

CHARTER SCHOOL BOOKKEEPER

- Maintains Title II-A expense tracking worksheets to insure budget is fully utilized but not overspent. Distributes to the Principals on a regular basis.
- Prepares documentation for reimbursement of Title II-A expenditures with the Lee County School District and monitors funding distribution.
- Manages collection activities for all dishonored checks. Refers unresolved dishonored checks to a collection agent.
- Implements procedures for Charter School internal fund accounts and prepares daily fund balance reports for users to determine available funding.
- Handles banking transactions. Records all daily bank transactions in the general ledger system through journal entries.

FINANCIAL STATEMENTS

- Prepares monthly, quarterly, and annual financial statements to reflect financial condition of the school and its departments and organizations.
 - Develops and maintains the processes to create monthly financial statement from data provided from the general ledger system
 - Prepares monthly cash flow projections
 - Records all book close entries in the general ledger
 - Accounts receivable
 - Accrued Liabilities
 - Reclassification of prepaid expense
 - Depreciation
 - Monthly sales tax payment and remittance
 - Allocate administrative revenue and expenses to the schools
 - Coordinates monthly payments to the City (fiscal services, building lease, bus lease, etc.)
 - Distributes financial statements and reports to school and City management
 - Distributes statement to the Lee County School district by the end of the subsequent month.
 - Coordinates the quarterly Finance Review Committee Meeting with school administration and City Finance Department
 - Prepares accounting entries related to accruals and reversal of accruals for each month

ADDITIONAL JOB FUNCTIONS

- Assists in implementation of system changes and enhancements to insure compliance with reporting requirements and policies. (i.e. JDE integration of internal funds).
- Keeps up with industry trends and makes recommendation
- Assists office staff to ensure smooth operation of daily functions.
- Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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MINIMUM QUALIFICATIONS:

High school diploma or GED required; with minimum four (4) years experience in accounting, bookkeeping or related field. Ability to read, write and follow instructions in the English language. Experience with industry-standard computer applications. Governmental experience preferred.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has considerable knowledge of governmental accounting principles and procedures.

Has considerable knowledge of report and record maintenance principles and techniques.

Has considerable knowledge of filing principles and methods.

Has general knowledge of modern office practices and procedures and office equipment, i.e. computers, facsimile machines and copiers.

Is skilled in oral communications and interpersonal relations for effective expression and clarity.

Is skilled in processing numbers and figures with a high degree of accuracy.

Is able to work with diverse groups.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to handle diverse tasks while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

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Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

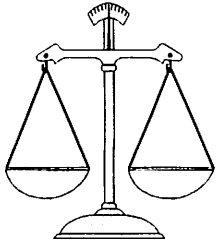
Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.

12 H

Approval to Increase the Superintendent's Purchasing Authority

Bill Buztrey



CITY ATTORNEY'S OFFICE MEMORANDUM

TO: Charter School Governing Board

FROM: William P. Buztrey, Assistant City Attorney

DATE: July 14, 2016

SUBJECT: Authorizing an Increase in the Superintendent's Purchasing Authority

The Charter School Authority (Authority) endeavors to generally follow the purchasing procedures of the City of Cape Coral (City). City policies limit the City Manager's authority to purchase up to \$50,000; above that amount the City Manager has to seek Council approval. The Authority adopted this limitation. During June and July the Authority does most of its ordering for books, computers, food and other items that are necessary to have in place at the start of the school year. At times the purchase of these materials exceeds the Superintendent's purchasing limit. After the last meeting in June, the Board does not meet until early August, after the start of classes. Accordingly, any purchase made by the Superintendent exceeding \$50,000 would need to be approved by the Board by calling a special meeting, since the Board normally does not meet in July.

To remedy this problem, the Board increased the Superintendent's authority to make expenditures not exceeding \$100,000. Unfortunately, when the NEOLA policies were adopted, the \$50,000 limitation was inadvertently reinstated, limiting the Superintendent's authority to make purchases not exceeding \$100,000. This was not the intention. Most of the purchases needed to start the school year fall under the \$50,000 limit, but sometimes the purchases exceed this amount so the \$100,000 authorization is needed.

Accordingly, I am requesting that the Board make a motion authorizing the Superintendent or his designee to execute all procurement-related purchase orders, contracts, contract amendments and contract renewals in the amount of \$100,000 or less providing such purchases are included in the then current budget and the Business Manager certifies that there are funds available for such purchase.

cc: Nelson Stephenson
MaryAnne Moniz

12 I

Approval of 2016-2017 Wellness Policy

Danielle Jensen

Cape Coral Charter School Authority

Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Nelson Stephenson, Superintendent
FROM: Danielle Jensen, Director of Procurement and Food Services
DATE: July 15, 2016
SUBJECT: Wellness Policy Update

One of the requirements of the National School Lunch Program is to annually review and implement a wellness policy. The policy was last modified in June of 2015. Here is a status update of what we have completed and what we are planning to implement for next year. There are three primary areas of goals that we will focus on each year.

The first area is nutrition. We remain in compliance with offering the strict requirements as outlined by the National School Lunch Program (NSLP). This included a maximum calorie and sodium range for both breakfast and lunch. We are also in compliance with portions of each menu component which includes milk, grain, meat, fruit and vegetables. While we saw a significant decline last year we were able to increase our participation this school year in meal participation. We feel part of this was due to getting the whole grain exemption for pasta which is one of our most popular meal choices.

We have had continued success in our breakfast program. While it is required to offer breakfast in our elementary schools, we feel it is equally important to offer it to our middle and high school students. Our numbers have been consistent and feel it is important to continue this part of the program next year.

Another area that is emphasized is qualifications of school food service staff. At the beginning of the year, we have food handling training for the entire staff. Annually, we conduct a food safety training session that will be a review for the returning staff after the summer break and ensure any new hires are trained properly. We have four staff member's taking the management certification to ensure we will always have a certified staff member on campus.

One change we are implementing for next year is to pilot offering our subs and salads to our Oasis elementary students for the first time. We will see how successful this program is before we offer it to our Christa students. We did need to invest in a salad display cooler but we feel this will be a good opportunity to introduce some healthy choices to our students.

