



## Superintendent's Performance Rating for Standard 5: Instructional Leadership

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Ensures that instructional time is valued and protected across the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Sets high expectations and concrete district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Celebrates with the larger professional community practices and procedures that have resulted in improved student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Provides instructional staff access to provide feedback on academic systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Attends professional development activities that ensures superintend knowledge of current best practices and encourages and supports staff professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Overall Rating for Standard I**  
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

**Unsatisfactory**

**Needs Improvement**

**Proficient**

**Exemplary**

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Leadership Team Schedule/Materials          | <input type="checkbox"/> Professional Development (Teacher) | <input type="checkbox"/> Professional Development (Personal) |
| <input type="checkbox"/> Internal Communication with Staff (samples) | <input type="checkbox"/> Survey                             | <input type="checkbox"/> Strategic Plan                      |
| <input type="checkbox"/> Student/School Performance Goals            | <input type="checkbox"/> School Improvement Plans           | <input type="checkbox"/> Other                               |



## Superintendent's Performance Rating Assessment Summary

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Check one box for each indicator and circle the overall standard rating.				
1. Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Authority Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cultural Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL PERFORMANCE ASSESSMENT RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL COMMENTS:

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Signature of Evaluating Governing Board Member

Date

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# 12 E

Discussion of Teacher Retention

Nelson Stephenson

**Teacher Turnover Rates (A. By Total School Staff B. By Teachers Only over the last 5 years)**

	7/1/2011-6/30/2012		7/1/2012-6/30/2013		7/1/2013-6/30/2014		7/1/2014-6/30/2015		7/1/2015-6/30/2016	
A.	293 Total Employees		313 Total Employees		336 Total Employees		360 Total Employees		345 Total Employees	
School	Not Returning		Not Returning		Not Returning		Not Returning		Not Returning	
CME	60	8	57	10	56	3	61	7	67	13
OES	67	7	72	11	73	7	77	6	73	8
OMS	57	10	50	14	50	10	53	10	54	10
OHS	27	6	40	5	48	9	44	13	41	16
OTHER	82	19	94	38	109	28	125	51	110	47
	293	50	313	78	336	57	360	87	345	94
% turnover rate of ALL Staff	17%		25%		17%		24%		27%	
B.	145 Total Teachers		147 Total Teachers		160 Total Teachers		167 Total Teachers		161 Total Teachers	
School										
CME	36	3	35	8	34	2	40	3	41	8
OES	42	3	45	5	47	4	51	1	48	4
OMS	46	9	39	7	40	9	41	10	40	4
OHS	21	2	28	2	39	9	35	10	32	16
Total	145	17	147	22	160	24	167	24	161	32
% turnover rate of ALL Teachers	12%		15%		15%		14%		20%	

\*Turnover Rate: calculated by #FTE that have left the system divided by the # of FTE that started in the system on 7/1

2

## System Wide Number Of Employees

	293 7/1/2011	318 6/30/2012						
	# of Overall Staff	# of Teachers	# of non- returning Teachers	Teachers % not returning	Total # not returning (ALL STAFF)	Total % out of all staff (By School)	Total % all staff (by teachers)	Total % all staff (by system)
CME	60	36	3	8.33%	8	13%	12%	17%
OES	67	42	3	7.14%	7	10%		
OMS	57	46	9	19.57%	10	18%		
OHS	27	21	2	9.52%	6	22%		
Other	82	145	17		19	17%		
	293				50			

## System Wide Number Of Employees

	313 7/1/2012	336 6/30/2013						
	# of Overall Staff	# of Teachers	# of non- returning Teachers	Teachers % not returning		Total % out of all staff (By School)	Total % all staff (by teachers)	Total % all staff (by system)
CME	57	35	8	22.86%	10	14%	15%	25%
OES	72	45	5	11.11%	11	7%		
OMS	50	39	7	17.95%	14	14%		
OHS	40	28	2	7.14%	5	5%		
other	94	147	22		38	23%		
	313				78			

