



## **AGENDA**

### **REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD**

**Tuesday, November 13, 2018**

**City of Cape Coral Council Chambers**

**5:30 PM**

**1. CALL TO ORDER**

A. Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Chairman Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Chairman Campbell

**4. ROLL CALL:**

A. Chairman Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Jennifer I. Nelson, District 4, Angela Ticich, Russell Winstead, Robert Miniaci

**5. APPROVAL OF MINUTES:**

A. Approval of Regular Governing Board Meeting Minutes October 9, 2018

**6. APPROVAL OF AGENDA REGULAR MEETING:**

A. Approval of Regular Governing Board Meeting Agenda November 13, 2018

**7. PUBLIC COMMENT:**

A. Public Comments are limited to three minutes per individual; 45 minutes total public comment time.

**8. CONSENT AGENDA:**

A. NEOLA POLICY UPDATES: 1213, 3213, 4213, 5112, 5500 - Superintendent Collins

- B. NEOLA POLICY UPDATES: 5610.01, 7430.01, 7440, 7440.01, 8405 - Superintendent Collins
- C. NEOLA POLICY UPDATES: 8406, 8407, 8410, 8420, 7540, 7540.02, 7540.04 - Superintendent Collins
- D. Approval of City of Cape Coral Charter School Authority School Calendar 2019-2020 - Superintendent Collins

**9. SUPERINTENDENT REPORT:**

- A. Superintendent Jacquelin Collins

**10. CHAIRMAN REPORT:**

- A. Chairman Michael Campbell

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

- A. New Staff Introduction: Brent Richardson, Charter School Authority Building Maintenance Supervisor - Superintendent Collins
- B. New Staff Introduction: Gianna Reese, MSW, Charter School Authority Social Worker - Superintendent Collins
- C. Junior Staff Introduction: Cape Coral Leadership Selections - Emily McWilliams, Lane Maxey, Serena Sabella - Superintendent Collins

**13. UNFINISHED BUSINESS:**

- A. CME Portable Replacement Project: Options and Cost Estimates - Superintendent Collins, MaryAnne Moniz, Business Manager
- B. CME Portable Replacement Project: GradyMinor Due Diligence Report - Superintendent Collins, Daniel Flynn, GradyMinor Management LLC
- C. Superintendent Performance Evaluation December 2018 - Vice Chair Traiger

**14. NEW BUSINESS:**

- A. CAFR Auditor's Report for Year Ended June 30, 2018: Andrew Laflin, CPA, Principal, CliftonLarsonAllen LLP
- B. Strategic Plan Goals 2019-2020 - Superintendent Collins

**15. FINAL BOARD COMMENT AND DISCUSSION:**

**16. TIME AND DATE OF NEXT MEETING**

- A. The next Regular Governing Board Meeting will be held on Tuesday, December 11, 2018 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**17. 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 SS 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.

<b>Item Number:</b>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>11/13/2018</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**



**Item Number: 2.A.**

**Meeting Date: 11/13/2018**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 11/13/2018

**Item Type:** PLEDGE OF  
ALLEGIANCE:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>11/13/2018</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Jennifer I. Nelson,  
District 4, Angela Ticich, Russell Winstead, Robert Miniaci

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 5.A.**

**Meeting Date:** 11/13/2018

**Item Type:** APPROVAL OF MINUTES:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Approval of Regular Governing Board Meeting Minutes October 9, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

□ Board Meeting Minutes October 9, 2018

**Type**

Backup Material



# **GOVERNING BOARD MINUTES**

## **City of Cape Coral Charter School Authority**

### **Governing Board Regular Meeting**

Tuesday, October 9, 2018 at 5:30p.m.  
Cape Coral City Council Chambers

#### **1. Call to Order**

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, September 11, 2018 at Cape Coral Council Chambers. Chairman Michael Campbell called the meeting to order at 5:31 p.m.

