APPROVAL OF MINUTES:

Motion to approve the amended minutes for the Regular Governing Board Meeting of January 12, 2017 was made by member Donaldson and seconded by member Boyer.

Board vote: Boyer, Cosden, Donaldson Fisher, Winstead, Zivkovic

All "Aye's," motion carries.

5. APPROVAL OF THE AGENDA REGULAR MEETING:

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

Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic

All “Aye’s,” motion carries.

6. PUBLIC COMMENT:

None.

7. CONSENT AGENDA:

Motion was made by Member Boyer and seconded by Member Donaldson to approve consent agenda items.

Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic

All “Aye’s,” motion carries.

8. SUPERINTENDENT REPORT:

Mr. Stephenson thanks Bill Buztrey for his service to our Charter School System. We have a plaque that will be delivered to him.

Mr. Stephenson states that OHS athletics have had great success lately. We are excited about what’s happening.

Mr. Stephenson states that Shannon Treece, Keith Graham, Kevin Brown, Amanda Sanford and Keri Tutterow are visiting: STEAM Schools, Maker Space Schools, Imagineering Academies, Positive Learning and Professional Care places in Kentucky for professional development. They will also be going to a hospital to distribute toys to sick children.

Mr. Stephenson states that the 2017-2018 school calendar will be presented to the board at next month’s meeting.

Mr. Stephenson states that we will host a Citizen’s Academy on March 8, 2017 and he would like to invite the board to attend. It will be held at OHS from 10:30 AM to 2:30 PM. It is a great way for board members to be involved and see what is happening in our schools.

Mr. Stephenson thanks Danielle Jensen for attending the City Council meeting last night and working feverishly to help out.

Mr. Stephenson states the internal audit report that was requested in April of 2015 was just released a week ago. Once the management responses are complete the board will get the information. He is excited to have it as a working document and be able to make the fixes and changes.

Discussion held.

9. CHAIRMAN REPORT:

Chair Cosden recognizes Chief Newlan who is present to clarify any questions about the issue at OMS.

Chair Cosden states that she will not be present at the March 14, 2017 Governing Board meeting and asks for her absence to be excused. She will be in Tallahassee with the city for lobbying. Vice Chair Zivkovic will chair the meeting.

10. FOUNDATION REPORT:

Chris Porter states that it has been a busy year for the foundation. We have lots of activity and new members. The meetings are being well attended.

Chris Porter states they are getting ready for the Rally. It will be held on March 26, 2017 at the German American Club from 12:00 to 6:00 PM. Rally tickets are on sale now.

Chris Porter states the Light House finalists have been announced. The winners will be announced at the awards dinner on May 5, 2017.

Chris Porter states that she and Superintendent Stephenson attended a meeting with Achieva Credit Union a couple of weeks ago and they presented a \$500.00 check to our system. This is a result of memberships from Charter School staff, friends and family.

Chris Porter states their next project is the OHS scholarships. The applications are about ready to go out. The Foundation will give three two-year scholarships this year.

Discussion held.

11. STAFF AND BOARD COMMENT:

Director of Procurement and Food Service

Danielle Jensen states December's year-to-date numbers are favorable to budget.

Danielle Jensen states the year-to-date revenues are up for December.

Danielle Jensen states the Department of Agriculture requires an administrative review of our entire systems National School Lunch Program. Our review was scheduled and completed on February 8,

2017. The reviewer provided some technical assistance but had no findings. The reviewer commented on how clean and efficient our kitchen ran and how small it was. The reviewer also commented on how organized everything was and how it made her process much easier to complete. The official report will come out within 30 days. Danielle recognizes all of the hard work her team put in to get this review complete.

Danielle Jensen states that she is starting to look at procurement items for next year's budget.

Mr. Stephenson thanks Danielle for all that she did for the review. The report looks flawless and it was not a small task.

Christa McAuliffe Charter Elementary School

Jacque Collins states that CME and OES are neck in neck in Rally ticket sales. OES is only a tiny bit ahead.

Jacque Collins states they held the bike rodeo February 11, 2017 along with OES. It was a big success and they gave away 11 bikes.

Jacque Collins states they had a Valentine's Day Dance February 10, 2017 for kindergarten. 1st and 2nd grade students and their parents.

Jacque Collins states that OES and CME have talked with the Booster Thon and are interested in doing it again this year. It's a great way to raise a significant amount of money for their technology needs.

Jacque Collins states the CME Players is putting on *Mulan Jr.* February 17 and 18, 2017. It will be held at Ida Baker High School.

Jacque Collins states they are meeting with teachers to discuss how they are meeting the needs of the lowest 25% students.

Oasis Charter Elementary School (OES)

Donnie Hopper states that kids and teachers are getting prepared for the upcoming state test. February 28, 2017 is the first testing date. It will be the FSA Writes for fourth and fifth grade students.

Donnie Hopper states enrollment is at about 893. There are already 40 students on the waiting list for kindergarten next year.

Donnie Hopper states their Light House Award finalists have been announced. The finalists are: Tiffany Brown, Janet Altini and Deanna Broch. Congratulations to those teachers.

Donnie Hopper thanks the PE teachers from OES and CME for assisting with the Bike Rodeo. Thank you to Mr. Zivkovic for donating bikes to the event. The Hollywood Bicycle Center was there to inspect the kids' bikes.

Donnie Hopper states they had a math night at the Camelot Isles Publix. We appreciate their partnership with us. Thanks to Ms. Gamboa for organizing it.

Donnie Hopper states that on February 22nd, 23rd, and 24th the production of *Annie* will take place at Ida Baker High School.

Donnie Hopper states March 3, 2017 will be their Dr. Seuss Day Celebration. They will have special center activities that day to celebrate Dr. Seuss.

Donnie Hopper states they have partnered with CME to do the Booster Thon next year. OES will have a Glow Run in the gym as part of their Booster Thon.

Donnie Hopper thanks everyone who has purchased Rally tickets.

Donnie Hopper states that we have a four day weekend coming up. Schools are closed on February 16, 2017 for President's Day and Tuesday is an in-service day for teachers.

Oasis Charter Middle School (OMS)

Elisa Collins states the middle school students are selling Rally tickets. They had to come up with some interesting student prizes.

Elisa Collins states the third quarter interims are posted on Schoology.

Elisa Collins states the musical production *Legally Blonde* will take place February 14th, 15th and 16th at Mariner High School.

Elisa Collins states February 17, 2017 is casual picture day.

Elisa Collins states February 21, 2017 is a professional development day and there is no school for students. Teachers will have part two of *Standards Based Grading*.

Elisa Collins states the *State of the Union Dance* will be held in the gym on February 24, 2017.

Elisa Collins states on February 25, 2017 the STEM team will be going to Bishop Verot to take part in the solar boat competition.

Elisa Collins states they will take the FSA Writes on February 28, 2017. All students will take the test.

Elisa Collins states the Spanish teacher took about 80 eighth grade students to El Terasco. They had to order their food in Spanish. Students said it was a great experience and they really enjoyed it.

Elisa Collins states both the boys and girls soccer teams were in the playoffs and both teams won. They will now advance to the semi-finals.

Elisa Collins states they are in the process of whittling down their master spellers for the District Spelling Bee to be held on March 9, 2017.

Elisa Collins states they are in the process of getting the Kiwanis Builders Club back at OMS.

Oasis Charter High School (OHS)

Erich Boerner states both boys and girls basketball and soccer teams have completed very successful seasons this year. Thank you to the winter coaches and athletic director for all the hard work they put in.

Erich Boerner states we will host districts this Saturday for wrestling.

Erich Boerner states that baseball, softball, tennis and track & field seasons are now in full swing.

Erich Boerner states there are lots of college acceptances coming in.

Erich Boerner states that the Model UN team is leaving Thursday, February 16, 2017 to attend a competition at Duke University.

Erich Boerner states Ms. Treece and some of our key leaders are in Kentucky for professional development. The high school focus will be on how to build that very successful freshman year.

Erich Boerner states Dr. Swan is returning on February 21, 2017 for *Standards Based Grading* phase two professional development.

Erich Boerner states as part of the strategic plan they are in the process of securing site project based learning training with Magnify Learning.

Erich Boerner states testing schedules have been communicated to the teachers. OHS is set and ready to go. The purchase of the Chromebooks has been a tremendous help in regards to efficiency.

Erich Boerner states if you have any questions about high school level testing please get in touch with them.

Discussion held.

12. UNFINISHED BUSINESS

A. Strategic Plan-Nelson Stephenson

Mr. Stephenson states he has spent a lot of time with the Principals updating the Strategic Plan. He will send a link to the updated document. The items that are colorized on the left side are the ones they have made significant progress in or are complete at the moment. The current status is on the right side.

Mr. Stephenson asks if they can skip to agenda item 13C since they are already discussing the Strategic Plan.

13C. Status Report for Each of the Strategic Plan Items under Priority Goal #5:

- Weekly budget reports to principals are ongoing.

- Budget Team has been created.
- Budget meeting is ongoing so it is not marked as complete yet.
- Schools have done a significant job in cutting paper usage.
- Printers in classrooms are not being replaced. Copiers in the main office are more efficient.
- System-wide cost awareness for teachers, we are not there yet.
- We have a process in place for collecting money for our transportation costs for field trips. We have not collected money yet but the process is in place. This will help defray the cost of using our busses. No child will be left behind because they cannot pay.
- Transportation Route Efficiency, do we want to talk about not transporting kids or transporting kids? We may not want to go there now. We do our very best.
- The asset list has been drawn up.

Discussion held.

B. NEOLA-Nelson Stephenson

Mr. Stephenson states that he met with our NEOLA representative and has notes.

Mr. Stephenson asks if items 12D and 13A can be covered under his NEOLA discussion. There were no objections from board members.

13A-Approval of Change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2:

- Asking for change in wording to say that credit cards *are* accepted or to remove sentence.

12D-Discussion: Matrix of Responsibilities for Superintendent, Governing Board, etc.