The second major area is nutrition and promotion of physical activity. An important part is the nutrition education of our students. At the elementary level, our physical education classes spend part of their class time teaching students about the food pyramid and making healthy choices. At the middle school, students take 6th grade health class that promotes healthy choices and good nutrition. Our high school has the Health Opportunities in Physical Education (H.O.P.E) that promotes physical activity and nutrition education. While these classes are required, we need to promote the importance of these classes annually.

A goal we have implemented and would like to continue is to promote nutritional education communication with the parents. We provided a nutritional fact each month that we placed on our menus and websites for the parent's benefits. We also expanded the nutritional education by providing information that featured a fruit and vegetable and is available on our websites for families to view. We would like to continue this goal next year.

Another goal is to complete student evaluations for all 1st, 3rd, 6th, and new to Lee County students. This process includes taking a student's height, weight, and body mass index (BMI). Any students that are outside the 3rd and 97th percentile were referred to a medical doctor. We accomplished this and must continue this process next year.

Our weekly physical education time is within compliance of state requirements. We needed to modify our wording of the physical requirement in our policy. While we have been in compliance we have not updated the policy wording. Please see the attached addendum which shows how the verbiage will change.

We also offer several opportunities for our parents and students to be involved in physical activities. We have sponsored several 5K runs and hosted an elementary bike rodeo which promotes physical activity and emphasizes bike safety. We also have an annual Field day at both elementary schools that promotes physical activity in a fun environment. Christa promotes a sports club and a mileage club for its 3rd through 5th grade students. Both elementary schools participated in a boot camp that was fun and successful at both campuses. Our middle and high school students participate in a variety of sports programs throughout the school year. This year, Christa promoted a successful Walk a thon fundraiser which will be raising money by doing physical activity. Oasis Elementary is looking into it as an option for their school.

The third area that we need to have a goal is a school based activity goal. We have been successful this year in promoting healthy options for our staff by continuing to sponsor gym membership subsidies to promote exercise of our staff. We also participate in the City of Cape Coral's annual Healthy Targets Program with health screenings.

Overall, we feel we have had a successful implementation of the wellness policy this year. We hope to continue and build on the progress we have made so far. We welcome any recommendations for change or improvements in the future.

Addendum A

FROM:

Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 80 minutes/week for elementary school students and 225 minutes/week for middle school students for one semester) for the entire school year. High School students will complete one year of Health Opportunities in Physical Education. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity

(e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

TO:

Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings will have the opportunity to take a physical education course that has been reviewed by a certified physical education teacher.

Each elementary school will provide 150 minutes of physical education each week for students in kindergarten through 5th grade. Any day that physical education is provided there should be at least 30 consecutive minutes per day.

For middle school students, the equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8.

The high school requirement is one credit of physical education which must include the integration of health.

Exceptions to this requirements would be if a student is enrolled in remedial courses or a parent provides in writing that they want their student to take other courses or that their student participates in physical activities outside of the school day that equal or are in excess of that requirement.

City of Cape Coral Charter School Authority's Wellness Policies on Physical Activity and Nutrition

Preamble

At the City of Cape Coral Charter School Authority, we believe that children need access to healthy foods and physical activity in order to grow, learn, and thrive because good health fosters student attendance and education.

We recognize that obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. In addition, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States. The major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.

Despite the fact that school districts around the country are facing significant fiscal and scheduling constraints, we feel it is essential to develop and implement a successful school wellness policy to address these issues. We want to be proactive with community participation in the development and implementation of our plan.

Thus, the City of Cape Coral Charter School Authority is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the City of Cape Coral Charter School Authority that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, and the National School Lunch Program).

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Councils

The school district and/or individual schools within the district will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%, 0.5%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Elementary, Middle and High Schools will operate the School Breakfast Program.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.

Free and Reduced-priced Meals. Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools may utilize electronic identification and payment systems and promote the availability of school meals to all students. Provide training to new staff members on the importance of discretion when students go through the lunch line. Ensure to maintain, improve and upgrade cafeteria system when financially possible.

Meal Times and Scheduling. Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages. Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Elementary Schools. The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to three times a week and follow the food guidelines listed below. Only water, low-fat and non-fat milk, and soy milk will be provided as beverages.

Middle/Junior High and High Schools. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards: ***(One exception is to allow coffee and tea products at the high school only)***

Beverages

- **Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; low calorie sports drinks, low calorie iced teas, milk that has 360 calories or less.
- **Not allowed:** soft drinks containing caloric sweeteners; ; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine including all coffee products, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

- A food item sold individually and A la carte: (50% of food items offered individually meet these guidelines)
 - will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
 - will have no more than 30 grams sugars per serving;
 - will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes:

- Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Vending:

Elementary Schools – no beverage/snack vending machines may be in operation where students may purchase items during the school day.

Middle Schools – no soft drinks will be allowed to be sold at any time. Items sold must meet the nutritional guidelines but must not be allowed to be sold during the food service.

High Schools – no soft drinks will be allowed to be sold before or during school hours. Vending machines with soft drinks will be allowed after 8th period until 10:00pm. Items sold must meet the nutritional guidelines but must not be allowed to be sold during the food service.

Fundraising Activities. To support children's health and school nutrition-education efforts, it is highly recommended that school fundraising activities should not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Bars that meet nutritional needs guidelines are allowed. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

Snacks. It is recommended that snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards. It is suggested that schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations. We encourage parents to bring in healthy store-bought items for celebrations. It should be recommended that each party should try to include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day should meet the nutrition standards for meals or for foods and beverages sold individually (above). No soda will be used in elementary or middle school activities. High School events will be allowed to provide soda but must also include one fruit juice option available.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. The City of Cape Coral Charter School Authority aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at both elementary schools for each grade level as part of their physical education curriculum. It will include gaining knowledge of the food pyramid and making healthy choices to promote and protect their health;
- is an integral part of our 6th grade health class in our Oasis middle school and our Health Opportunities in Physical Education (H.O.P.E.) program in our Oasis High School;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;

Communications with Parents. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The school district will provide a monthly nutritional fact on menus and the school website to enhance nutritional communication with parents.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Student Evaluations. Any students in grades 1st, 3rd, 6th and new to Lee County, (per state mandate) will have their height, weight and Body Mass Index taken. Once the students' Body Mass Index is calculated and graphed using the CDC table for Calculated Body Mass Index Values, any students outside the 3rd and 97th percentile or failure of the student to grow heavier or taller will be sent a letter of referral for the student to be evaluated by a medical doctor. BMI is monitored throughout the 6th grade and any follow up regarding students' health care visit is documented, BMI findings and referrals are reported to the Lee County Health Department yearly.