#### **2. Moment of Silence**

Chairman Michael Campbell

#### **3. Pledge of Allegiance to the Flag of the United States of America**

Chairman Campbell

#### **4. Board Member Roll Call**

Present: Chairman Michael Campbell, Tami Traiger (VC), Sam Fisher, Vanessa Metzger (CL), Jennifer I Nelson, District 4 (CM), Angela Ticich(Edu), Robert Miniaci, Russell Winstead

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Chris Cann, Principal, Oasis Elementary

Kevin Brown, Principal, Christa McAuliffe Elementary

Donnie Hopper, Principal, Oasis High School

Gary Cerny, Foundation President

Members of General Public - Linda Jo Prince, Paul Prince, Stacy Crum

Officer Hailey Tucker, CCPD Detail

## **5. Approval of Previous Minutes**

Motion made by Member Fisher, Second by Member Traiger to approve the Minutes:  
August 14, 2018.

## **6. Approval of Regular Meeting Agenda**

Motion made by Member Nelson, Second by Member Fisher to approve an amended agenda for the City of Cape Coral Charter School Authority Governing Board Meeting on September 11, 2018 as follows: *Unanimous; Motion Carried*

*WITHDRAW PUBLIC COMMENT Item 7A: "Student Presentation - Richard Rothausen, Oasis High School"*

*ADD CONSENT Item 8A: "Teacher Merit Pay: The Best & Brightest Educator Bonus Lists for Highly Effective and Effective Teacher" - Jacquelin Collins*

*and continue with the balance of the agenda scheduled for October 9, 2018.*

## **7. Public Comment**

*No Public Comment*

## **8. Consent Agenda**

*8A. Motion made by Member Fisher, Second by Member Winstead Approved; Unanimous  
Item 8A: "Teacher Merit Pay: The Best & Brightest Educator Bonus Lists for Highly Effective and Effective Teachers " - Superintendent Collins"*

*8B. Motion made by Member Nelson, Second by Member Fisher Approved; Unanimous  
Item 8B: "Approval of General Rpersonnel Movements including administrative, certified, support, substitute staff and out-of-field appoitments - Superintendent Collins*

*8C. Motion made by Member Ticich, Second by Member Traiger Approved; Unanimous  
Item 8C: "Approval of Charter School Authority Regular Governing Baord Meeting Dates, Location and Time 2019" - Member Ticich*

*8D. Motion made by Member Traiger, Second by Member Fisher Approved; Unanimous Item 8D: "Approval of Superintendent Evaluation Forms and Schedule for Submission - Vice Chairman Traiger*

## 9. Superintendent Report

Superintendent Jacquelin Collins Report:

**Best & Brightest Teacher Bonus:** Teachers are eligible for scholarship program bonus if they were rated "Highly Effective" or "Effective." Personnel evaluation procedures and criteria for category designation are outlined in Florida Statute Chapter 1012/1012.34.

Bonus awarded as follows: \$6,000 for teachers who received a composite score in the 80th percentile for ACT/SAT and who were evaluated as "Highly Effective;" \$1,200 for teachers who are rated "Highly Effective"; \$800 for teachers who are rated as "Effective"

By November 1, teachers must submit to Lee County School District for eligibility review. By December 1, the Lee County School District must report to the Department of Education the number of eligible classroom teachers who qualify in the district. By February 1, the State will disburse funds to the school district. By April 1, each school district will award the scholarship to each eligible classroom teacher.

Chairman Campbell clarified this bonus comes directly from the State and not the Charter School Authority. All B&B funding is provided through the Florida Department of Education.  
*Further Discussion*

**Troop Movements:** Hired the following- Brent Richardson: Charter School Building Maintenance Supervisor; Mark Clark: IT Support Specialist; Gianna Reese: Social Worker (system wide); John Ferrara, Maintenance Tech. The system is still recruiting for a Transportation Coordinator. This position will still be necessary in the event that the transportation is outsourced because we would need a liaison between the parents and the vendor to work through issues and keep communication open and flowing.