- NEOLA item 9130-Public Complaints.
- We have a matrix/policy already in place. In reference to staff members, there are levels to follow.
- Level three suggests a written out request to the Superintendent. Our NEOLA representative advised that there is no form provided for this purpose. These are just guidelines.
- Superintendent will not dismiss complainant if they have missed one of the levels.
- If the complainant contacts an individual board member to discuss the matter, the board member shall inform them that they have no authority to act in his or her individual capacity and the complainant must follow this policy.
- If complaint involves abuse or the health and welfare of a student then it jumps a level in the policy.
- If complaint involves the Superintendent and it rises to the highest level with the board having a preponderance of evidence that the Superintendent is not taking care of the issue. The complainant may submit a written request to the board chairman requesting a conference with the board. NEOLA representative advises to be cautious in what the board decides to hear. The board decides if it is something they want to hear or not unless it is ongoing and persistent.
- There is also a section for anyone questioning our instructional materials.

- As for investigations, the material can't be released until the investigation is over.
- The same processes and procedures exist for instructional and administrative staff.
- Item 1112 talks specifically on the board role and how communication should happen.
- Staff and administrative discipline is delegated to the Superintendent under 1139.

Discussion held.

Member McMillan leaves at 11:36 AM

Recess: 11:36 AM

Back in Session: 11:46 AM

C. Summary of Proposed Superintendent Agreement for Nelson Stephenson

- City Attorney Menendez states the summary bullet points go over the bulk of the changes. There is one point the summary probably didn't elaborate on quite enough and that is in regards to; there is no retention payment in the draft of the new contract as in the current contract. The Notice of Non-Renewal has been changed to Notice of Non-Retention. The \$5,350.00 retention payment is not a part of the new contract. The buy-out provision is not in the draft contract.
- Member Traiger asks what the bullet point referencing a penalty for the Superintendent not providing notice 90 days prior to his date of resignation means. What is 90 days based on? Administrators can be on different calendars.
- Mr. Stephenson states that his understanding is he would have to forgo three months of his annual salary if he does not give enough notice to the board.
- Member Fisher states they do more as board members than just sit in meetings. He wants to assure the general public and city that they are not just rubber stamping this. Over the past couple of weeks he went to all 4 schools and met separately with each principal and assistant principal about what's going on with the schools and what their feelings are on Mr. Stephenson. He also toured the schools and talked with teachers, students, admin. staff, foundation members and community members. There wasn't a single person that said Mr. Stephenson shouldn't be back. Everyone felt the system is going in the right direction and are confident in Mr. Stephenson. They were very open and honest. There were criticisms and things that need to be worked on but generally there was a positive feeling. He spent a significant amount of time on this and again wanted to assure the public that they aren't rubber stamping this.
- Member Fisher says he watched the video of the Superintendent interviews because he had heard some issues on the hiring. It was very clear to see the people on the board made the right decision. The general consensus from the administrators was that Mr. Stephenson had the best interest for this district. Mr. Stephenson has really learned and adapted from when he was hired until now. He had a passion and connection to the community.
- Chair Cosden thanks Member Fisher for taking the time to meet with everyone. She is glad he clarified that the board is not fast tracking or rushing the Superintendent's contract through. The board is following a timeline to make sure they do not pay a penalty.

- Member Winstead states that he appreciates what Member Fisher did. Part of their responsibility is to look at circumstances from a lot of different angles and the internal angle is very important. One angle he looks at is what state it started in and what is the current state? We've done more in the last year and a half than the whole history as it relates to administrative practices, looking at budgets, doing audits, getting things structured and the foundation for moving things forward. Anytime you come in and make changes there are going to be criticisms and people that are not happy. He is extremely happy in where this is going. What are we trying to accomplish here today?

Motion was made by Member Donaldson and seconded by Member Boyer to accept the Superintendent's contract with the City Attorney noted items.

Discussion held.

Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic

All "Aye's" motion carries.

D. Status Report for Each of the Strategic Plan Items Under Priority Goal #5-Enhance Financial Stability-Tami Traiger

Agenda item was discussed under 12B.

NEW BUSINESS

A. Approval of Change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2-Nelson Stephenson

Motion was made by Member Boyer and seconded by Member Donaldson to approve the change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2.

Discussion held.

Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic

All "Aye's" motion carries.

B. Discussion Regarding the Accessibility of Board Meeting Video, and Barriers to Posting the Meeting Video Within Seven Days of a Charter Board Meeting-Tami Traiger

- Member Traiger wasn't able to attend last month's meeting and sent an email asking for the YouTube link to watch it. The meeting from last month is not posted. What prevents us from having real time or at least having it posted within 7 days? There is a lag in the minutes being posted. January minutes wouldn't be posted until February but December minutes are not posted. In addressing our transparency how can we get those meetings up as soon as possible?

- Mr. Stephenson states that it would be wonderful if he had a public information officer. There is no requirement that a video has to be posted. It was just Mr. Stephenson trying to do it. When he first got here the minutes were not posted either.
- Member Traiger said she understands what Mr. Stephenson is saying but right now our board is in the spotlight.
- Mr. Stephenson says the entire video doesn't get posted because there is a cost from YouTube.
- Chair Cosden states that she will check into our meetings being posted on the city website. She thought they used to be posted there several years back.
- Member Winstead states that we should have our video meetings on the city website or have our IT department address it. It is not something the Superintendent should be doing.
- Vice Chair Zivkovic asks if there is a reason why we can't have the videos on our website.
- Mr. Stephenson states that we do not have enough bandwidth to put the videos on our website.
- Vice Chair Zivkovic asks if there was a reason the December minutes have not been posted.
- Mr. Stephenson states that is because they had to be amended.
- Member Donaldson states that there is a media person present and she would like the media to post what motions are made and passed during the meetings. That would help the public learn what happens during the meetings.
- Member Boyer states that in terms of the communication and posting of the minutes, since Shannon Arthur has started with us those have been dead on every single time. Putting the minutes together is extremely time consuming and she does an excellent job.
- Vice Chair Zivkovic asks if we are beginning to charge for the public records requests.
- Mr. Stephenson states that the way the policy is written we cannot charge for the public records requests.
- Member Winstead asks if public records requests are different for the city.
- City Attorney Menendez states that under Florida law public records are basically free unless you are talking about extensive services.
- Member Winstead asks if there is a time limit for these requests. Would it be in our prevue to give direction to get your regular job done and then if you have time to work on the requests as quickly as possible?
- City Attorney Menendez states the answer is no to Member Winstead.

Discussion held.

C. Status Report for Each of the Strategic Plan Items Under Priority Goal #5-Enhance Financial Stability-Tami Traiger

Please refer to section 12A.

BOARD COMMENT:

Member Fisher thanks administration, staff and community members who took the time to meet with him. He learned a lot and it's something he intends to do in the future.

Member Fisher thanks Ms. Arthur for helping out and facilitating his requests.

Member Fisher congratulates the students who are a part of the new Youth Council.

Member Fisher congratulates Mr. Stephenson, keep your fire and keep your heart and keep us going.

Member Donaldson congratulates the OHS art department for winning second place at the Fort Myers Art Show. That is quite an honor.

Member Donaldson thanks all of the schools for their participation in the Burrowing Owl Art Contest. The high school does community service and contributes to Rotary Park that is used by all the citizens who visit. She gives kudos to the teacher and staff who leads that.

Member Donaldson gives kudos to all the parents, students and staff who make our system the best in Cape Coral.

Member Traiger states that it was a great job getting the contract done and that it went smooth.

Member Traiger states that she didn't know Mary Anne Munoz was present at the meeting and was wondering why they didn't receive their monthly update on the agenda.

Member Winstead states he's excited about where they have been and even more excited about where they are going.

Member Winstead congratulates Mr. Stephenson for weathering the storm and being able to captain us out into the future.

Member Donaldson invites students who need volunteer hours to come out to the 15th Annual Burrowing Owl Festival on February 15, 2017.

Member Donaldson states that it is February 14th, happy Valentine's Day. She is wearing a special pin for those who cannot hear. She asks everyone to put up their hands and bend their two fingers in the middle. This is the sign for I love you in sign language.

Time and Date of Next Meeting

Regular Governing Board Meeting will be held Friday March 14. 2017 at 6:00 PM in the Christa McAuliffe Elementary School cafeteria.

Adjournment

There being no further business, the meeting adjourned at 12:42 p.m.

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

7 A

Approval of the OHS School Fishing Team trip to Cayo Costa State Park in Cayo Costa, FL on April 10-12, 2017.

Shannon Treece

Cayo Costa Trip

The Oasis High School Fishing Team is seeking permission for a fishing trip to Cayo Costa State Park to gain a better appreciation for our natural environment through nature hikes, interpretive talks, and fishing!

- Students and chaperones will be meeting us at the ferry to cross Pine Island Sound
- For the trip, I have an arrangement from Carmen's Kayaks to rent kayaks for the trip, she is going to discount the kayaks (discounts dependent on how many people going)
- I have researched the state park, and found available sites, 4/10-4/12. These dates were selected because they fall during spring break, to avoid missing any school.
- Deposits will be taken, to reserve the campsites as soon as board approval is received.
- I met recently with a park ranger from Cayo Costa to get more details for the trip. We are able to reserve the ferry to take us from Pine Island to Cayo Costa, they will also be able to transport our gear (kayaks, fishing equipment, coolers, etc).
- We have 15 students in the club, and as of now I have myself and 4 other chaperones attending. A ratio of 1 chaperone for every 3 students to ensure maximum safety.
- On 3/14, I will come with a detailed itinerary of what we will be doing, some general activities we will do would be:
 - The trip will include lunch/dinner Monday, all meals Tuesday, and breakfast before departing on Wednesday. Our Culinary Chef will also be attending the trip and helping with the food decisions/prep/etc.
 - Each day will have an educational talk by myself on local flora and fauna. Upon receiving permission to go, I will be contacting the State park to attempt to arrange a speaker from the park to talk with us.
 - We will fish every morning and afternoon from shore as well as from our kayaks. When the sun sets, there will only be shore fishing allowed.
 - The last night, we are going to have a big meal of all of the fish we caught the prior couple days (help from Chef).
- I will have a pre-set list of mandatory items each person must bring on the trip. Examples of these items include sunscreen, mosquito spray, long sleeve shirts, lots of water, tent, sleeping bag, headlamp and flashlight, bathroom amenities, etc. On 3/14, I will come with a detailed list of items they will be bringing
- I will also have a field trip form specific to traveling to Cayo Costa, similar to some of the forms I attached to Mrs. Shannon Arthur's email.