If a medical referral is not indicated, but a teacher or the nurse observes signs of nutritional problems or poor eating habits that may lead to future health problems, a nutritional screening may be done from grades K through 12 with the parent's approval. The students' Body Mass Index is calculated, graphed and monitored using present and previous BMI findings. A Health History for Nutritional Assessment is done. Findings are recorded and health care provider follow up is suggested in the form of a letter sent home. These students' BMI is monitored and any findings of BMI issues are reported to the Lee County Health Department. Any follow up regarding students health care visit are documented.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings will have the opportunity to take a physical education course that has been reviewed by a certified physical education teacher.

Each elementary school will provide 150 minutes of physical education each week for students in kindergarten through 5th grade. Any day that physical education is provided there should be at least 30 consecutive minutes per day.

For middle school students, the equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8.

The high school requirement is one credit of physical education which must include the integration of health.

Exceptions to this requirements would be if a student is enrolled in remedial courses or a parent provides in writing that they want their student to take other courses or that their student participates in physical activities outside of the school day that equal or are in excess of that requirement.

Physical Activity Opportunities Before and After School. All elementary, middle, and high schools will attempt to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Teachers are strongly encouraged to allow students at least 15 minutes a day of physical activity through recess or P.E.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to supervised students and staff before, during, and after the school day. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring. The administrator or food services supervisor will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district administrator or food services supervisor.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The administrator or food services supervisor will develop a summary report every year on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review. Assessments will be repeated every year to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Assurance:

We assure that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.

Wellness Policy Committee – This committee has assessed the school’s nutrition and physical activity needs and developed this Policy based on those needs.

The committee is composed of the following representatives:

Area Represented	Committee Member Name
Parent	Mary Ossichak, Luz Llerena
Student	Jean Villarreal, Madison Winters, Austin Brock, Lewis Evans, Stephen Siciliano
School Food Service Personnel	Danielle Jensen, Melissa Lanzilotta, Caroline Sterling
School Board	Jessica Cosden
School Administrator	Nelson Stephenson, Tod Baldwin
School Nurse	Chris Mell (absent)

Website Address for the Wellness Policy (if Public or Charter School):

<http://www.capecharterschools.org>

12 J

Approval of FY 2016-2017 Adopted Operating Budget

Mary Anne Moniz



To: Charter School Governing Board
From: Mary Anne Moniz, Business Manager *Mary Anne Moniz*
Thru: Nelson Stephenson, Superintendent
Date: August 2, 2016
Subject: FY 2016-2017 Operating Budget for Adoption

This memorandum and the documents that follow are presented for your review and approval of the Fiscal Year 2016-2017 Operating Budget for the City of Cape Coral Charter School Authority.

OVERVIEW

The total Operating Budget of \$30,182,046 supports the four individual schools, two VPK programs, and the Authority's Administration function respectively. The Authority's Business Manager developed the budget under the direction of the Superintendent with information received from the Charter School Principals, Operations Manager, Director of Procurement and Food Services, and various internal departments.

The current operating revenue is estimated at \$25,237,383 and current Fund Balances (Use and Operating) are \$4,944,633. This reflects an increase of \$1.8m from the Tentative Budget which is contributed to a \$936k increase to the Florida Education Finance Funding (FEFP), the reimbursement of the \$100k from the City, and an increase of \$862k to Balance Forward (cash).

Expenditures were built using a zero based budget approach, in addition to previous year actual performance with necessary modifications. Current budgeted operating expenditures are estimated at \$24,621,779 and current reserve balances (Restricted and Unassigned) total \$5,560,267.

It should be noted that \$1,000,000 of Reserves have been designated as "Restricted" for future planning opportunities due to the removal of the Christa McAuliffe portables, future Information Technology needs, and potential building upgrades.

Capital Outlay totals \$546,165 reflecting a 12.65% increase over previous year. Of this, \$416,085 is associated with the Information Technology Infrastructure previously approved by the Governing Board.

The following table provides a summary of Revenue and Expenditure categories for FY 2016-2017:

Revenue Category	FY 2017 for Adoption	Expenditure Category	FY 2017 for Adoption
Use of Fund Balance	\$ 729,976	Restricted Fund Balance	\$ 1,000,000
Operating Fund Balance	4,214,688	Unassigned Fund Balance	\$ 4,560,267
Total Balance Forward:	\$ 4,944,664	Total Reserves:	\$ 5,560,267
Intergovernmental	\$ 23,598,709	Personnel	16,573,599
Capital Outlay	749,131	Operating	7,502,015
Charges for Service	585,400	Capital Outlay	546,165
Miscellaneous	304,142		
Total Sources:	\$ 30,182,046	Total Uses:	\$ 30,182,046

The table below provides a summary of the operating budget, excluding reserves, by school as compared to FY 2015-2016:

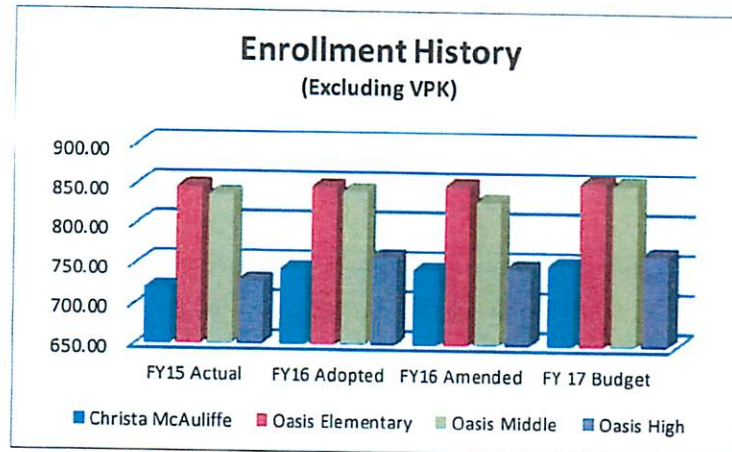
School	FY 2016 Adopted	FY 2016 Amended	FY 2017 Budget	% Change from FY 2016 Amended
Christa McAuliffe	\$ 5,582,319	\$ 5,783,111	\$ 5,754,666	-0.49%
Christa VPK	103,322	105,841	102,767	-2.90%
Oasis Elementary	6,322,204	6,517,542	6,561,117	0.67%
Oasis VPK	99,343	101,453	97,395	-4.00%
Oasis Middle	5,899,533	6,104,436	5,978,272	-2.07%
Oasis High	5,969,584	6,159,785	6,127,562	-0.52%
Total:	\$ 23,976,305	\$ 24,772,168	\$ 24,621,779	-0.61%

ENROLLMENT

As a municipal charter school, our major revenue sources are primarily funded through the Florida Education Finance Program (FEFP) and the Public Education Capital Outlay Fund (PECO). Both of these programs provide funding based on student enrollment; therefore, it is important to maximize the number of students enrolled in our system while adhering to class size limitations imposed by the State of Florida.

Our schools continue to see slight growth in student population. Enrollment is estimated to increase by 52.83 full time equivalent students (FTE) or 1.67% in the FY 2016-2017 school year, with increased enrollment in all four of our schools.

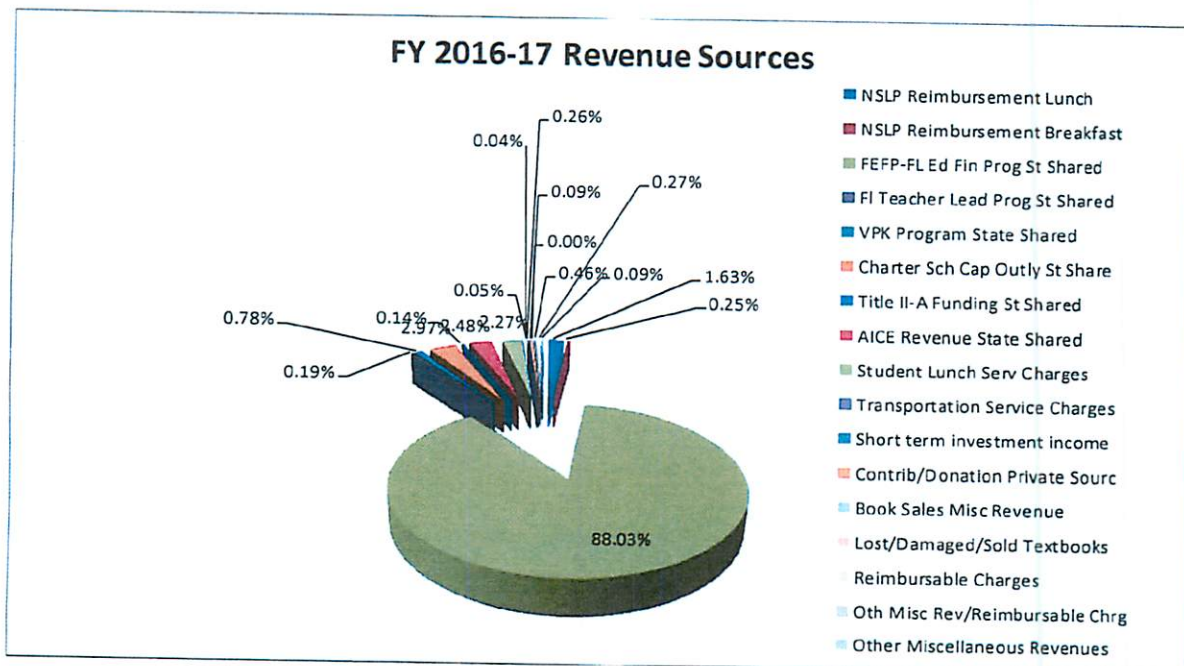
School (FTE)	FY2016 Actual	FY 2016 Adopted	(4th Qtr) FY 2016 Amended	FY 2017 for Adoption	% Change Over FY 2016
Christa McAuliffe	719.74	744.00	743.65	751.00	0.99%
Oasis Elementary	847.14	848.00	850.02	855.00	0.59%
Oasis Middle	837.55	843.00	830.89	853.00	2.66%
Oasis High	729.00	760.00	746.61	765.00	2.46%
Total:	3,133.43	3,195.00	3,171.17	3,224.00	1.67%
VPK (FTE)	40.00	40.00	40.00	40.00	0.00%
Total with VPK:	3,173.43	3,235.00	3,211.17	3,264.00	1.65%



REVENUE SUMMARY

Per policy, all major revenues are budgeted at 96% conservatively. Adjustments are done through the formal budget amendment process.

The following tables and graphs are intended to provide a summary of revenue categories only. Detailed account information regarding each can be found in the attachments that follow this memo.



INTERGOVERNMENTAL

Florida Education Finance Program (FEFP)

While we have not received our final funding of Florida Education Finance Program (FEFP) dollars, we are able to make general assumptions based on estimated enrollment using the 2016-2017 appropriation of \$7,178.49 per full time equivalent (FTE). This reflects an increase of \$71.16 or 1.00% per FTE over the prior year. Again, revenue assumptions have been budgeted conservatively at 96% of the full funding calculation.

The Florida Education Finance Program (FEFP) is the major source of revenue for the Charter School Authority totaling \$22,217,714 and represents 88% of the total operating revenue. As previously noted, this reflects a \$936k increase over the Tentative Budget based on estimated enrollment numbers and the increase of \$71.16 per FTE as noted.