2

## System Wide Number Of Employees

	345 7/1/2016	380 6/30/2016						
	# of Overall Staff	# of Teachers	# of non- returning Teachers	Teachers % not returning		Total % out of all staff (By School)	Total % all staff (by teachers)	Total % all staff (by system)
CME	67	41	8	19.51%	13	12%	20%	27%
OES	73	48	4	8.33%	8	5%		
OMS	54	40	4	10.00%	10	7%		
OHS	41	32	16	50.00%	16	39%		
other	110	161	32		47	29%		
	345				94			

3

**Comparison from 11-12 through 14-15 with other Lee County High Schools (Excludes other charter schools)**

School Name	2011-12	2012-13	% Change	2013-14	% Change	2014-15	% Change	2015-16	% Change
Cape Coral High	79.0%	77.5%	-1.5%	86.3%	8.8%	80.0%	-6.3%		
Cypress Lake High	81.5%	80.8%	-0.7%	76.3%	-4.5%	77.3%	1.0%		
Dunbar High	88.5%	84.2%	-4.3%	89.7%	5.5%	71.0%	-18.7%		
East Lee County High	74.7%	68.1%	-6.6%	74.0%	5.9%	61.8%	-12.2%		
Estero High	77.8%	73.7%	-4.1%	80.5%	6.8%	66.7%	-13.8%		
Fort Myers High	78.4%	76.3%	-2.1%	81.7%	5.4%	76.1%	-5.6%		
Ida S. Baker High	85.7%	85.6%	-0.1%	77.3%	-8.3%	82.8%	5.5%		
Island Coast High	84.3%	72.7%	-11.6%	81.0%	8.3%	72.7%	-8.3%		
Lehigh Senior High	67.9%	68.6%	0.7%	72.4%	3.8%	63.5%	-8.9%		
Mariner High	79.7%	73.2%	-6.5%	79.4%	6.2%	79.5%	0.1%		
North Fort Myers High	88.8%	73.6%	-15.2%	81.2%	7.6%	88.2%	7.0%		
Oasis High	95.0%	92.6%	-2.4%	79.4%	-13.2%	81.3%	1.8%	58.6%	-22.6%
Riverdale High	75.9%	73.3%	-2.6%	77.8%	4.5%	87.8%	10.0%		
South Fort Myers High	63.9%	69.0%	5.1%	84.6%	15.6%	66.3%	-18.3%		

# 12 F

## Approval of Requisitions:

1. 38917 Lee electric
2. 38980 School District of Lee County
3. 38981 U.S. Foods

Nelson Stephenson



Order Number 38917 000 OR  
Branch/Plant 41430

Shipped From LEE COUNTY ELECTRIC COOP  
201213 PO BOX 31477  
TAMPA FL 33631-3477

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

Ordered 6/22/2016 Freight  
Requested 6/22/2016 Order Taken By Currency Code  
Delivery

## UTILITIES - ELECTRIC SERVICES FOR CITY OF CAPE CORAL CHARTER SCHOOLS.

SCHOOL YEAR 2014/2015

CUSTOMER ACCOUNT NUMBERS:

OASIS EMENTARY 4362540000

OASIS MIDDLE 8172546282

OASIS HIGH SCHOOL 7031418697

CHRISTA MCAULIFFE 2748439194

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

Billing Address (CHARTER)

SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.

CAPE CORAL, FL 33914

Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
1.000	0	UTILITIES SERVICES ELECTRIC		EA	.0000	EA	92,718.00	6/22/2016		
		961-083								
		OECS - ELECTRIC SERVICE								

Order Number 38917 000 OR  
Branch/Plant 41430

Shipped From LEE COUNTY ELECTRIC COOP  
201213 PO BOX 31477  
TAMPA FL 33631-3477

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
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Ordered 6/22/2016 Freight  
Requested 6/22/2016 Order Taken By  
Delivery Currency Code

UTILITIES - ELECTRIC SERVICES FOR CITY OF CAPE CORAL CHARTER SCHOOLS.