Oasis High School Fishing Club

Bylaws/Conduct/Consent Form



BYLAWS

Student (print name): _____

Date: _____

Dues

- Dues will be \$50, due by 1/27
- Dues will include a custom fishing shirt, welcome package, and live bait at Blind Pass.
- Dues are to be turned in no later than the 1/27.
- First meeting is January 25th dues will be due the 27th (no exceptions)

Attendance

- Meetings will be held every Friday of the month unless otherwise stated.
- Members must attend all four meetings a month to hold membership (unless they have a signed excuse form, forms available from Mr. Pottruck or on Schoology page)
 - *A parent note must include a valid reason.*
- Fundraisers may occur on Saturdays. Advanced notice will be given.
- If attendance requirements are not met the penalty will be as stated.
- You can not attend a trip, if you missed the previous meeting, excused or non excused

Missing meetings (without excuse):

1st offense: written warning

2nd offense: strike against the person involved (\$20 fine)

3rd offense: expelled from club (re-admittance into club via meeting with exec board and \$50 fine).

Missing fundraisers

1st offense: written warning (\$20 fine)

2nd offense: expelled from club (re-admittance into club via meeting with exec board and \$50 fine).

Fundraising

- There will be at least one fundraiser a month unless otherwise directed.
- All members are required to participate in fundraising
- Missing a fundraiser without an excuse is an automatic \$20 fine.
- If you are to miss a fundraiser without exemption you will have one warning then removed from club, re-admittance into club via meeting with exec board and \$50 fine.

Oasis High School Fishing Club Bylaws/Conduct/Consent Form



Conduct

- As representatives of Oasis High School, you are subject to school policy on conduct.
 - You must be respectful to others in and out of the club and respect your surroundings.
 - Failure to respect your peers and surroundings during meetings will result in punishment decided between officers and club host teacher.
- 1st offense:** written warning
- 2nd offense:** strike against the person involved (\$20 fine)
- 3rd offense:** expelled from club (re-admittance into club via meeting with exec board and \$50 fine).

*Mr. Pottruck reserves the right to expel any member of the club at any time he deems their conduct to endanger other members of the club. If this happens, a meeting will be set up with the ex-member, guardian, and staff to address the issue

Officer Positions

- For our first year officer positions have been assigned.
 - President: Josh Sapienza
 - Vice President: Joey Herrera
 - Public Relations: Maddie Bouthillette
 - Secretary: Noah Bouthillette
 - Treasurer: Brockton Sackos
- In following years officers will run to be elected the first meeting after dues are paid.

Transportation

- Mr. Pottruck will decide how to distribute seats on the Shark Van for fishing events.
- Limited seats on the van, means students will have to transport themselves or with a friend.
- Your parents **must** sign the transportation form to allow students to drive or be driven

By signing this form I (print name) _____ submit to the bylaws of the Oasis High School Fishing Club and will accept the consequences of any actions that do not comply with the rules above.

Parent/Guardian Signature : _____

Date: _____

Parent/Guardian Phone Number: _____



City of Cape Coral
Charter School Authority
Field Trip Parent Permission Form



Oasis High School Fishing Club

Member Name: _____

School: OASIS HIGH SCHOOL

Member Cell Number: _____

Dates(s) of Field Trip: On-going throughout year
Pottruck

Teacher/Sponsor: Mr.

Destination of Field Trip: Various fishing locations throughout Lee County (Blind Pass, Matlacha, and TBD). There will be separate, additional forms for any overnight trips or out of county trips.

Departure Time: Times will vary, you will be informed prior to trip

Return Time: Times will vary, you will be informed prior to trip

Purpose of Club Trip: Experience a variety of opportunities to get outdoors in beautiful SW Florida and fish!

Guardians, please check the following boxes to acknowledge that you understand your child may be exposed to/experience these conditions while on these trips and you approve them attending (**All boxes must be checked to be admitted into the club, an incomplete form will not be accepted**)

☐ During club trips, members will be exposed to the sun. It is up to the member to ensure that sunscreen is applied before they are exposed for any period of time

☐ During club trips members will be outdoors and sometimes on uneven terrain. It is up to the member should ensure that they wear appropriate attire and act appropriately while on the trip

☐ During trips members could get wet. It is up to the member to ensure that they have a towel on each trip and a change of clothes if they are to get wet. It is highly discouraged to get any part of your body wet that has an open wound for sanitation purposes.

☐ During club trips members may be baiting hooks, cutting fishing line, filleting fish, or participating in other activities that could be considered dangerous if not conducted properly. It is up to the members to use such equipment in a safe manner. If a member is uncomfortable with any activities, they WILL NOT perform such activity, and seek help from Mr. Pottruck.

☐ During club trips members may be exposed to insects such as mosquitoes and noseeums. It is up to the member to bring bug-spray if they choose to do so

☐ During club trips members may be required to walk (up to 1 mile) and, carry objects (up to 50 lbs)

☐ During club trips members may be photographed for use in the OHS yearbook, morning reef, OHS Fishing Club Facebook, OHS Fishing Club Instagram, or other outlets OHS Fishing Club uses.

☐ During club trips members may be exposed to extreme heat or cold, members are expected to bring appropriate clothing depending on the circumstances. Also, they are expected to stay hydrated

☐ During club trips, food **WILL NOT** be supplied (unless otherwise specified), and many places **WILL NOT** have food to purchase. It is up to the members to bring any food/water they need for the trips.

Conduct & Dress Code

- **Rules-** All school rules apply while members are on a club trip. In addition, all rules and regulations in our Oasis Fishing Club Bylaws must be followed at all times. Should your child choose to break a rule, you may be contacted to pick him/her up immediately. All field trips shall be tobacco and alcohol/drug free.
- **Appropriate Dress:** Mr. Pottruck will define prior to each trip any specifics. For each trip, members will be expected to be wearing their Oasis Fishing Club T-Shirt, and appropriate shorts or bathing suit bottoms. Ladies, there will be no 2-piece bathing suits allowed while fishing. Men, you are required to wear a shirt at all times. OHS school dress code is still enforced at club events.

Information Below Should Be Completed by Parent/Guardian.

Please sign and date the form, and return to your child's teacher/sponsor by: _____

Special Needs (Check One)

☐ My child has a medical condition and/or medication of which the school should be aware, which I have explained by completing and signing the medical form.

☐ My child has **NO** special needs for this trip.

In case of an emergency during this field trip, the teacher/sponsor can reach me at (print telephone number and name of person to be called): _____

Whenever the Superintendent or Principal determines that there are dangerous conditions which may affect the health, safety or welfare of those traveling on any field trip, the Superintendent or Principal may withdraw approval for the trip. Prior to departure on a field trip the teacher/supervisor will make himself/herself aware of and follow any travel advisories. The District will assume no liability for reimbursement of costs or expenses incurred by the cancellation of any trip.

As the parent or legal guardian of the student listed above, I give him/her permission to participate in this field trip, including related travel. I hereby grant permission for the supervising teacher to act "in loco parentis" (in place of the parent) in the event of any medical emergency and I accept full responsibility for all medical costs in the event of such a medical emergency.

I do hereby release and hold harmless the City of Cape Coral Charter School Authority and all of its employees from any liability or injury to my child's person or property incurred during the course of this field trip which is not the direct result of willful action or culpable negligence by the City of Cape Coral Charter School Authority or its employees.

Parent/Guardian Signature : _____

Date: _____

Parent/Guardian Phone Number: _____

Adam Pottruck
Oasis High School Teacher & Fishing Club Mentor



OASIS HIGH SCHOOL FISHING CLUB

TRANSPORTATION WAIVER



Student (print name): _____

Date: _____

Academic Grade Level: Freshman Sophomore Junior Senior

The purpose of this waiver is to enable parents, students, and guardians to give informed consent for a student to participate in Oasis High School Fishing Club and to confirm the agreement of the student, parents, or guardian regarding the assumption of risks, waiver of and release of liability, and indemnification, as a condition of the student's participation in the Oasis High School Fishing Club events, and any travel by the student in connection with any Oasis High School Fishing Club. Please review this entire document and initial at the end of each paragraph to show you have read and understand each section.

_____ **Guardian Initials**

Realizing that there are risks inherent in any Oasis High School Fishing Club event(s), and in consideration of my/our child being allowed to participate in any Oasis High School Fishing Club event(s)!/we agree to assume all risks (whether known or unknown) of participation in Oasis High School's Fishing Club event(s), to release and hold harmless the Cape Coral Charter School Authority (Authority) and the City of Cape Coral (City), together with their respective officers, employees, agents coaches, staff, or volunteers (collectively the Releases), from and any all claims, liabilities, and damages relating to any injury, sickness, death, or destruction of any property which may arise out of, result from, or be in any way connected with the participation of my/our child in Oasis High School's Fishing Club event(s), including transportation to/from fishing events or related activities. In addition, I/we agree to indemnify and hold the Releasees harmless from any and all claims for injuries or property damage brought on behalf of myself/ourselves or my/our child or alleged to have been caused by me/us or by my/our child while my/our child is participating in any Oasis High School Fishing Club event(s).

_____ **Guardian Initials**

I/We have read this participation, assumption of risk, waiver and release of liability, and indemnification agreement and waiver; fully understand its terms; understand that I/we have given up substantial rights by signing it; and have signed it freely and voluntarily without any inducement (other than the opportunity to participate in Oasis High School Fishing Club event(s)), assurance or guarantee being made to me/us/. I/We intend my/our signature(s) to effect a complete and unconditional release identified in the agreement, and to indemnify the releases, to the greatest extent allowed by law.