Voluntary Pre-Kindergarten (VPK)

Once again, the Voluntary Pre-Kindergarten Program (VPK) reflects full enrollment for the FY 2016-2017 year for both the Oasis Elementary and Christa McAuliffe locations. Funding has remained in-line with previous year.

National School Lunch Program (NSLP)

While our student population is projected to increase by 52.83 fte students, applications for the National School Lunch Program (NSLP) are not yet completed by the parents or the Food Services Department for the FY 2016-2017 school year. The National Lunch School Program currently services over one-third of our student population or 38%.

AICE

As Oasis High School continues to grow so has the AICE Program. In FY 2015-2016, revenues far exceeded our estimates coming in at \$653,214. Since this program is measured on student achievement, we anticipate that this revenue will be consistent with FY 2015-2016 funding at \$627,085 which is budgeted at 96%.

TITLE II-A

Title II-A funding is used for instructional training and related travel and is budgeted at the same level of FY 2015-2016 at \$34,163. Funding is received in 25% increments as funds are spent throughout the year.

Florida Teachers Classroom Supply Assistance – Teacher Lead

Although we have not received funding levels for this program as of yet, it has remained fairly consistent over the last few years; therefore, it has been budgeted as the previous year's funding of \$262.00 per teacher.

CAPITAL OUTLAY

Public Education Capital Outlay (PECO)

Capital Outlay funding is the second largest source of the Cape Coral Charter School Authority's revenues and is funded from the State of Florida Department of Education. There are several contributing factors in determining the final funding levels to include student counts, the number of qualifying charter schools, bonding, and gross tax receipts.

This funding source is presented using a total of \$75m across all eligible charter schools for an estimate of \$739,131 or an increase of 43.44% over previous year. The Public Education Capital Outlay (PECO) dollars are used to offset a portion of the debt service on the Charter School Authority buildings which is projected at \$3.5 million in FY 2016-2017.

CHARGES for SERVICES

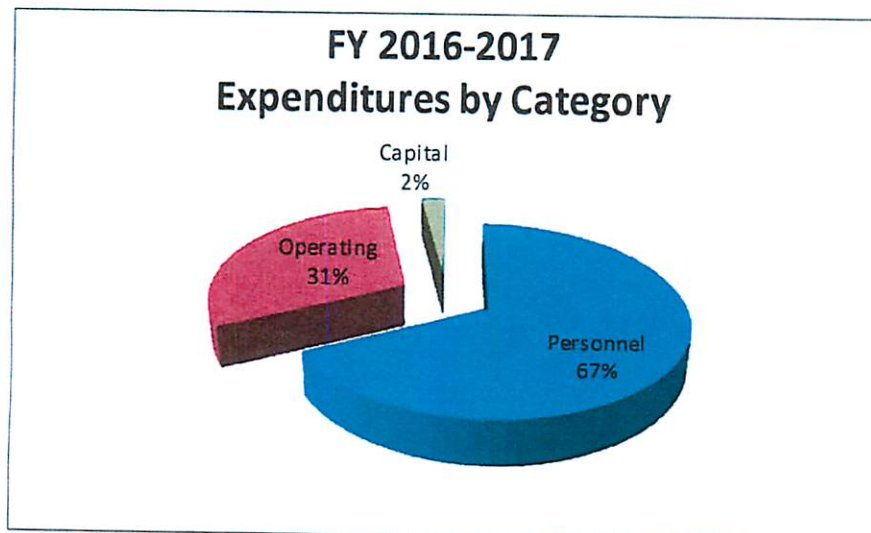
Charges for Services are those revenues that are charged for activities such as student lunches, bus rentals, and facility rentals. The FY 2016-2017 Operating Budget totals \$585,400 which remains fairly consistent with last fiscal year reflecting a slight reduction of \$1,900 or .32%.

MISCELLANEOUS REVENUE

Miscellaneous Revenues include Short Term Investment Income, Contributions/Donations, Other Miscellaneous Revenue, and Reimbursable Revenue. While there is an increase of \$81,667 from the Tentative Budget this increase is solely related to the reimbursement of those items associated with the \$100k awarded by City Council. At this time, we are responsible for purchasing the items and the City is reimbursing the schools.

EXPENSE SUMMARY

The current operating expenditure budget for FY 2017 totals \$24,621,779, excluding reserves. Below is a graph which depicts where the money goes:



Personnel

The personnel budget accounts for \$16,573,599 or 68% of the total operating budget. Personnel costs have increased by \$116,269 or .71% over previous year. Contributing factors include: salary increases, increased health care (3.75%), increased FRS rates (from 7.26% to 7.52%), and reductions in Workers Compensation rates.

Payroll includes base compensation, add pays, substitute staff cost, FICA, Medicare, Workers Compensation, employee benefits, and Florida Retirement System (FRS). The FY 2016-2017 includes a 2.5% increase for employees with less than 5-years of service or a 3.5% increase to employees with 5-years or more service. In addition, all Lead positions in Food Services and Custodial have been increased to \$12.89 per hour.

The Add Pay budget totals \$502,843 which includes \$82,000 for Athletic Coaches at Oasis Middle and Oasis High Schools. School Administrators have been asked to review Add Pays to ensure they are warranted.

Below you will find staffing levels by school:

FY 2016-2017 Staffing Summary

School	FY 2016 Adopted	FY 2016 Amended	FY 2017 Tentative	FY 2017 for Adoption
Oasis Elementary	80.00	78.00	79.50	79.50
Christa McAuliffe	69.00	69.00	69.00	69.00
Oasis Middle School	60.00	61.00	61.00	61.00
Oasis High School	53.00	52.50	53.50	53.50
Administration	130.00	160.00	161.00	160.00
Total Charter School Authority:	392.00	420.50	424.00	423.00

Since the Tentative Budget was presented and approved, the Custodial Supervisor position has been eliminated. Duties assigned with this position have been designated at the school levels.

OPERATING

Operating expenses are those costs incurred for the day-to-day functions of our schools. These include fixed costs which are those that are essentially non-discretionary in nature. During the budget process internal departments are reviewed to ensure they are operating at acceptable levels. This includes staffing levels, hours, and departmental needs. Potential improvements are identified and implemented as the budget allows.