SCHOOL YEAR 2014/2015  
CUSTOMER ACCOUNT NUMBERS:  
OASIS EMELEMENTARY 4362540000  
OASIS MIDDLE 8172546282  
OASIS HIGH SCHOOL 7031418697  
CHRISTA MCAULIFFE 2748439194

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CMES - ELECTRIC SERVICE										

Charter School Operating Fund  
Purchase Order Print

8/1/2016

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Order Number 38917 000 OR  
Branch/Plant 41430

Shipped From LEE COUNTY ELECTRIC COOP  
201213 PO BOX 31477  
TAMPA FL 33631-3477

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CHRISTA MCAULIFFE ACCOUNT #2748439194

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Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
3.000	0	UTILITIES SERVICES ELECTRIC		EA	.0000	EA	137,276.00	6/22/2016		
		961-083								

Charter School Operating Fund  
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8/1/2016

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Order Number 38917 000 OR

Branch/Plant 41430

Shipped From LEE COUNTY ELECTRIC COOP  
201213 PO BOX 31477  
TAMPA FL 33631-3477

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

Ordered 6/22/2016 Freight  
Requested 6/22/2016 Order Taken By Currency Code  
Delivery

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SCHOOL YEAR 2014/2015

CUSTOMER ACCOUNT NUMBERS:

OASIS EMENTARY 4362540000

OASIS MIDDLE 8172546282

OASIS HIGH SCHOOL 7031418697

CHRISTA MCAULIFFE 2748439194

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OMS - ELECTRIC SERVICE										

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Order Number 38917 000 OR  
Branch/Plant 41430

Shipped From	LEE COUNTY ELECTRIC COOP	Ship To	Oasis Elementary Charter School
	PO BOX 31477		3415 Oasis Blvd
201213	TAMPA FL 33631-3477		Cape Coral FL 33914

Ordered	6/22/2016	Freight	
Requested	6/22/2016	Order Taken By	Currency Code
Delivery			

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CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
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OASIS MIDDLE ACCOUNT #8172546282



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Order Number 38917 000 OR

Branch/Plant 41430

Shipped From LEE COUNTY ELECTRIC COOP  
201213 PO BOX 31477  
TAMPA FL 33631-3477Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

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Ordered 6/22/2016 Freight  
Requested 6/22/2016 Order Taken By Currency Code  
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CHRISTA MCAULIFFE 2748439194REVISION #1 DECREASED LINES 1 THRU 7 TO  
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CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
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4.000	0	UTILITIES SERVICES ELECTRIC		EA	.0000	EA	110,805.00	6/22/2016		
		961-083								
		OHS - ELECTRIC SERVICE								

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201213 PO BOX 31477  
TAMPA FL 33631-3477Ship To Oasis Elementary Charter School  
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CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
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Order Number 38917 000 OR

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	PO BOX 31477		3415 Oasis Blvd
201213	TAMPA FL 33631-3477		Cape Coral FL 33914

Ordered	6/22/2016	Freight	
Requested	6/22/2016	Order Taken By	Currency Code
Delivery			

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SCHOOL YEAR 2014/2015

CUSTOMER ACCOUNT NUMBERS:

OASIS EMELEMENTARY 4362540000

OASIS MIDDLE 8172546282

OASIS HIGH SCHOOL 7031418697

CHRISTA MCAULIFFE 2748439194

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## Billing Address (CHARTER)

## SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY

ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.

CAPE CORAL, FL 33914

Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
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OASIS HIGH SCHOOL ACCOUNT #7031418697

Charter School Operating Fund  
Purchase Order Print

8/1/2016

Page - 1

Order Number 38980 000 OR  
Branch/Plant 41430

Shipped From SCHOOL DISTRICT OF LEE COUNTY  
201678 2855 COLONIAL BLVD  
FORT MYERS FL 33966-1012

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

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Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
1.000	0	FUEL OIL DIESEL		EA	.0000	EA	28,000.00	6/27/2016		
		405-009								
		OECS- BUS DIESEL FUEL								
		OASIS ELEMENTARY SCHOOL								
2.000	0	FUEL OIL DIESEL		EA	.0000	EA	20,000.00	6/27/2016		
		405-009								
		CMES-BUS DIESEL FUEL								