_____ **Guardian Initials**

I/We understand that Oasis High School Fishing Club event(s), which may include meetings, fishing contests, fishing competitions and/or related activities, may take place away from the main campus of Oasis High School. When school transportation is not available, I/we am/are responsible for either providing that transportation, allowing my/our child to transport himself/herself to these activities, allowing him/her to ride with another student or parent, and/or allowing him/her to ride with Mr. Pottruck in the Shark van.

_____ **Guardian Initials**

This waiver will be on file in Mr. Pottruck's classroom and is valid for 365 days from the completion date.

There are risks inherent in having my/our child travel to and from Oasis High School Fishing Club event(s) in vehicles driven by students (including my/our own child), or parents, including without limitation the risks caused by weather and/or road conditions, the risks of inexperienced or negligent drivers, either in the vehicle in which my/your child will be riding or in other vehicles on the road, and the risks of mechanical failure of vehicles. I/We agree to assume all such risks. By signing this waiver, for myself/ourselves and on behalf of my/our heirs, assigns, personal representatives, next of kin.

_____ **Guardian Initials**

I/We hereby release and hold harmless the Cape Coral Charter School Authority and the City of Cape Coral and their respective officers, employees, agents, coaches or volunteers, (hereinafter "releases") from any and all liability claims, causes of action, or demands of any kind or nature whatsoever, as well as any and all injury, disability, death or loss or damage to person or property, incident to my/our child's transportation of or by any individual identified in the paragraphs above to any Oasis High School Fishing Club event(s).

_____ **Guardian Initials**

I/We give my/our permission to Oasis High School staff to make decisions regarding emergency medical treatment for my child in the event that neither of the child's parents can be reached at a time when and such a decision need to be made, and I/we hereby consent to emergency medical treatment, hospitalization or other medical treatment as may be deemed necessary for the welfare of my/our child, in the event of injury or illness while my our child is participating in Oasis High School Fishing Club event(s).

_____ **Guardian Initials**

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____

➤ **I give consent for the above mentioned student to: (please initial)**

- **Each line must be initialed for admission into Oasis High School Fishing Club**

_____ **(Guardian Initials) Travel in a school-provided vehicle to and from events**

_____ **(Guardian Initials) Drive in a private vehicle to and from events**

_____ **(Guardian Initials) Drive with other students/members to and from events**

_____ **(Guardian Initials) Drive other students/members to and from events**

- I understand that Oasis High School does not carry insurance covering the driver of the private vehicle or passengers in the private vehicle.
- I will not hold the school/members/employees/volunteers or anyone else associated with Oasis High School Fishing Club liable for accident or injury on any trip

Adam Pottruck
Oasis High School Teacher & Fishing Club Mentor

This waiver will be on file in Mr. Pottruck's classroom and is valid for 365 days from the completion date.

7 B, C, D, E, F

Approval of the OES 4th Grade Trip to Billie Swamp Safari in Clewiston, FL on March 31, 2017

Approval of the OES Gifted/Accelerated Trip to MOSI (Museum of Science and Industry) in Tampa, FL. on April 6, 2017

Approval of the OES Odyssey of the Mind Trip to UCF (University of Central Florida) in Orlando, FL. on April 7-9, 2017

Approval of the OES Trip to Marine Lab 51 in Key Largo, FL. on May 12-13, 2017

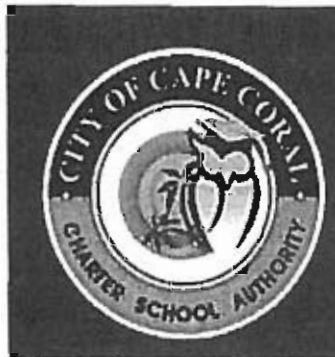
Approval of the OES 5th Grade Trip to Busch Gardens in Tampa, FL. on May 23, 2017.

Donnie Hopper

Name of your Group?	Sponsor?	Where?	When?	Who?	Out of Lee County?	Overnight?	Transportation	Cost estimate per student?	Purpose of Trip	How many chaperones?	If overnight, how many nights?
OCES 4th Grade	Janet Altini	Billie Swamp Safari - Clewiston, FL	31-Mar-17	150	Yes	No	Renting a Charter Bus (Cost per estimate/invoice)	\$40.00	Students will learn about the Florida's ecosystem	30	
OCES Fifth Grade	Josh Zedd	Busch Gardens Tampa, Florida	Tuesday, May 23	142 students	Yes	No	Renting a Charter Bus (Cost per estimate/invoice)	We have typically charged each student around \$65 which covers charter bus transportation to and from Busch Gardens, 1 ticket to the park, and 1 meal voucher.	End of the year rewards trip for our 5th grade students	24 parent chaperones and 6 teachers	
OCES Marine Lab	Rose Trantina	Marine Lab 51 Shoreland Drive, Key Largo, FL 33037	May 12th and May 13th, 2017	34 students	Yes	Yes	Renting a Charter Bus (Cost per estimate/invoice)	\$380.00	The learn about seagrass, mangrove, coral reef ecologies, as well as invertebrate diversity. This is done with classroom and hands on teaching, as well as snorkeling.	4 teacher chaperones	1

Field Trip Request

* Required



Name of your Group? *

Oasis Charter Elementary Gifted/Accelera

Sponsor? *

Janet Altini

Where? *

Museum of Science & Industry (MOSI), Ta

When? *

If you are going for multiple days, please include the range.

Friday, April 6, 2017



Who? *

How many students?
(How many students)

150

Purpose of Trip

Enrich and enhance learning content

How many chaperones?

31

Overnight? *

☒ No

☐ Yes

If overnight, how many nights?

Your answer

Out of Lee County? *

☐ No

☒ Yes

Transportation *

☐ Charter School System Bus (Cost per student = \$15/hr of trip divided by students, 4 hour trip = \$60/25 students = \$2.50)



☒ Renting a Charter Bus (Cost per estimate/invoice)

☐ Shark Van

☐ Other:

Cost estimate per student? *

Include price of ticket, transportation, hotel etc. Plus \$105 for each substitute teacher.

\$30

SUBMIT

Never submit passwords through Google Forms.

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Google Forms



Field Trip Request

* Required



Name of your Group? *

Odyssey of the Mind

Sponsor? *

Kim Morrow and Rose Trantina

Where? *

UCF Orlando

When? *

If you are going for multiple days, please include the range.

4/7/17-4/9/17



Who? *

THU.
(How many students)

between 5-17- (depends on number of tea

Purpose of Trip

The Odyssey of the Mind State Tournament

How many chaperones?

3 teachers will accompany as coaches - a

Overnight? *

☐ No

☒ Yes

If overnight, how many nights?

1 or 2 nights depending on the team

Out of Lee County? *

☐ No

☒ Yes

Transportation *

☐ Charter School System Bus (Cost per student = \$15/hr of trip divided by students, 4 hour trip = \$60/25 students = \$2.50)



☐ Renting a Charter Bus (Cost per estimate/invoice)

- ☐ Shark Van
- ☒ Other: all parents will be driving the

Cost estimate per student? *

Include price of ticket, transportation, hotel etc. Plus \$105 for each substitute teacher.

\$275

SUBMIT

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Google Forms



13A

Approval of the OES Culture Club Student Educational Tour -3-Year Summer Travel Proposal: 2018-European Tour; 2019-Galapagos Islands; 2020-Portugal and Spain.

Shannon Treece

Oasis High School Student Educational Tour Proposal

February 13, 2017

Charity Prawitz, Culinary Arts Teacher at Oasis High School, would like to request board approval to lead an international travel club and program for students. The purpose of the "Culture Club" would be to promote student cultural awareness through cultural study and international travel. After leading multiple successful student trips to London, Paris, Belfast, and more, Mrs. Prawitz believes an international travel program at Oasis High School would enhance student learning and engagement across many disciplines: Culinary Arts, Visual Art, Literature, Science, Math, History, Sociology, and even Physical Education. Many Oasis High School students could greatly benefit from the opportunity to travel and experience new cultures, places, and people. Please consider the following plan to give students the chance to experience hands-on learning abroad!

Thank you for your consideration!

Proposed 3-year Summer Travel Destinations

- 2018 European Tour (11 countries, 22 days)
- 2019 Galapagos Islands (12 days)
- 2020 Portugal and Spain (15 days)

Proposed Number of Participants

For maximum learning and safety for all involved, chaperones plan to enroll between 12 and 24 students per trip, with *one* adult chaperone for every *six* students- 6/1 student to chaperone ratio to include at least one male and one female chaperone.

Proposed Student Applicant Expectations

Each student would be required to complete an in-depth application process including: a student request letter, at least two written teacher recommendations, a clean discipline record, approval of Principal or Assistant Principal, approval of Dean of Students, and approval of lead chaperone.

Proposed Student Behavior Expectations

Students are required to uphold all school rules and expectations, as described in the "Student Code of Conduct", prior to and for the duration of the trip. Students are also required to follow EF's "Rules of the Road", as described in the EF enrollment booklet.

Proposed Chaperone Behavior Expectations

Chaperones are required to uphold all school rules and expectations, as described in the "Employee Handbook".

"Culture Club"

The Culture Club is a student club focused on studying other cultures through their food, history, people, politics, and art. All OHS students are invited to become members of the club. Students wishing to travel abroad would be required to participate in regular Culture Club meetings in preparation for the trip.

Oasis High School Student Educational Tour Proposal

February 13, 2017

EDUCATION FIRST (EF) EDUCATIONAL TOURS

EF Tours is the world leader in international education, with over 500 schools and offices in more than 50 countries all focused on one global mission: *Opening the World Through Education*. With over fifty years experience leading students tours, EF has proven the effectiveness and safety of student educational tours abroad.

EF STATEMENT to ADMINISTRATORS:

Our goal is to give every student an international experience. When teachers take their students out of the school classroom and into the Global Classroom, we understand that many administrators and school boards will have questions regarding these experiences. With EF, you are covered. We have numerous resources that are available to teachers and travelers that not only keep your students safe and secure, but also expand their education through the various opportunities we provide.