Building Maintenance

As our schools continue to age, we begin to experience increased maintenance on these city-owned buildings. While our Maintenance personnel have the skills to maintain the day-to-day operations, we anticipate major building repairs in the future. We continue to rely on the City for reactive repair services and continue to identify these maintenance needs as part of the Strategic Plan.

In FY 2016, the City included the schools in their proposal on building insurance. This provided our schools with a significant reduction in our policies in which the premiums went from \$554,502 to \$290,050 – an annual estimated savings of \$264,452. In addition, as part of our lease, the City has verbally agreed to cover our building roof repairs as well as the building portion of our flood insurance. While this is a tremendous help to the schools, we must continue to look for potential cost savings.

Technology

As you may be aware, our schools have recently begun to replace the antiquated computer equipment in our data closets that operate the core systems of our schools. While this project was to be completed in FY 2015-2016, it has carried into the new school year. Therefore, the capital expense of \$416,085 has been budgeted in the FY 2016-2017 budgets.

Although this is a great start to revitalizing our systems, we must continue to focus not only on Information technology but needs across all areas of our schools.

CAPITAL

The Capital Outlay portion of the presented budget totals \$546,165 or an increase of 12.65% over previous year. Of this, \$416,085 is associated with the IT Project noted above which has been previously approved by the Governing Board.

RESERVES

As noted throughout this memorandum, total Reserves are currently \$5.6m which reflects an increase of \$1.5m. This is primarily due to increased cash balances at year-end as well as increased revenues associated with the increase in FEFP funding. Of the \$5.6m we have set aside \$1,000,000 to begin planning for the removal of the Christa McAuliffe portables, information technology needs, and potential building upgrades.

CONCLUSION

This coming year's budget will once again offer challenges due to increasing expenditure obligations coupled with limited revenue growth. Staff will continue to review spending to ensure that we are matching our limited resources to our greatest priorities.

In closing, staff recommends that the Charter School Governing Board approve the FY 2016-2017 Adopted Operating Budget presented. If approved, this operating budget will be submitted for inclusion in the City's annual operating budget. Additionally, any future changes to the budgets that require increases or decreases to revenues or expenditures will be presented for your approval through a formal budget amendment.

If you have any questions regarding the materials provided please feel free to contact me.

MM

Attachment:

**FY 2016-2017 Charter School Revenues/Sources
FY 2016-2017 Charter School Expenditures by Program/Uses
FY 2016-2017 Charter School Expenditures by Description
FY 2016-2017 Charter School Tentative to Adopted Revenues/Sources
FY 2016-2017 Charter School Authority Tentative to Adopted Expenditures by Description**

cc:

**V. Bateman, Finance Director, City of Cape Coral
J. Collins, Principal, Christa McAuliffe Elementary School
K. Graham, Principal, Oasis Middle School
D. Hopper, Principal Oasis Elementary School
C. Phillips, Management/Budget Administrator, City of Cape Coral
N. Stephenson, Superintendent
S. Treece, Principal, Oasis High School**

**City of Cape Coral Charter School Authority
FY 2016-2017 Operating Budget for Adoption
Revenues/Sources**

Description	Oasis Elementary	Oasis Elementary VPK	Christa McAuliffe	Christa McAuliffe VPK	Oasis Middle School	Oasis High School	Total
NSLP Reimbursement Lunch	\$ 97,000	\$ -	\$ 118,000	\$ -	\$ 107,000	\$ 80,000	\$ 412,000
NSLP Reimbursement Breakfast	12,000	-	32,000	-	13,000	5,000	62,000
FEFP-FL Ed Fin Prog St Shared	5,892,105	-	5,175,404	-	5,878,322	5,271,883	22,217,714
FI Teacher Lead Prog St Shared	14,132	-	12,038	-	12,038	9,683	47,891
School Recog Funds St Shared	-	-	-	-	-	-	-
VPK Program State Shared	-	98,928	-	98,928	-	-	197,856
Charter Sch Cap Outly St Share	172,283	-	150,610	-	185,889	230,489	749,131
Other Misc State Shared	-	-	-	-	-	-	-
Title II-A Funding St Shared	8,914	-	8,184	-	8,817	8,268	34,163
AICE Revenue State Shared	-	-	-	-	-	627,085	627,085
FEFP Teacher Salary Allocation	-	-	-	-	-	-	-
Student Lunch Serv Charges	138,000	-	85,000	-	178,000	178,000	573,000
Transportation Service Charges	3,400	-	2,600	-	3,500	3,000	12,400
Student Technology Fee	-	-	-	-	-	-	-
Short term investment income	2,700	-	2,240	-	2,450	1,700	9,090
Contrib/Donation Private Source	30,000	-	32,519	-	-	2,300	64,819
Other Miscellaneous Revenue	-	-	-	-	-	-	-
Insur Damage Claims Misc Rev	-	-	-	-	-	-	-
Book Sales Misc Revenue	12,000	-	7,500	-	3,100	250	22,850
Lost/Damaged/Sold Textbooks	200	-	150	-	300	250	900
Reimbursable Charges	48,849	-	22,847	-	37,927	8,053	115,676
Oth Misc Rev/Reimbursable Chrg	-	-	-	-	-	67,007	67,007
HealthCare Ins Profit Sharing	-	-	-	-	-	-	-
Other Miscellaneous Revenues	1,500	-	11,800	-	7,300	3,200	23,800
Sub-Total:	\$ 6,429,083	\$ 98,928	\$ 5,860,672	\$ 98,928	\$ 6,445,623	\$ 6,504,168	\$ 25,237,382
Assigned Balances (Cash)	\$ 382,054	\$ 89	\$ 343,894	\$ 3,839	\$ -	\$ -	\$ 729,976
Unassigned Balances (Cash)	929,182	-	803,779	-	1,308,358	1,173,369	4,214,688
Total Sources:	\$ 7,740,299	\$ 99,017	\$ 6,808,445	\$ 102,767	\$ 7,753,981	\$ 7,677,537	\$ 30,182,046