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201213 PO BOX 31477  
TAMPA FL 33631-3477Ship To Oasis Elementary Charter School  
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CHRISTA MCAULIFFE 2748439194

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

Billing Address (CHARTER)

SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
------	-----	-------------------------------	---------	-----	------------	----------	----------------	-----------------	----------	----

Total Order 439,549.00

R43500

Charter School Operating Fund  
Purchase Order Print

8/1/2016

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Order Number 38917 000 OR  
Branch/Plant 41430

Shipped From	LEE COUNTY ELECTRIC COOP	Ship To	Oasis Elementary Charter School
	PO BOX 31477		3415 Oasis Blvd
201213	TAMPA FL 33631-3477		Cape Coral FL 33914

Ordered	6/22/2016	Freight	
Requested	6/22/2016	Order Taken By	Currency Code
Delivery			

UTILITIES - ELECTRIC SERVICES FOR CITY OF CAPE CORAL CHARTER SCHOOLS.

SCHOOL YEAR 2014/2015

CUSTOMER ACCOUNT NUMBERS:

OASIS EMELEMENTARY 4362540000

OASIS MIDDLE 8172546282

OASIS HIGH SCHOOL 7031418697

CHRISTA MCAULIFFE 2748439194

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

Billing Address (CHARTER)

SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.

CAPE CORAL, FL 33914

Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
					Sales Tax		Total Order			
Term	Net 20 Days				Tax Rate	.00	439,549.00			

Order Number	38917 000	OR
Branch/Plant	41430	

Shipped From	LEE COUNTY ELECTRIC COOP	Ship To	Oasis Elementary Charter School
	PO BOX 31477		3415 Oasis Blvd
201213	TAMPA FL 33631-3477		Cape Coral FL 33914

Ordered	6/22/2016	Freight	
Requested	6/22/2016	Order Taken By	Currency Code
Delivery			

## UTILITIES - ELECTRIC SERVICES FOR CITY OF CAPE CORAL CHARTER SCHOOLS.

SCHOOL YEAR 2014/2015

CUSTOMER ACCOUNT NUMBERS:

OASIS EMENTARY 4362540000

OASIS MIDDLE 8172546282

OASIS HIGH SCHOOL 7031418697

CHRISTA MCAULIFFE 2748439194

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

## Billing Address (CHARTER)

## SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.

CAPE CORAL, FL 33914

Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
		Purchasing Agent:	1197	LANZILOTTA, REGINA						



Charter School Operating Fund  
Purchase Order Print

8/1/2016

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Order Number 38980 000 OR

Branch/Plant 41430

Shipped From SCHOOL DISTRICT OF LEE COUNTY  
201678 2855 COLONIAL BLVD  
FORT MYERS FL 33966-1012

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

Ordered 6/27/2016 Freight  
Requested 6/27/2016 Order Taken By Currency Code  
Delivery

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

## Billing Address (CHARTER)

## SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
CHRISTA MCAULIFFE ELEMENTARY SCHOOL										
3.000	0	FUEL OIL DIESEL		EA	.0000	EA	42,000.00	6/27/2016		
		405-009								
		OMS - BUS DIESEL FUEL								
OASIS MIDDLE SCHOOL										
4.000	0	FUEL OIL DIESEL		EA	.0000	EA	27,000.00	6/27/2016		

Charter School Operating Fund  
Purchase Order Print

8/1/2016

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Order Number 38980 000 OR

Branch/Plant 41430

Shipped From	SCHOOL DISTRICT OF LEE COUNTY	Ship To	Oasis Elementary Charter School
	2855 COLONIAL BLVD		3415 Oasis Blvd
201678	FORT MYERS FL 33966-1012		Cape Coral FL 33914

Ordered	6/27/2016	Freight	.
Requested	6/27/2016	Order Taken By	Currency Code
Delivery			