Liability

We know that liability is one of the school administration's primary concerns. EF has an extensive liability policy that covers school districts. EF's Global Liability Insurance Plan: All EF Group Leaders are covered for the duration of their EF educational tour. EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-. Coverage is up to \$15 million per occurrence (and in the annual aggregate) for covered claims related to the tour regarding bodily injury, property damage and errors and omissions. EF will obtain a release from the participant and/or the participant's parents related to such potential claims. EF's Global Liability Insurance program allows for schools and districts to be added/endorsed to the policy by written agreement. EF can provide a certificate of insurance that details coverage. For evidence of our coverage, please contact your tour consultant at 1-800-637-8222.

Safety and support

Travel should be worry free. The protection and flexibility that EF offers students, teachers and their school districts have made EF the leader in educational travel.

Worldwide presence: EF has hundreds of offices in more than 50 countries, so no matter where groups travel, they can rest assured that EF staff are always available.

Experienced EF Tour Director: Our tour directors are trained to handle tour logistics and are dedicated to helping groups make the most of their tour. They are the most helpful, knowledgeable and experienced in the industry.

Peace of Mind Program: At EF, we understand that travel plans can change. EF's Peace of Mind Program gives educators the freedom to alter their tour or departure date until 35 days prior to departure.

EF TourLink™: Using the latest GPS technology, EF TourLink™ gives parents peace of mind knowing that they can track their child's tour online. EF Tour

Consultants and customer service department: From the first phone call, every group leader works one-on-one with an EF Tour Consultant to plan the perfect tour. And our customer service department is dedicated to helping students and parents prepare for travel. Accreditation EF is the only fully accredited international travel organization. EF's accreditation means that all of our tours have been recognized for their quality and educational value, meeting the same rigorous standards as schools throughout the United States.

Student high school credit: By traveling with EF, students can earn credit, which can count toward their graduation and set their college applications apart.

Oasis High School Student Educational Tour Proposal

February 13, 2017

College and graduate-level credit: Through EF's relationship with Eastern Washington University's Field Studies Program, students can earn high school or college credit, and teachers can earn graduate-level credit for completing coursework that complements and enhances their EF tours.

Educator professional development credit: By leading or traveling on an EF tour and completing associated coursework, educators can earn credit toward their professional development or recertification requirements.

EF THREE PILLARS OF LEARNING

People everywhere can participate in our mission through our three pillars of learning:

Cultural Experience

Educational tours and cultural exchange programs provide in-depth travel experiences, hands-on learning and lasting cultural connections for both students and adults.

Language

Students learn new languages for school, work and personal growth, online and in EF classrooms around the world. Study abroad programs allow them to practice and improve where the language and culture come to life.

Academics

Fully accredited EF schools offer International Baccalaureate diplomas, university preparatory classes, Bachelor degrees, and One Year and Executive MBA programs—all of which emphasize global exposure and practical experience.

LEARNING BY DOING: The EF educational philosophy is simple: the best way to help students gain new perspectives and build skills for the future is through experiential learning. As an accredited institution, EF partners with educators across the world to create global education programs that blend classroom, digital and experiential learning for students.

A COMPETITIVE EDGE FOR STUDENTS

Every tour is designed to:

- Increase awareness of global perspectives
- Foster appreciation for different cultures
- Strengthen new language skills
- See curriculum come to life
- Sharpen 21st century skills like critical thinking problem solving, communication, collaboration and global competence in a global setting
- Develop leadership skills to successfully navigate new experiences with confidence

13B

Approval of the University of Cambridge Request for Purchase-\$135,726.01.

Shannon Treece



UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

INVOICE

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

Currency USD \$
Invoice Number 100834039
Invoice Date 22.02.2017
P.O. Number 22.02.17
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 22.03.2017

OUR VAT Reg No. GB823847609

Page 1 of 2

JUNE 2017 - GCE AS & A LEVEL, ADIP

Product Code	Description	QTY	Unit Price	Amount	VAT%
8004	GENERAL PAPER	108	89.90	9,709.20	0% RW
8291	REFUND ENVIRONMENTAL MANAGEMENT CANDIDATES 559,571,524	3	-89.90	-269.70	0% RW
8291	ENVIRONMENTAL MANAGEMENT	58	89.90	5,214.20	0% RW
8682	FRENCH LANGUAGE	6	89.90	539.40	0% RW
8685	SPANISH LANGUAGE	17	89.90	1,528.30	0% RW
9093	REFUND ENGLISH LANGUAGE CANDIDATES 932,955	2	-89.90	-179.80	0% RW
9093	ENGLISH LANGUAGE	181	89.90	16,271.90	0% RW
9093	ENGLISH LANGUAGE	13	137.58	1,788.54	0% RW
9093	ENGLISH LANGUAGE	2	137.58	275.16	0% RW
9239	GLOBAL PERSPECTIVES & RESEARCH	103	160.31	16,511.93	0% RW
9389	REFUND HISTORY CANDIDATES 932,955	2	-89.90	-179.80	0% RW
9389	HISTORY	173	89.90	15,552.70	0% RW
9693	MARINE SCIENCE	29	137.58	3,989.82	0% RW
9693	MARINE SCIENCE	1	137.58	137.58	0% RW
9694	REFUND THINKING SKILLS CANDIDATES 932,955	2	-137.58	-275.16	0% RW
9694	THINKING SKILLS	148	137.58	20,361.84	0% RW
9695	REFUND LITERATURE IN ENGLISH CANDIDATES 559	1	-89.90	-89.90	0% RW
9695	LITERATURE IN ENGLISH	158	89.90	14,024.40	0% RW
9888	PSYCHOLOGY	51	89.90	4,584.80	0% RW
9899	SOCIOLOGY	50	89.90	4,495.00	0% RW
9701	CHEMISTRY	15	89.90	1,348.50	0% RW
9702	PHYSICS	28	89.90	2,607.10	0% RW
9702	PHYSICS	1	137.58	137.58	0% RW
9704	ART AND DESIGN	9	89.90	809.10	0% RW
9709	REFUND MATHEMATICS CANDIDATES 600,599	2	-89.90	-179.80	0% RW
9709	MATHEMATICS	89	89.90	8,001.10	0% RW
9709	MATHEMATICS	1	137.58	137.58	0% RW
ADIP	AICE DIPLOMA	86	103.19	8,874.34	0% RW



UNIVERSITY of CAMBRIDGE
Local Examinations Syndicate

INVOICE

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

Currency USD \$
Invoice Number 100834039
Invoice Date 22.02.2017
P.O. Number 22.02.17
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 22.03.2017

OUR VAT Reg No. GB823847609

Page 2 of 2

VAT RATE	GOODS	VAT	Net Total	135,726.01	VAT In £
RW - VAT not applicable outside EC	135,726.01	0.00	VAT	0.00	0.00
Total	135,726.01	0.00	Total USD \$	135,726.01	

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	100834039	135,726.01

202043

13C

OHS Proposal for Student Bus Monitors.

Student Skylar Hann

Cape Coral Charter Schools Bus Monitor Training Program

...

City of Cape Coral Transportation Department



Bus Monitors Role:

- Monitors will be expected to assist the driver with any tasks that he/she may need help with, such as cleaning, helping with student discipline, and making sure that student safety is always priority.
- They will make sure students follow rules set by the driver and set by the bus monitoring program. Monitors are expected to take specific actions upon students when students disobey the rules.
- To assist students with issues that may occur on the bus, such as problems with other students, minor medical problems, and any questions the student may have.

Expectations for a Bus Monitor:

- Students working as a bus monitor must be a positive role model to the students on the bus they are working on.
- Monitors must be able to interact with students from kindergarten to eighth grade.
- Monitors must be organized and be able to assist the driver with seating charts, surveys, or route sheets.
- Monitors must be able to be a disciplinary.
- Monitors must be able to maintain good academics and a clean record.
- Monitors must be able to maintain composure in situations that may be difficult.

Why Monitors Are Needed on School Buses:

- Monitors help the driver keep students seated and quiet so the driver is not distracted while on the road.
- Monitors build a relationship and a trust with the students that allows monitors to be respected by the students on the bus.
- Monitors help students arrive to school and at the bus stop safely and on time.
- Monitors help substitutes keep students seated, quiet, and respectful while the driver focuses on the route.

Requirements to Be a Bus Monitor:

- You must be a current Sophomore, Junior, or Senior.
- Potential monitors must be able to work well with large groups of younger kids
- Must have good academic history and no record of issues with the dean.
- Must be able to show responsibility and respect.
- Must have excellent behavioral management skills.
- Must be able to communicate well with students, parents, and staff members.

Why Become a Bus Monitor?

- This position is volunteer! This means students can get volunteer hours that can be put towards graduation and scholarships in the future.
- There is a possibility of getting paid.
- Working with kids is great. If you have a passion to work with kids, you have the opportunity to work with them everyday.
- Being a bus monitor is great job experience. Maybe you are trying to find your passion, this could be it!
- Looks great on a resume, scholarship, or college application.

Welcome to the Transportation Department:



Marjorie Galyon:

- Transportation Coordinator

Email: marjorie.galyon@capecoralcharterschools.org

Links to Important Information:

- Application Here
- Links to Safety Videos Here
- Links to Bus Monitor Info Here
- Links to Bus Seating Chart Info

<https://s-media-cache-ak0.pinimg.com/564x/b3/07/e9/b307e925acefa154a52f0d25e37e233d.jpg>

- Link to Bus Tickets
- Link to Discipline Code

13D

Approval of the Charter School Authority 2017-2018 School Calendar.