**City of Cape Coral Charter School Authority
FY 2016-2017 Operating Budget for Adoption
Expenditures by Program/Uses**

Program Description	Oasis Elementary	Oasis Elementary VPK	Christa McAuliffe	Christa McAuliffe VPK	Oasis High School	Oasis Middle School	Total
Basic Instruction	\$ 3,425,232	\$ 73,834	\$ 2,883,108	\$ 79,008	\$ 2,871,248	\$ 2,900,118	\$ 12,212,344
ESE	145,109	-	55,123	-	-	57,713	257,945
Guidance	72,465	-	84,669	-	158,438	60,458	374,028
Health Services	17,023	-	37,048	-	15,178	44,337	113,582
Other Pupil Pers Services	94,480	-	71,819	-	3,000	18,000	187,279
Instructional Media	93,983	-	77,411	-	2,635	8,900	182,909
Instr & Curr Development	8,914	-	8,184	-	8,288	8,817	34,163
Board	5,934	-	5,915	-	5,888	6,429	24,166
General Administration	151,702	-	134,389	-	137,674	151,822	575,597
School Administration	431,381	25	430,888	25	703,828	482,078	2,028,185
Fiscal Services	81,578	23,738	50,223	23,738	75,871	84,987	319,929
Food Services	284,081	-	243,082	-	288,876	298,807	1,072,636
Information Technology	200,910	-	184,772	-	178,345	201,134	768,161
Transportation	277,278	-	240,859	-	255,517	297,385	1,070,839
Maintenance/Custodial	1,232,792	-	1,185,089	-	1,388,448	1,313,605	5,119,914
Maintenance of Plant	78,337	-	82,341	-	57,752	63,882	282,112
Sub-Total:	\$ 6,881,117	\$ 97,395	\$ 6,764,868	\$ 102,767	\$ 6,127,562	\$ 5,978,272	\$ 24,821,779
Budget Reserves	\$ 1,178,182	\$ 1,622	\$ 1,053,779	\$ -	\$ 1,549,875	\$ 1,775,709	\$ 5,560,287
Total Uses:	\$ 7,740,299	\$ 99,017	\$ 6,808,445	\$ 102,767	\$ 7,677,537	\$ 7,753,981	\$ 30,182,046

**City of Cape Coral Charter School Authority
FY 2016-2017 Operating Budget for Adoption
Expenditures by Description**

Description	Oasis Elementary	Oasis Elementary VPK	Christa McAuliffe	Christa McAuliffe VPK	Oasis Middle School	Oasis High School	Total
Accounting & Auditing	\$ 18,298	\$ -	\$ 15,877	\$ -	\$ 18,138	\$ 18,325	\$ 68,638
Administrator/Principal Salary	178,408	-	171,842	-	182,835	123,810	636,893
Advertising	883	-	836	-	1,084	588	2,999
Aides Salary	217,112	14,989	185,930	18,838	71,808	-	488,673
Athletics Coaches & Officials	-	-	-	-	15,000	67,250	82,250
Bank Fees	3,000	-	2,800	-	2,500	2,800	10,900
Books Pubs Subscript & Membership	-	-	180	-	-	800	790
Building Maintenance	53,597	-	59,841	-	57,902	38,402	206,642
Building Rental/Leases	818,753	-	801,889	-	859,804	972,855	3,462,911
Capital Outlay Contra Expense	-	-	-	-	-	-	-
Chemicals	-	-	-	-	30	-	30
Classroom Teacher Salary	2,173,373	39,785	1,828,849	40,000	1,800,182	1,840,489	7,622,438
Committed Fund Balance	-	-	-	-	-	-	-
Communication Service	2,285	-	1,849	-	2,289	1,890	8,313
Computer Equip/Accessory	82,000	-	19,747	-	37,900	83,500	203,147
Computer Software/License	38,002	-	27,704	-	22,001	40,588	128,293
Copy & Fax Machine Rent/Lease	18,437	-	14,737	-	15,718	15,844	62,636
Depreciation	-	-	-	-	-	-	-
Diesel Fuel	31,700	-	23,900	-	45,800	30,000	131,400
Discounts Taken/Lost	-	-	-	-	-	-	-
Dual Enrollment Tuition	-	-	-	-	-	30,000	30,000
Electric	103,988	-	110,000	-	148,528	122,055	484,549
Employee Assistance Pgm (EAP)	-	-	-	-	-	-	-
Employee Health Clinic Charges	800	-	585	-	550	500	2,435
Employee Recognition/Bonus	-	-	-	-	-	-	-
Equip Repair/Maintenance	41,800	-	39,200	-	30,850	37,200	149,160
Equipment	135,753	-	118,911	-	137,081	98,020	486,768
Equipment Rental/Leases	67,419	-	80,072	-	67,452	61,480	256,423
FICA Taxes	210,282	3,458	178,628	3,879	180,522	173,448	749,995
Florida Retirement System(FRS)	253,917	4,194	215,501	4,482	218,081	209,075	905,230
Food And Beverage	140,000	-	138,500	-	125,000	128,000	529,500
Food And Mileage (City)	1,880	-	1,782	-	2,165	1,910	7,737
Health Insurance Profit Share	-	-	-	-	-	-	-
ICMA (401A)	-	-	-	-	-	-	-
Improvements Other Than Bldgs	5,000	-	-	-	-	-	5,000
In-House Training	3,715	-	3,685	-	380	350	8,120
Insurance	78,742	-	59,731	-	72,188	81,411	290,650
Janitorial Supplies	19,000	-	17,250	-	20,000	17,250	73,600
Leasehold Improvements	-	-	-	-	-	-	-
Leave Payout	-	-	-	-	-	-	-
Library Books	2,500	-	-	-	400	-	2,900
Life,Health,Disability Insur	54,533	897	48,331	955	48,721	44,913	194,360
Med Exam/New Hire/General	1,840	-	1,775	-	1,500	1,700	6,815
Medicare Taxes	49,189	809	41,775	881	42,227	40,582	178,403
Office Supplies	28,450	-	19,950	-	19,150	15,950	81,500
Operating Supplies - Charter S	22,170	282	23,398	282	20,004	21,884	88,080
Opt Out Health Ins Subsidy	7,782	-	5,823	-	17,395	5,873	38,483
Oth Certified Personnel Salary	187,090	-	157,580	-	98,489	293,331	716,470
Other Operating Mat & Supplies	7,150	-	4,000	-	14,500	5,250	30,900
Other Professional Services	44,084	23,738	38,894	23,738	79,938	59,095	287,463
Other Rentals/Leases	-	-	-	-	-	-	-
Other Repairs & Maint.	3,200	-	3,200	-	-	300	6,700
Other Support Personnel Salary	513,882	-	484,912	-	515,548	505,332	2,019,774
Outside Services	3,420	-	3,020	-	4,000	6,000	16,440
Overtime	800	-	850	-	1,000	1,000	3,750
Parts Repair/Maintenance	-	-	-	-	-	-	-
Periodicals	-	-	-	-	-	330	330
Postage & Shipping	2,720	-	2,250	-	3,375	6,900	15,245
Printing	460	-	250	-	550	1,150	2,410
Propane Fuel	-	-	-	-	500	4,500	5,000
Recruitment Travel	-	-	-	-	-	-	-
Scholastic Book Fair	12,000	-	8,000	-	4,500	-	22,500
School A La Carte Food	-	-	-	-	45,000	45,000	90,000
Self-Insured Health Plan	610,145	7,958	544,182	9,148	513,823	452,980	2,138,194
Small Equipment	24,490	-	21,989	-	6,250	17,988	70,695
Sod, Seed, Sand And Soil	-	-	-	-	-	-	-
Special Pay/Add Pay	63,833	1,000	60,855	500	107,891	186,514	420,593
Substitute Teacher Salary/Wag	75,000	-	55,000	-	55,000	48,000	233,000
Telecommunication Service	75	-	175	-	-	-	250
Telephone Service	27,547	-	27,158	-	28,384	25,752	108,841
Textbooks	84,000	-	41,000	-	35,000	75,000	215,000