**Transportation:** A routing software will be purchased to analyze our current routes to identify changes that could increase efficiency of our current routes. The cost of the software is \$179 per month / \$2500 per year (roughly) and can be cancelled any time.

Earlier this year, maintenance issues were discovered in our current fleet. Five busses had major issues - 2 of which are not 'repairable' (too costly). Therefore, a contract with Goodwheels was initially entered into for 30 days (at the start of the school year) but has been subsequently extended through December to keep our bus process flowing as smoothly as possible. The contract with Goodwheels entails the use of Goodwheels 4 busses/drivers. Goodwheels is leveraged when our drivers are sick or one of our busses breaks down. This is a

temporary solution as we move forward with the RFP Process (request for proposal) to investigate long term solution options for transportation. Our need is to provide bussing services for daily before/after school as well as field trips and sporting events. *Discussion Held*

**Town Hall Meeting:** The Town Hall Meeting on September 26<sup>th</sup> was very positive and productive. City Council Members Gunther and Nelson attended. Nelson wanted to publically thank Gunther for attending as she had to leave the meeting early.

Governing Board Chairman Mike Campbell indicated that all feedback the board has received has been positive, and commended leadership for the changes that have been made to improve things after the spring Town Hall Meeting

Governing Board Member Ticic commented how thoroughly impressed she was with all that Principal Britton had to say at the session and was really ‘wowed’ by her presentation of info for all the activities and opportunities taking place at OHS. *Further Discussion*

**“Stop the Bleeding Coalition” Charity Drive:** The ‘Stop the Bleed Coalition’ is a 501©3 charitable organization whose mission is to provide resources that enable collaboration and cooperation between the many people and organizations looking to train and equip the nation to reduce the loss of life due to traumatic bleeding. One facet of this initiative is the purchase of Bleed Control Kits. The Charter School Authority will begin a charity drive where parents can contribute financially toward the purchase of classroom kits. Information will be posted on our websites shortly. Further discussion regarding whether or not The Charter School Foundation determines if there is opportunity to leverage a grant for the supplies. *Further Discussion Held*

**Teacher Advocay Group:** The teachers within our charter school system would like to organize a ‘Teacher Advocacy Group’ that would improve communication and transparency with leadership and our teaching/support staff. The intent of this group is to be sure all teachers are ‘kept in the loop’ of what is going on in our system. Administration will work with principals from each of our schools to define protocols for this group before moving forward. All meetings will be held once on month. *Further Discussion*

**City Economic Development Office Marketing:** The Charter School Authority is working with the Economic Development Office to create a 30-minute piece about our Charter School System. The current target is an October filming. We are also discussing the possibility of a Chinese student exchange to compliment the Sister City project. *Discussion Held*

**Strategic Planning Workshop:** Scheduled for October 18<sup>th</sup> at 8:00am at the Yacht Club. We will serve a light breakfast will be served beginning at 7:30, and lunch will be provided. During this session, leadership will: Clarify: Review Vision and Mission Statements, SWOT Analysis, Gap Analysis Plan: Identify Primary Objectives Evaluate: Compare to Existing SMART Goals/Develop New SMART GoalsExecute: Focus on implementation of the plan. Pre-workshop workbooks have been distributed to attendees so they prepapre themselves for active discussions and multi-level participation. *Further Discussion*



## 10. Chairman Report

10A. Chairman Campbell praised Superintendent Collins and her staff for their professionalism and comprehensive presentation during the Town Hall Meeting. He also thanked Councilmember Gunther for attending and even answering a question. Campbell said he did not receive any negative input only positive and is looking forward to the next Town Hall. Go Sharks, Football!

10B. Board Reorganization: Vice Chair Traiger asked for clarification from Dolores Menendez, City Attorney, regarding the exact timing of a possible Governing Board reorganization and City Council elections, appointments, etc., alignment. Ms. Menendez clarified that the CSA Governing Board reorganizes itself in March for reset in April. Chairman Campbell agreed with the City Attorney that the Board will revisit reorganization in March 2019.