Nelson Stephenson



CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY 2017-2018

JUL 4- Independence Day

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Teachers' First Day
3, 4, 9 Professional Dev./
Early Release
7, 8 Teacher In-Service
Days
10 Students' First Day

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Labor Day
13 Professional Dev./
Early Release
21-22 Rosh Hashanah

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Professional Dev./
Early Release
13 End of 1st Quarter-45
Days
14 Professional Duty Day

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11 Veterans Day
21 Early Dismissal
22-24 Thanksgiving Break

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12-20 Hanukkah
20-21 Early Dismissal
21 End of 2nd Quarter-45
Days
22 Professional Duty Day
25 Christmas Day
25-29 Winter Break

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Day
1-5 Winter Break
8 Hurricane Make-Up Day
15 M.L. King Day

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

7 Professional Dev./
Early Release
19 Presidents' Day
20 Teacher In-Service
Day

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 End of 3rd Quarter-45
Days
16 Professional Duty Day
19-23 Spring Break
29 Early Dismissal
30 Good Friday

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Easter Sunday
2 Easter Monday

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

29-30 Early Dismissal Days
28 Memorial's Day
30 Last Day for Students
30 End of 4th Quarter-45
Days
31 Professional Duty Day

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	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 17/18 DISTRICT CALENDAR	PROPOSED FY 17/18 CITY CALENDAR
Wed., Sept. 13, 2017	Regular School Day	Prof. Dev. Early Release Day
Wed., Oct. 11, 2017	Regular School Day	Prof. Dev. Early Release Day
Wed., Nov. 8, 2017	Regular School Day	Prof. Dev. Early Release Day
Tues., Nov. 21, 2017	Regular School Day	Early Dismissal Day
Tues., Dec. 19, 2017	Early Dismissal Day	Regular School Day
Wed., Feb. 7, 2018	Regular School Day	Prof. Dev. Early Release Day
Thurs., Mar. 29, 2018	Regular School Day	Early Dismissal Day
Fri., May 25, 2018	Early Dismissal Day	Regular School Day

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



The School District of Lee County

2017-2018

School Calendar

July 2017							January 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	JUL 4 Independence Day	7	8	9	10	11	12
9	10	11	12	13	14	15		14	15	16	17	18	19
16	17	18	19	20	21	22		21	22	23	24	25	26
23	24	25	26	27	28	29		28	29	30	31		
30	31												
August 2017							February 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	AUG 3 Teachers' First Day				1	2	3
6	7	8	9	10	11	12	AUG 3, 4, 9 Professional Duty Days	4	5	6	7	8	9
13	14	15	16	17	18	19	AUG 7, 8 Teacher In-Service Days	11	12	13	14	15	16
20	21	22	23	24	25	26	AUG 10 Students' First Day	18	19	20	21	22	23
27	28	29	30	31				25	26	27	28		
September 2017							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	SEPT 4 Labor Day	4	5	6	7	8	9
10	11	12	13	14	15	16		11	12	13	14	15	16
17	18	19	20	21	22	23	SEPT 21 – 22 Rosh Hashanah	18	19	20	21	22	23
24	25	26	27	28	29	30	SEPT 30 Yom Kippur	25	26	27	28	29	30
October 2017							April 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14	OCT 13 End of 1 st Quarter – 45 Days	8	9	10	11	12	13
15	16	17	18	19	20	21	OCT 16 Professional Duty Day	15	16	17	18	19	20
22	23	24	25	26	27	28		22	23	24	25	26	27
29	30	31						29	30				
November 2017							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	NOV 11 Veterans Day	6	7	8	9	10	11
12	13	14	15	16	17	18		13	14	15	16	17	18
19	20	21	22	23	24	25	NOV 22 – 24 Thanksgiving Break	20	21	22	23	24	25
26	27	28	29	30				27	28	29	30	31	
December 2017							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	DEC 12 – 20 Hanukkah					1	2
3	4	5	6	7	8	9	DEC 19 – 21 Early Dismissal Days	3	4	5	6	7	8
10	11	12	13	14	15	16	DEC 21 End of 2 nd Quarter ~ 45 Days	10	11	12	13	14	15
17	18	19	20	21	22	23	DEC 22 Professional Duty Day	17	18	19	20	21	22
24	25	26	27	28	29	30	DEC 25 Christmas Day	24	25	26	27	28	29
31							DEC 25 – JAN 5 Winter Break						

- Holiday – schools closed
- Professional Duty Day – no school for students
- Teacher In-Service Day – no school for students
- First and Last Student Day
- Early Dismissal Days – students
- Hurricane Make-Up Day

Board Approved 11-22-16

Special Notes

- All Jewish holidays begin at sundown the day before they are listed

13E

Approval of the Revised School Bus Lease Agreement.

Dolores Menendez



CITY ATTORNEY'S OFFICE MEMORANDUM

TO: Cape Coral Charter School Authority Board Members

FROM: John E. Naclerio III, Assistant City Attorney

DATE: March 3, 2017

SUBJECT: School Bus Lease Agreement

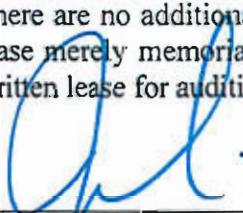
As you know, the Authority approved a school bus lease agreement at its September 26, 2016, meeting. You have before you a revised proposed school bus lease agreement between the Authority and the City. Currently, the Authority is using buses purchased by the City. The Authority pays the City a fee for the use of the buses. The fee paid is the amount necessary to pay the City's debt service for the buses. In addition, the Authority pays all costs to operate the buses such as insurance, fuel, repairs, and maintenance.

A copy of the proposed lease is attached for your review and approval. Substantive changes to the lease since the Authority approved the document on September 26, 2016, include:

1. Rather than returning the subject buses to the City upon termination of the lease, the City will transfer title and ownership of the buses to the Authority upon payment in full of the debt service and termination of the lease.
2. The draft clarifies that the lease term coincides with the retirement of the debt service, which will be paid in full by October 1, 2021.

For your convenience, a redlined copy of the proposed lease is also attached for your review.

There are no additional costs that will be incurred by the Authority in entering into this lease. The lease merely memorializes what is already occurring and being done. The auditors are requiring a written lease for auditing purposes. If you have any questions, do not hesitate to contact me.



John E. Naclerio III
Assistant City Attorney

cc: Dolores D. Menendez, City Attorney
John Szerlag, City Manager
Victoria Bateman, Finance Director
Nelson Stephenson, Charter School Authority Superintendent
MaryAnne Moniz, Charter School Authority Business Manager

SCHOOL BUS LEASE AGREEMENT BETWEEN THE CITY OF CAPE CORAL CHARTER SCHOOL
AUTHORITY AND THE CITY OF CAPE CORAL

This Lease is entered into on this ____ day of _____, 2017, by and between the City of Cape Coral Charter School Authority, a public body corporate, (Authority) and the City of Cape Coral, a duly existing and organized Florida municipal corporation, (City). The purpose of this Lease is to set forth the terms and conditions upon which the City will allow the Authority the use of school buses owned by the City to transport the Authority's Charter School students and for other approved purposes. In order to accomplish this purpose, and in consideration of the mutual undertakings described below, the City and the Authority do hereby agree and promise as follows:

1. The City will lease to the Authority the buses listed and identified in Exhibit A attached hereto and incorporated herein. The City will charge the Authority a lease fee for the buses which amount shall be the sum the City pays for the debt service for the identified buses, including all debt service related costs. ~~The A description of the debt service agreement~~ is attached hereto and incorporated herein as Exhibit B. The lease fee may be paid monthly, quarterly, semi-annually, or annually as determined by the City and as billed by the City so that all of the funds from the Authority will be received by the debt service payment date. The Authority will be solely responsible for all insurance, maintenance, repair or replacement of any buses identified in this Lease, including any and all safety checks or requirements imposed by State or Federal statute, rule, or regulation. Such maintenance may be provided by third parties and the City expressly grants the Authority the right to enter into third party agreements for the repair or maintenance of the buses covered by this Lease. Additional Buses may be added, replaced, or substituted as the case may be by adding the additional, replacement, or substituted buses to Exhibit A without the necessity of otherwise amending this Lease. All terms and conditions of the Lease will automatically apply to any additional, replacement, or substituted buses.

2. The Authority will make use of the buses as described in the introductory paragraph above for the purposes of transporting the Authority's students, administrators, faculty and staff to and from the charter schools operated by the Authority and for any school related function. The Authority will ensure that the buses will be used and operated in complete compliance with all applicable traffic, safety and other laws and governmental regulations relating to the operation of school buses. The Authority may use the buses for out-of-county trips within the state of Florida. The Authority, upon agreement with the City, may provide bus service to the City or its various departments such as in the summer when the school buses are not needed for charter school purposes. The City shall pay an agreed upon fee to the Authority for such use. The Authority may provide bus service to other groups or entities for a fee which fee shall be received by and used by the Authority, provided that such use does not impede or interfere with the Authority's needs. Prior to any such use, the Authority governing Board must grant its approval and written approval must be obtained from the City Manager and Risk Manager.

3. Until the City's outstanding debt service and related costs are paid in full, Title-title and ownership of the buses are, and will remain at all times, solely vested with the City. The Authority will take no action nor perform any act which is inconsistent with the City's ownership, and the Authority will not sell, lease or allow the use of the buses by any person or entity not specifically described herein. Neither will the Authority use as security, pledge or lien the buses, nor will the Authority allow the creation of such a lien.

4. The Authority will return the buses to the City upon the termination of this Lease. Upon payment in full of all outstanding debt service and related costs, City will transfer title and ownership of the buses to the Authority

for the nominal cost of one dollar (\$1.00) per bus. The City will cooperate with the Authority should the Authority decide to acquire additional, or replacement, buses. All costs of any transaction will be borne solely by the Authority.

5. The Authority will have monthly safety inspections of the buses conducted, as specified in Florida Administrative Code (FAC Chapter 6A-3.0171) as it may be amended from time to time. The Authority, solely at its own expense, may contract with a third party for this and other necessary services.

6. The Authority will be responsible for fueling the buses at its own expense and may enter into agreements with third parties to provide fuel.

7. In the event of a bus breakdown, the Authority will be responsible, at its own expense to arrange for towing services.