**City of Cape Coral Charter School Authority
FY 2016-2017 Operating Budget for Adoption
Expenditures by Description**

Description	Oasis Elementary	Oasis Elementary VPK	Christa McAuliffe	Christa McAuliffe VPK	Oasis Middle School	Oasis High School	Total
Tires	-	-	-	-	-	-	-
Tools	500	-	500	-	500	500	2,000
Training & Seminars	8,684	-	9,208	-	9,529	18,350	45,761
Travel Costs	3,800	-	2,258	-	6,138	2,888	15,082
Trophies/Awards	100	-	100	-	-	100	300
Uncollectable Accts Expns	-	-	-	-	-	-	-
Unemployment	-	-	-	-	-	-	-
Uniforms	780	-	750	-	750	800	3,080
Unleaded Fuel	300	-	250	-	350	350	1,250
Various Fees	3,854	25	3,831	25	4,123	173,687	185,445
Vehicles	7,500	-	7,500	-	7,500	7,500	30,000
Water & Sewer	14,835	-	14,111	-	12,731	11,870	53,447
Wellness - Gym Memberships	-	-	-	-	-	-	-
Workers Compensation	62,254	284	54,207	303	59,874	55,531	232,553
Sub-Total:	\$ 6,561,117	\$ 97,395	\$ 6,754,688	\$ 102,767	\$ 6,978,272	\$ 6,127,882	\$ 24,621,779
Restricted Fund Balance	250,000	-	250,000	-	250,000	250,000	1,000,000
Unassigned Fund Balance	829,182	1,622	803,779	-	1,525,709	1,299,975	4,560,267
Sub-Total Reserves:	\$ 1,179,182	\$ 1,622	\$ 1,053,779	\$ -	\$ 1,775,709	\$ 1,549,975	\$ 6,560,267
Total Operating Budget:	\$ 7,740,299	\$ 99,017	\$ 6,808,445	\$ 102,767	\$ 7,753,981	\$ 7,677,857	\$ 30,182,046

**City of Cape Coral Charter School Authority
FY 2016-2017 Operating Budget for Adoption
Tentative to Adopted Revenues by Description**

Description	FY 2017 Tentative Budget	FY 2017 for Adoption	+/- Change
AICE Revenue State Shared	627,085	627,085	-
Book Sales Misc Revenue	22,850	22,850	-
Charter Sch Cap Outly St Share	749,131	749,131	-
Contrib/Donation Private Sourc	60,300	64,819	4,519
FEFP Teacher Salary Allocation	-	-	-
FEFP-FL Ed Fin Prog St Shared	21,281,518	22,217,714	936,196
FI Teacher Lead Prog St Shared	47,891	47,891	-
HealthCare Ins Profit Sharing	-	-	-
Insur Damage Claims Misc Rev	-	-	-
Lost/Damaged/Sold Textbooks	900	900	-
NSLP Reimbursement Breakfast	62,000	62,000	-
NSLP Reimbursement Lunch	412,000	412,000	-
Oth Misc Rev/Reimbursable Chrg	67,007	67,007	-
Other Misc State Shared	-	-	-
Other Miscellaneous Revenue	-	-	-
Other Miscellaneous Revenues	23,800	23,800	-
Reimbursable Charges	38,528	115,676	77,148
School Recog Funds St Shared	-	-	-
Short term investment income	9,090	9,090	-
Student Lunch Serv Charges	573,000	573,000	-
Student Technology Fee	-	-	-
Title II-A Funding St Shared	34,163	34,163	-
Transportation Service Charges	12,400	12,400	-
VPK Program State Shared	197,856	197,856	-
	\$ 24,219,519	\$ 25,237,382	\$ 1,017,863
Assigned Balances	\$ 981,622	\$ 729,976	\$ (251,646)
Unassigned Balances	3,101,390	4,214,688	1,113,298
Sub-Total Balance Forward:	\$ 4,083,012	\$ 4,944,664	\$ 861,652
Grand Total:	\$ 28,302,531	\$ 30,182,046	\$ 1,879,515