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

Billing Address (CHARTER)

SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
Vendors can also email invoices to

Accounts.Payable@capecharterschools.org

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
		405-009								
		OHS- BUS DIESEL FUEL								
		OASIS HIGH SCHOOL								
					Total Order		117,000.00			
					Sales Tax		Total Order			
Term	Due Upon Receipt	Tax Rate			.00		117,000.00			
		Purchasing Agent:	1197	LANZILOTTA, REGINA						

Charter School Operating Fund  
Purchase Order Print

8/1/2016

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Order Number 38980 000 OR

Branch/Plant 41430

Shipped From	SCHOOL DISTRICT OF LEE COUNTY	Ship To	Oasis Elementary Charter School
	2855 COLONIAL BLVD		3415 Oasis Blvd
201678	FORT MYERS FL 33966-1012		Cape Coral FL 33914

Ordered	6/27/2016	Freight	.
Requested	6/27/2016	Order Taken By	Currency Code
Delivery			

REVISION #1 DECREASED LINES 1 THRU 7 TO  
REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16

## Billing Address (CHARTER)

## SEND INVOICES TO:

CAPE CORAL CHARTER SCHOOL AUTHORITY  
ATTN: ACCOUNTS PAYABLE

3519 OASIS BLVD.  
CAPE CORAL, FL 33914  
Vendors can also email invoices to

Accounts.Payable@capecharterschools.org .

Line	Rev	Description	Ordered	UOM	Unit Price	PU	Extended Price	Request	Order No	Ty
		/Supplier Item				UM		Date		

Order Number 38981 000 OR  
Branch/Plant 41430

Shipped From US FOODS INC  
7004 E HANNA AVE  
1137894 TAMPA FL 33610

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

Ordered 6/27/2016 Freight  
Requested 6/27/2016 Order Taken By Currency Code  
Delivery

REVISION #1 DECREASED LINES 1 THRU 7 TO REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16.  
FOOD FOR SHOOOL LUNCH PROGRAM - SCHOOL YEAR 2016/2017

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
1.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	91,000.00	6/27/2016		
		961-038								
		OECS- LUNCH PROGRAM								
		OASIS ELEMENTARY SCHOOL								
2.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	91,000.00	6/27/2016		
		961-038								
		CMES-LUNCH PROGRAM								
		CHRISTA MCAULIFFE SCHOOL								
3.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	80,000.00	6/27/2016		
		961-038								
		OMS-LUNCH PROGRAM								
		OASIS MIDDLE SCHOOL								
4.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	68,500.00	6/27/2016		
		961-038								
		OHS-LUNCH PROGRAM								

Order Number 38981 000 OR  
Branch/Plant 41430

Shipped From	US FOODS INC	Ship To	Oasis Elementary Charter School
	7004 E HANNA AVE		3415 Oasis Blvd
1137894	TAMPA FL 33610		Cape Coral FL 33914

Ordered	6/27/2016	Freight	
Requested	6/27/2016	Order Taken By	Currency Code
Delivery			

REVISION #1 DECREASED LINES 1 THRU 7 TO REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16.  
FOOD FOR SHOOOL LUNCH PROGRAM - SCHOOL YEAR 2016/2017

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
OASIS HIGH SCHOOL										
5.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	14,500.00	6/27/2016		
		961-038								
		OHS-CULINARY								
OASIS HIGH SCHOOL CULINARY										
6.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	42,000.00	6/27/2016		
		961-038								
		OHS- A LA-CARTE								
OASIS MIDDLE SCHOOL										
7.000	0	FOOD PREPARATION SERVICES		EA	.0000	EA	42,000.00	6/27/2016		
		961-038								
		OHS- A LA CARTE								
OASIS HIGH SCHOOL										