## 11. Foundation Report

Gary Cerny, Foundation President

Recognized the Foundation Board and its members for their dedication and efforts: Eric Feichthaler (Vice President), Jennifer Hoagland (Treasurer), Kristina DeMoya (Secretary), and members Chris Porter, Samantha Richardson, Jen-Hope Belis, Jami DiMaria, Heather Dinkel, Robert Hick's, and Gail Hawthorne. Thanks for all you do!

Great things are in the works for the 2018-2019 School Year among them: Teacher Grants: Eligibility for grants is reserved for existing teachers and administration who are seeking to attain or match funds for a qualifying project. Visit the Foundation website for access to the grant guidelines, grant assessment rubric, and the grant application. So far this year, grants have been issued for Shark Shed at OHS; Readers for 1st Graders at OES; private bussing for Salvadore Dali Field Trip (note: bussing is usually not covered by grants but this had extenuating circumstances); Family Science Night; Culinary Program at OHS to purchase supplies. There are currently 14 more applications to be reviewed by the Foundation next week

Upcoming Foundation Events:

December 2, 2018 : 80's Flashback Party at Dixie Roadhouse. Please go to the Foundation's website for news and fun costume ideas.

March 9, 2019: "Rally on the Green" This year the approach to the annual charter school rally has changed and will no longer be held at the German American Social Club. Activities will be the same; it's just at a different location with a fun theme.

May 3, 2019: Lighthouse Awards at the Yacht Club

## 12. Staff Comment

Chris Cann, Principal Oasis Elementary School (slide show presentation of Before and After projects)

There have been a ton of updates made to the physical appearance; it has been quite a transformation that the students, parents and staff LOVE! Changes include: Painted floor in the breezeway; Organization of Main Office; Mural added to the clinic/nurse area ;Additional shelving added inside the library; Newsroom has been added ;Mural added to the café entrance; Inside the café: spackled & painted, decals put up, informational cases put up to recognize student achievements; Mural added to the classroom entrance in the breezeway; Created an art room; Updated the stem lab (moving in the direction of STEAM). All of this was accomplished using monies from PTO and other fundraising events and did not impact the charter school budget

Two events upcoming at OES: Halloween Parade on October 31<sup>st</sup> at 9:30; Veteran's Day Program November 8<sup>th</sup> (8:45 for K-2 ; 10:15 for grades 3-5). The most exciting thing about this program is that it is being organized entirely by the students who are in the afterschool Leadership Club.

Dr. Christina Britton, Principal Oasis High: JROTC out-of-county Field Trip, Nov 16-18, 2018 in Punta Gorda for the annual Fall Camp.

## 13. Unfinished Business

CME Expansion Project - Superintendent Collins, Kevin Brown, Principal, Christa McAuliffe Elementary and MaryAnne Moniz, Business Manager

The options along with detailed cost criteria will be reviewed at the November 13, 2018 Regular Governing Board Meeting. This review and discussion is necessary because of a contract deadline approaching with the current portables. *Discussion Held*

## 14. New Business

*MaryAnne Moniz, Business Manager:*

Enrollment numbers at the charter school - Overall, the net effect is that we are over enrollment target by roughly 36 students across our four schools. This is great news. Discussion held regarding the need to scrub the enrollment targets for closer to actuals in order to ensure the targets are realistic going forward. Open seats at OES prompted this discussion, because there really is no room to fit more students though target shows as under. *Discussion Held*

Moving forward Mary Anne would like to review budget numbers monthly with the Governing Board: Specifically, a comparison of budgeted versus actual with an understanding of the variance (either positive or negative). The board agreed this would be useful going forward, and also suggested that the review include actual for current year and prior year. *Discussion Held*

**Variances that have positively impacted our budget vs. actual:** higher PICO funding received, Title 2 funding increased for teacher training purposes, change to legislature increasing teacher classroom funds by approximately \$51 per, and Title 4 grant for enrichment that Mr. Fennell applied for last year to offset the cost of Chromebooks at OES.  
*Discussion Held*