8. Insurance against bodily injury liability, property damage, and personal injury with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence, shall be provided at the expense of the Authority. In addition, insurance against damage to the leased vehicles, up to and including total loss, resulting from collision or comprehensive perils shall be provided by and at the expense of the Authority. Such insurance may include deductible amounts; however, the payment of any such deductible amount shall remain the responsibility of the Authority. The policy or policies of insurance provided by the Authority hereunder shall name the City as additional insured. At all times during the term of this Lease, the Authority shall cause to have prepared and presented to the City's Risk Manager a current certificate of insurance evidencing all coverages provided for herein. It is understood and agreed by all parties to this Lease that Florida law requires the insurance coverage of City, as Lessor, to be primary coverage unless the Authority, as Lessee, designates its insurance coverage to be primary coverage. Therefore, in entering into and executing this Lease, the Authority specifically acknowledges and agrees that the insurance coverage provided by the Authority hereunder shall be designated the primary coverage and, as such, shall assume responsibility for the payment of personal injury and property damage claims arising from the operation of the vehicles leased hereunder. During the term of this lease or any renewals thereof the Authority and City may mutually agree to modify the insurance requirement to reflect changed conditions. Such modifications may be accomplished without having to otherwise amend this lease. The new insurance policies and certificates of insurance will be incorporated in the lease as if fully set forth in the lease and will serve to amend the lease to the extent of any changed or modified insurance. Changes to insurance coverage must be approved by the Authority Board, the City Manager and Risk Manager.

9. The buses to be provided hereunder will be operated only by persons having all of the required certification, licensure, and skills required by law or Authority policy. The Authority will provide to the City or any other governmental authority having jurisdiction over school bus operators a list of all persons who will operate the buses upon the execution of this Lease and will notify the City Risk Manager, or designee, of any additions, deletions or changes to the list prior to the effective date of such addition, deletion, or change to the list. The Authority will provide for each person listed all information which the City may require to determine the operator's fitness to operate a school bus, including but not limited to fingerprints, background information such as driving records, and licensure. The City will have the unrestricted right to deem as unsuitable any person on the list provided, and in the event of such rejection by the City, that person immediately will be removed from the list of approved operators. The Authority will not allow any person not contained on the list to operate the buses. The Authority will coordinate and schedule the attendance of Authority bus operators at mandatory yearly state required training. The right of rejection by the City of bus operators will not take effect until the expiration of any

contract between such operator and the Authority to allow for any new or renewed contract between the Authority and operator to provide for immediate termination of operator upon City or other governmental entity objection, if the current contract does not already provide for a right of rejection.

10. In consideration of the services described above, the Authority will remit payment for services within 30 days of the billing date. Payment may be mailed or submitted electronically as agreed by the parties. If mailed or delivered the payments will be mailed or delivered to:

City of Cape Coral
Attn: Accounting Manager
1015 Cultural Park Blvd.
Cape Coral, FL 33990

11. This ~~initial~~ Lease will commence ~~on _____~~ upon execution by both parties hereto and terminate on ~~June 30, 2017~~ October 1, 2021. ~~Thereafter the term will commence on July 01, 2017 and terminate on June 30, 2018. Thereafter each successive term of the Lease will commence on July 01 of the calendar year and terminate on June 30 of the succeeding calendar year. The Lease will be automatically renewed for additional annual terms unless the~~ The City provides notice of its intent to may terminate to the Lease by providing the Authority 180 days' prior to any expiration of the Lease ~~written notice~~. The Authority may terminate the Lease by providing the City 180 days' ~~written notice prior to any expiration of the Lease~~. The foregoing termination periods may be modified by written agreement of the parties. Both parties shall act in good faith and endeavor to terminate the Lease so as to not cause undue hardship to the other party. Termination of the Lease does not relieve the Authority of paying the City in full for any debt remaining on the buses or fulfilling its other obligations unless otherwise agreed to in writing by the parties. The City may terminate this Lease with shorter notice or without any notice whatsoever in the event that the Authority breaches any part of this Lease, or the City of Cape Coral's charter is revoked or is otherwise terminated, or the Authority ceases operation of its charter schools. The Authority may terminate this Lease at any time immediately upon receipt of written notice of the termination, but in the event of such termination, the Authority will continue to abide by the terms of this Lease until the City is in possession of the buses. In the event that there remains any outstanding debt service or related costs, The the buses will be returned to the possession of the City immediately upon the effective date of any termination of this Lease.

12. Subject to the limitations as set out in Florida Statutes §768.28, the Authority shall defend, hold harmless and indemnify City from and against any and all claims, actions, damages, liability, cost and expense, including those arising from bodily injury, death and/or property damage or any other lawful expense, including, but not limited to, attorney's fees and court costs, brought by third parties arising from the act or omission of the Authority, its agents, employees, or contractors under this Lease. The provisions of this paragraph are not intended to abrogate the sovereign immunity of Authority beyond that set forth in Section 768.28, Florida Statutes.

13. Notices to be provided under this Lease will be sent in the following manner, and to these persons:
Notices to the City: Will be hand delivered or sent by certified mail to:

A. John Szerlag
City Manager
City of Cape Coral
1015 Cultural Park Blvd.
Cape Coral, FL 33990

Notices to the Authority: Will be hand delivered or sent by certified mail to:

Superintendent
City of Cape Coral Charter School Authority
3519 Oasis Blvd.
Cape Coral, Florida 33914

Notices will be considered received when the person identified above has actually received the notices.

14. The foregoing constitutes the entire agreement between the parties and this Lease will not be amended or changed except by writing executed by authorized representative of the parties or as otherwise provided herein. There are no promises or undertakings between the parties not set forth herein.

FOR CITY:

City of Cape Coral, Florida _____

Signature: _____

Typed Name: A. John Szerlag _____

Title: City Manager _____

Date: _____

FOR CHARTER SCHOOL AUTHORITY:

City of Cape Coral, Charter School Authority _____

Signature: _____

Typed Name: Jessica Cosden _____

Title: Chair Person _____

Date: _____

Approved as to Form:

Approved as to Form:

By: Dolores D. Menendez
City Attorney

By: ~~William P. Buztrey~~ John E. Naclerio III
Assistant City Attorney

**SCHOOL BUS LEASE AGREEMENT BETWEEN THE CITY OF CAPE CORAL CHARTER SCHOOL
AUTHORITY AND THE CITY OF CAPE CORAL**

This Lease is entered into on this ____ day of _____, 2017, by and between the City of Cape Coral Charter School Authority, a public body corporate, (Authority) and the City of Cape Coral, a duly existing and organized Florida municipal corporation, (City). The purpose of this Lease is to set forth the terms and conditions upon which the City will allow the Authority the use of school buses owned by the City to transport the Authority's Charter School students and for other approved purposes. In order to accomplish this purpose, and in consideration of the mutual undertakings described below, the City and the Authority do hereby agree and promise as follows:

1. The City will lease to the Authority the buses listed and identified in Exhibit A attached hereto and incorporated herein. The City will charge the Authority a lease fee for the buses which amount shall be the sum the City pays for the debt service for the identified buses, including all debt service related costs. A description of the debt service is attached hereto and incorporated herein as Exhibit B. The lease fee may be paid monthly, quarterly, semi-annually, or annually as determined by the City and as billed by the City so that all of the funds from the Authority will be received by the debt service payment date. The Authority will be solely responsible for all insurance, maintenance, repair or replacement of any buses identified in this Lease, including any and all safety checks or requirements imposed by State or Federal statute, rule, or regulation. Such maintenance may be provided by third parties and the City expressly grants the Authority the right to enter into third party agreements for the repair or maintenance of the buses covered by this Lease. Additional Buses may be added, replaced, or substituted as the case may be by adding the additional, replacement, or substituted buses to Exhibit A without the necessity of otherwise amending this Lease. All terms and conditions of the Lease will automatically apply to any additional, replacement, or substituted buses.

2. The Authority will make use of the buses as described in the introductory paragraph above for the purposes of transporting the Authority's students, administrators, faculty and staff to and from the charter schools operated by the Authority and for any school related function. The Authority will ensure that the buses will be used and operated in complete compliance with all applicable traffic, safety and other laws and governmental regulations relating to the operation of school buses. The Authority may use the buses for out-of-county trips within the state of Florida. The Authority, upon agreement with the City, may provide bus service to the City or its various departments such as in the summer when the school buses are not needed for charter school purposes. The City shall pay an agreed upon fee to the Authority for such use. The Authority may provide bus service to other groups or entities for a fee which fee shall be received by and used by the Authority, provided that such use does not impede or interfere with the Authority's needs. Prior to any such use, the Authority governing Board must grant its approval and written approval must be obtained from the City Manager and Risk Manager.

3. Until the City's outstanding debt service and related costs are paid in full, title and ownership of the buses are, and will remain at all times, solely vested with the City. The Authority will take no action nor perform any act which is inconsistent with the City's ownership, and the Authority will not sell, lease or allow the use of the buses by any person or entity not specifically described herein. Neither will the Authority use as security, pledge or lien the buses, nor will the Authority allow the creation of such a lien.

4. Upon payment in full of all outstanding debt service and related costs, City will transfer title and ownership of the buses to the Authority for the nominal cost of one dollar (\$1.00) per bus. The City will cooperate with the Authority should the Authority decide to acquire additional, or replacement, buses. All costs of any

transaction will be borne solely by the Authority.

5. The Authority will have monthly safety inspections of the buses conducted, as specified in Florida Administrative Code (FAC Chapter 6A-3.0171) as it may be amended from time to time. The Authority, solely at its own expense, may contract with a third party for this and other necessary services.

6. The Authority will be responsible for fueling the buses at its own expense and may enter into agreements with third parties to provide fuel.

7. In the event of a bus breakdown, the Authority will be responsible, at its own expense to arrange for towing services.