Total Order	429,000.00
Sales Tax	Total Order

Order Number 38981 000 OR  
Branch/Plant 41430

Shipped From US FOODS INC  
1137894 7004 E HANNA AVE  
TAMPA FL 33610

Ship To Oasis Elementary Charter School  
3415 Oasis Blvd  
Cape Coral FL 33914

Ordered 6/27/2016 Freight  
Requested 6/27/2016 Order Taken By  
Delivery Currency Code

REVISION #1 DECREASED LINES 1 THRU 7 TO REFLECT THE DOLLAR AMOUNTS EMAILED ON 7/26/16.  
FOOD FOR SHOOOL LUNCH PROGRAM - SCHOOL YEAR 2016/2017

Line	Rev	Description /Supplier Item	Ordered	UOM	Unit Price	PU UM	Extended Price	Request Date	Order No	Ty
Term	Net 30 Days				.00		429,000.00			
		Purchasing Agent:	1197	LANZILOTTA, REGINA						

# 12 G

Approval of New Job Position, Bookkeeper

Nelson Stephenson

# City of Cape Coral Charter School Authority

## ANNOUNCEMENT CERTIFICATION REQUEST

HR Department Use Only

Date Stamp

School Name: Charter School Authority

Classification/Working Title: Bookkeeper

Supervisor Name : Nelson Stephenson Supervisor Title: Superintendent

Position Offer Rate: Minimum: \$36795.00 Maximum: \$57532.80

Position last Occupied by: N/A

Reason for Vacancy: \_\_\_\_\_

Position is: ☒ Professional Contract with Benefits ☒ Forty (40) Hours  
☐ Professional Contract without Benefits ☐ Less than (40) hours

Announce: ☒ Charter Employees Only ☐ Outside Publications  
☐ Open to ALL applicants List: \_\_\_\_\_

Number of Positions: one Number of Days to Post: five

Advertising instructions. Use attachments if necessary. Authorization to post provided via email on 7/15/2016

Hiring Managers: Shannon Arthur Vicki McAtee

Applicant will be interviewed by: Nelson Stephenson

### AUTHORIZATION TO ANNOUNCE

: \_\_\_\_\_ Date: \_\_\_\_\_

Mary Anne Moniz,  
Business Manager \_\_\_\_\_ Date: \_\_\_\_\_

Nelson Stephenson,  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Vicki McAtee, HR Liaison \_\_\_\_\_ Date: \_\_\_\_\_



## CHARTER SCHOOL BOOKKEEPER

\$36,795.20 - \$57,532.80 Annually

### **GENERAL STATEMENT OF JOB:**

Works independently under general supervision of the Superintendent of the City of Cape Coral Charter School provides maintenance of accounts payable, capital assets, and other accounting operations and transactions for the four (4) City Charter Schools. Responsible for reviewing, analyzing, correction and monitoring all items pertaining to cash, in compliance with established cash management policies. Work in this class is performed with a sub professional working knowledge of governmental accounting practices and policies in interpreting procedures, recording transactions, and preparing financial records. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and to supervisory review for conformity with established policies and procedures.

**Individuals assigned to this position must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Applies School and City policies and procedures in all financial transactions.
  - Communicates these policies and procedures to all school employees.
- Ensure proper procedures, processes, training and forms to be used by school personnel for cash handling, bank deposits, and internal controls.
- Monitor school internal funds database in general ledger system as well as on all secure user forms.
- Creates and maintains capital asset control sheets and depreciation schedules. Records depreciation entries in the general ledger monthly for all active capital assets.
- Accounts Payable Processing:
  - Processes all invoices for the general fund for payment whether from purchase order or check request and enters these transactions into the general ledger system.
  - Reviews all check requests for school internal funds, and enters these transactions into the general ledger system. Makes corrections as necessary to insure compliance with accounting policies and procedures.
  - Reviews all purchase requisitions for school internal funds to determine if request is funded by revenue.
  - Processes all checks from the accounts payable system for distribution to vendors.
- Title II-A Travel and Training:
  - Makes all travel arrangements for school business travel and training in compliance with Title II-A procedures.
  - Prepares forms for reimbursement of out of pocket expense to employees and processes through the accounts payable system.