**Variances that have negatively impacted our budget versus actual:** increase to insurance for workers compensation, cost of single source audit, Fleet Services and /GoodWheels contract, cost of maintenance and repairs of busses, cost of facilities maintenance support by the city, backflow system at Oasis campus is in dire need of repair, outsourcing of custodial services. *Discussion Held*

There was discussion around the tracking of assets and depreciation schedule of those assets. The city at this time tracks all assets but all assets don't belong to the city so the board is interested in seeing a list of assets along with the depreciation schedule of each and who is in charge of it. *Discussion Held*

## 15. **Final Board Comment and Discussion**

Member Ticich expressed appreciation to Superintendent Collins for continuing to do such a great job with the Town Hall. It appeared that you and your team were very well prepared and it left little room for parents to have any complaints. This was very well done. Also, I was very impressed with Dr. Britton from the high school - she was very eloquent and had many positive things to say about all the activities and events going on in her building; too bad more parents could not have been there to appreciate all this good information and stuff. Good job, keep it up! I teach children on a daily basis who live in China, so I'd love to be part of the Sister City Project.

Member Fisher: Great, great job all around. It's nice to hear so many positive words about the schools and the turn around this year has been amazing. Thank You

Michael Campbell reiterated praise for Superintendent Campbell and reminded everyone it's Cancer Awareness Month.

Member Nelson was very impressed with Town Hall graphics and procedures. She commented a lot of great things are happening with the charter schools and she is very impressed and happy about what she is seeing and hearing.

Member Winstead: Echoed the progress that has been made in a relatively short time. The perception and real work is very good and he would like to see the Superintendent keep moving on and keep doing good.

**16. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, October 9, 2018 at 5:30 p.m., in Council Chambers.

**17. Adjournment**

The Governing Board adjourned at 7:18 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Executive Assistant to the Superintendent

City of Cape Coral Charter School Authority

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Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	11/13/2018
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Approval of Regular Governing Board Meeting Agenda November 13, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 11/13/2018 <b>Item Type:</b> PUBLIC COMMENT:
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**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Public Comments are limited to three minutes per individual; 45 minutes total public comment time.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 8.A.**  
**Meeting Date: 11/13/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

NEOLA POLICY UPDATES: 1213, 3213, 4213, 5112, 5500 - Superintendent Collins

**SUMMARY:**

NEOLA Policy Updates:

1213: Student Supervision and Welfare

3213: Student Supervision and Welfare

4213: Student Supervision and Welfare

5112: Entrance Requirements

5500: Student Conduct

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▯ NEOLA POLICY UPDATES OCTOBER 2018	Backup Material

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	STUDENT SUPERVISION AND WELFARE
Number	po1213 fsj 8/13/2018 jc 8/31/18
Status	
Adopted	April 12, 2016

### 1213 - STUDENT SUPERVISION AND WELFARE

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities that include but are not limited to, the following:

- A. An administrator shall report immediately any accident, or safety hazard, ~~or other potentially harmful condition or situation~~ about which s/he is informed or detects to his/her supervisor as well as to other authorities or Authority staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - Reports of Suspicious and Potential Threats to Schools.
- C. An administrator shall require staff under his/her supervision to provide proper instruction in safety matters as presented in assigned course guides.
- D. ~~An administrator shall immediately report to the Superintendent, as well as other appropriate authorities, knowledge of threats of violence by students.~~
- E. An administrator shall not send students on any non-school related errands.
- F. An administrator shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- G. An administrator shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An administrator who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.
- H. ~~If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, and/or mental or physical health, the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the Authority or community who specialize in the assessment, diagnosis, and treatment of the student's state problem. However, an administrator should not attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.~~
- I. An administrator shall not disclose personally identifiable information about a student to third persons unless specifically authorized by law or the student's parent(s) to do so.
- J.



An administrator who is transporting a student should not do so unless accompanied by another adult.