8. Insurance against bodily injury liability, property damage, and personal injury with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence, shall be provided at the expense of the Authority. In addition, insurance against damage to the leased vehicles, up to and including total loss, resulting from collision or comprehensive perils shall be provided by and at the expense of the Authority. Such insurance may include deductible amounts; however, the payment of any such deductible amount shall remain the responsibility of the Authority. The policy or policies of insurance provided by the Authority hereunder shall name the City as additional insured. At all times during the term of this Lease, the Authority shall cause to have prepared and presented to the City's Risk Manager a current certificate of insurance evidencing all coverages provided for herein. It is understood and agreed by all parties to this Lease that Florida law requires the insurance coverage of City, as Lessor, to be primary coverage unless the Authority, as Lessee, designates its insurance coverage to be primary coverage. Therefore, in entering into and executing this Lease, the Authority specifically acknowledges and agrees that the insurance coverage provided by the Authority hereunder shall be designated the primary coverage and, as such, shall assume responsibility for the payment of personal injury and property damage claims arising from the operation of the vehicles leased hereunder. During the term of this lease or any renewals thereof the Authority and City may mutually agree to modify the insurance requirement to reflect changed conditions. Such modifications may be accomplished without having to otherwise amend this lease. The new insurance policies and certificates of insurance will be incorporated in the lease as if fully set forth in the lease and will serve to amend the lease to the extent of any changed or modified insurance. Changes to insurance coverage must be approved by the Authority Board, the City Manager and Risk Manager.

9. The buses to be provided hereunder will be operated only by persons having all of the required certification, licensure, and skills required by law or Authority policy. The Authority will provide to the City or any other governmental authority having jurisdiction over school bus operators a list of all persons who will operate the buses upon the execution of this Lease and will notify the City Risk Manager, or designee, of any additions, deletions or changes to the list prior to the effective date of such addition, deletion, or change to the list. The Authority will provide for each person listed all information which the City may require to determine the operator's fitness to operate a school bus, including but not limited to fingerprints, background information such as driving records, and licensure. The City will have the unrestricted right to deem as unsuitable any person on the list provided, and in the event of such rejection by the City, that person immediately will be removed from the list of approved operators. The Authority will not allow any person not contained on the list to operate the buses. The Authority will coordinate and schedule the attendance of Authority bus operators at mandatory yearly state required training. The right of rejection by the City of bus operators will not take effect until the expiration of any contract between such operator and the Authority to allow for any new or renewed contract between the Authority and operator to provide for immediate termination of operator upon City or other governmental

entity objection, if the current contract does not already provide for a right of rejection.

10. In consideration of the services described above, the Authority will remit payment for services within 30 days of the billing date. Payment may be mailed or submitted electronically as agreed by the parties. If mailed or delivered the payments will be mailed or delivered to:

City of Cape Coral
Attn: Accounting Manager
1015 Cultural Park Blvd.
Cape Coral, FL 33990

11. This Lease will commence upon execution by both parties hereto and terminate on October 1, 2021. The City may terminate the Lease by providing the Authority 180 days' written notice. The Authority may terminate the Lease by providing the City 180 days' written notice. The foregoing termination periods may be modified by written agreement of the parties. Both parties shall act in good faith and endeavor to terminate the Lease so as to not cause undue hardship to the other party. Termination of the Lease does not relieve the Authority of paying the City in full for any debt remaining on the buses or fulfilling its other obligations unless otherwise agreed to in writing by the parties. The City may terminate this Lease with shorter notice or without any notice whatsoever in the event that the Authority breaches any part of this Lease, or the City of Cape Coral's charter is revoked or is otherwise terminated, or the Authority ceases operation of its charter schools. The Authority may terminate this Lease at any time immediately upon receipt of written notice of the termination, but in the event of such termination, the Authority will continue to abide by the terms of this Lease until the City is in possession of the buses. In the event that there remains any outstanding debt service or related costs, the buses will be returned to the possession of the City immediately upon the effective date of any termination of this Lease.

12. Subject to the limitations as set out in Florida Statutes §768.28, the Authority shall defend, hold harmless and indemnify City from and against any and all claims, actions, damages, liability, cost and expense, including those arising from bodily injury, death and/or property damage or any other lawful expense, including, but not limited to, attorney's fees and court costs, brought by third parties arising from the act or omission of the Authority, its agents, employees, or contractors under this Lease. The provisions of this paragraph are not intended to abrogate the sovereign immunity of Authority beyond that set forth in Section 768.28, Florida Statutes.

13. Notices to be provided under this Lease will be sent in the following manner, and to these persons:
Notices to the City: Will be hand delivered or sent by certified mail to:

A. John Szerlag
City Manager
City of Cape Coral
1015 Cultural Park Blvd.
Cape Coral, FL 33990

Notices to the Authority: Will be hand delivered or sent by certified mail to:

Superintendent
City of Cape Coral Charter School Authority
3519 Oasis Blvd.
Cape Coral, Florida 33914

Notices will be considered received when the person identified above has actually received the notices.

14. The foregoing constitutes the entire agreement between the parties and this Lease will not be amended or changed except by writing executed by authorized representative of the parties or as otherwise provided herein. There are no promises or undertakings between the parties not set forth herein.

FOR CITY:

City of Cape Coral, Florida

Signature: _____

Typed Name: A. John Szerlag

Title: City Manager

Date: _____

FOR CHARTER SCHOOL AUTHORITY:

City of Cape Coral, Charter School Authority

Signature: _____

Typed Name: Jessica Cosden

Title: Chair Person

Date: _____

Approved as to Form:

By: Dolores D. Menendez
City Attorney

Approved as to Form:

By: John E. Naclerio III
Assistant City Attorney

Tag#	Bus #	Description	Serial Number
26842	1106	School Bus	4DRBUSKN7BB376098
26843	1103	School Bus	4DRBUSKN1BB376100
26844	1105	School Bus	4DRBUSKN4BB376091
26845	1101	School Bus	4DRBUSKNXBB376094
26846	1110	School Bus	4DRBUSKN6BB376092
26847	1109	School Bus	4DRBUSKN5BB376097
26848	1107	School Bus	4DRBUSKN9BB376099
26849	1104	School Bus	4DRBUSKN2BB353893
26850	1102	School Bus	4DRBUSKN4BB353894
26851	1113	School Bus	4DRBUSKN6BB353895
26852	1111	School Bus	4DRBUSKN8BB353896
26853	1114	School Bus	4DRBUSKNXBB353897
26854	111	School Bus	4DRBUSKN8BB376093
26900	1108	School Bus	4DRBUSKN3BB376096
26901	1115	School Bus	4DRBUSKN2BB376090
27924	1401	School Bus	4DRBUC8N2GB717914
27925	1402	School Bus	4DRBUC8N2GB717915
27926	1403	School Bus	4DRBUC8N2GB717916
27927	1404	School Bus	4DRBUC8N2GB717917

EXHIBIT A

**Capitol Lease, Series 2012
Property Schedule No. 2
Debt Service
closed 3/30/2012
Charter School Buses**

FY		Principal	Interest	Total	FISCAL YEAR TOTAL			Remaining Principal
					Principal	Interest	Total	
2012								1,342,755.00
	7/1/2012	41,188.59	5,668.29	46,854.88	41,188.59	5,668.29	46,854.88	1,301,568.41
2013	1/1/2013	81,811.88	10,688.10	92,679.98				1,219,756.53
	7/1/2013	82,495.01	10,184.97	92,679.98	164,308.89	21,053.06	185,359.95	1,137,261.52
2014	1/1/2014	83,183.85	9,486.13	92,679.98				1,054,077.67
	7/1/2014	83,878.43	8,801.55	92,679.98	167,082.28	18,297.68	185,359.98	970,199.24
2015	1/1/2015	84,578.81	8,101.16	92,679.97				885,620.43
	7/1/2015	85,285.05	7,394.93	92,679.98	169,663.86	15,486.09	185,359.95	800,335.38
2016	1/1/2016	85,997.18	6,682.80	92,679.98				714,338.20
	7/1/2016	86,715.25	5,984.72	92,679.97	172,712.43	12,647.52	185,359.95	627,622.95
2017	1/1/2017	87,439.33	5,240.65	92,679.98				540,183.62
	7/1/2017	88,169.45	4,510.53	92,679.98	175,608.78	9,751.18	185,359.96	452,014.17
2018	1/1/2018	88,905.66	3,774.32	92,679.98				363,108.51
	7/1/2018	89,648.02	3,031.96	92,679.98	178,553.68	6,806.27	185,359.95	273,460.49
2019	1/1/2019	90,398.58	2,283.40	92,679.98				183,063.91
	7/1/2019	91,151.40	1,528.58	92,679.98	181,547.98	3,811.98	185,359.96	91,912.51
2020	1/1/2020	91,912.51	767.47	92,679.98	91,912.51	767.47	92,679.98	(0.00)
Total		1,342,755.00	94,299.56	1,437,054.56	1,342,755.00	94,299.56	1,437,054.56	

EXHIBIT B

Special Obligation Revenue Bonds, Series 2015
Debt Service
Closed 05/14/2015
Charter School Buses

<u>FY</u>		<u>Principal</u>	<u>Interest</u>	<u>Total Prin & Interest</u>	<u>FISCAL YEAR TOTAL</u>			<u>Remaining Principal</u>
					<u>Principal</u>	<u>Interest</u>	<u>Total</u>	
								362,712.00
2015	10/1/2015	19,584.00	5,869.08	25,453.08	19,584.00	5,869.08	25,453.08	343,128.00
2016	4/1/2016		7,515.36	7,515.36				
	10/1/2016	51,816.00	7,515.36	59,331.36	51,816.00	15,030.72	66,846.72	291,312.00
2017	4/1/2017		6,738.12	6,738.12				
	10/1/2017	53,448.00	6,738.12	60,186.12	53,448.00	13,476.24	66,924.24	237,864.00
2018	4/1/2018		5,669.16	5,669.16				
	10/1/2018	55,488.00	5,669.16	61,157.16	55,488.00	11,338.32	66,826.32	182,376.00
2019	4/1/2019		4,559.40	4,559.40				
	10/1/2019	57,936.00	4,559.40	62,495.40	57,936.00	9,118.80	67,054.80	124,440.00
2020	4/1/2020		3,111.00	3,111.00				
	10/1/2020	60,792.00	3,111.00	63,903.00	60,792.00	6,222.00	67,014.00	63,648.00
2021	4/1/2021		1,591.20	1,591.20				
	10/1/2021	63,648.00	1,591.20	65,239.20	63,648.00	3,182.40	66,830.40	-
Total		362,712.00	64,237.56	426,949.56	362,712.00	64,237.56	426,949.56	

EXHIBIT B Continued