K. A student shall not be required to perform work or services that may be detrimental to his/her health.

L. Administrators are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

M. Administrators are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Governing Board Policy 8462, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

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Legal

F.S. 119.011, 1001.51, 1002.22, 1003.32

20 U.S.C. 1232

34 C.F.R. Part 99

Last Modified by Jacquelin Collins on August 31, 2018

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	STUDENT SUPERVISION AND WELFARE
Number	po3213 fsj 8/13/2018 8/31/18 jc
Status	
Adopted	April 12, 2016

### 3213 - STUDENT SUPERVISION AND WELFARE

Each instructional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities that include but are not limited to, the following:

- A. An instructional staff member shall report immediately to a building administrator any accident, or safety hazard, or other potentially harmful condition or situation s/he detects.
- B. An instructional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - Reports of Suspicious Activity and Potential Threats to Schools.
- C. An instructional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- ~~D. An instructional staff member shall immediately report to a building administrator knowledge of threats of violence by students.~~
- E. An instructional staff member shall not send students on any non-school related errands.
- F. An instructional staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- G. An instructional staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. An instructional staff member who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.
- ~~H. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the System or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, a staff member should not attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. Parents should be informed of the matter.~~
- I. An instructional staff member shall not transport students in a private vehicle without the approval of the principal.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Governing Board Policy 8462, each instructional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

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F.S. 1006.07

F.S. 119.011, 1001.51, 1002.22, 1003.32

20 U.S.C. 1232

34 C.F.R. Part 99

Last Modified by Jacquelin Collins on August 31, 2018

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	STUDENT SUPERVISION AND WELFARE
Number	po4213 fsj 8/13/2018 jc 8/31/18
Status	
Adopted	April 12, 2016

#### 4213 - STUDENT SUPERVISION AND WELFARE

Each support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities that include but are not limited to, the following:

- A. A support staff member shall report immediately to a building administrator any accident, or safety hazard, or other potentially harmful condition or situations/he detects.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8406 - Reports of Suspicious Activity and Potential Threats to Schools.
- C. ~~A support staff member shall immediately report to a building administrator any knowledge of threats of violence by students.~~
- D. A support staff member shall not send students on any non-school related errands.
- E. A support staff member shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
- F. A support staff member shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. A support staff member who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.
- G. A support staff member shall not transport students in a private vehicle without the approval of a building administrator.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. Staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.
- J. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social network sites or similar forums, such as YouTube.
- K. ~~If a student approaches a support staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the support staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Authority or community who specialize in the assessment, diagnosis, and treatment of the student's state problem. However, under no circumstances should a~~

~~support staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such support staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.~~

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Governing Board Policy 8462, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect.

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F.S. 1006.07

F.S. 119.011, 1001.51, 1002.22, 1003.32

20 U.S.C. 1232

34 C.F.R. Part 99

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Book	Policy Manual
Section	REVISED School Safety Special Release
Title	ENTRANCE REQUIREMENTS
Number	po5112 8/13/2018 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

### 5112 - ENTRANCE REQUIREMENTS

The Governing Board shall establish entrance age requirements for students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.

Pursuant to State law, all children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida statute, are required to attend school regularly during the entire school term. Further, all children enrolling in an Authority school shall meet the immunization requirements set forth in F.S. 1003.22, as well as provide evidence of a physical exam as required by State law.

As required by F.S. 1003.22 and Policy 5320, Immunizations all children enrolling in a District school shall meet the immunization requirements set forth in State law, as well as provide evidence of a physical exam as required by State law.

#### Kindergarten

Children entering kindergarten in this Authority for the first time must comply with F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

#### First Grade

Children entering first grade in this Authority for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non-public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the Authority's student progression plan.

Students transferring to first grade from a kindergarten program other than the one offered by the Authority will need written verification of satisfactory completion of kindergarten from the public or non-public school attended. Home education is not an option. Verification forms are available at each elementary school.

#### Initial Entry

- A. Children entering the Authority for the first time must comply with F.S. 1003.21 and with the Authority's *Student Progression Plan*. Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.

- B. Each child who is entitled to admittance to kindergarten or is entitled to any other initial entrance into a school must have a certification of a school-entry health examination performed within one (1) year before enrollment in school. Students transferring into the Authority schools from a school within the State of Florida who have completed physical examination form as part of their school record need not be re-examined. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician. A student shall have up to thirty (30) school days to present a certification of a school-entry health examination. Children and youths who are experiencing homelessness and children who are known to the Department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days. The school health services plan shall contain provisions to assist students in obtaining the health examinations.
- C. A child may be exempt from the required health examination and/or immunization upon written request of the parent or guardian of such child stating objection to examination and/or immunization on religious grounds or for medical reasons certified by a competent medical authority.
- D.

1. Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:

1. prior school expulsions;
2. arrests resulting in a charge;
3. juvenile justice actions; and
4. referrals to mental health services.

Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

#### **Verification of Residence**

Verification of a parent or guardian's residence shall be required at the time the child registers in an Authority school. Verification of residence may also be required at any other time at the discretion of the Superintendent or designee.

#### **Notification of in Loco Parentis**

In cases in which a student is temporarily not residing with his/her parents or legal guardian for a short period of time, the parent or legal guardian of the student shall designate in writing that adult person with whom the student resides who stands in loco parentis to the student in order for him/her to be admitted or continue in school. This statement shall be notarized and presented to the principal.

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Legal                                      f.s. 1006.07, 1012.584  
    F.A.C. 6A-1.0985  
    F.S. 1003.01, 1003.21, 1003.22

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Book	Policy Manual
Section	REVISED School Safety Special Release
Title	STUDENT CONDUCT
Number	po5500 8/13/18 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

### 5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Authority.

The Governing Board has zero tolerance for conduct that poses a serious threat to school safety. Zero tolerance policies must apply equally to all students, and are not intended to be rigorously applied to petty acts of misconduct and misdemeanors. This zero tolerance policy does not require the reporting of petty acts of misconduct and misdemeanors to a law enforcement agency. Petty acts of misconduct, include, but are not limited to, disorderly conduct, disrupting a school function, simple assault or battery, verbal abuse or use of profanity, cheating, theft of less than \$300, trespassing, and vandalism of less than \$1,000, possession or use of tobacco, and other school-based offenses delineated in the Student Code of Conduct.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school- sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year, and shall be referred to mental health services identified by the District ~~and that the student shall be referred~~ to the criminal justice or juvenile justice system.

The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request that The School Board of Lee County modify the requirement by assigning a student to a disciplinary program or second chance school. The Superintendent's request for modification must be in writing, and may only be presented to the Board for consideration if the student and/or the student's parent(s) agree in writing to accept the Superintendent's recommendation. ~~and~~ The School Board of Lee County may approve the request if it is determined to be in the best interest of the student and the school system. If a student committing either of the offenses enumerated above is a student who has a disability, The School Board of Lee County shall comply with applicable State Board of Education rules for discipline of such students.

The Authority shall enter into agreements with local law enforcement specifying procedures so that acts that pose a serious threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.



Those acts that pose a serious threat to school safety include, but are not limited to:

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson
- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities
- F. violations of the rules in the Board-adopted Student Code of Conduct

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the Authority, teacher, administrator, or other Authority personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate, for a minimum period of one (1) year. Upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

The School Board of Lee County's Student Code of Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the Authority has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or *nolo contendere* to, a felony violation as set forth in F.S. 1006.13(6)(a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

Students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The principal shall ensure that all school personnel are properly informed as to their responsibilities regarding suspicious activity time reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented.

Student conduct shall be governed by the rules and provisions set forth in The School Board of Lee County's Student Code of Conduct that is reviewed and adopted annually in accordance with F.S. Chapter 120 and is incorporated in the policy by reference.

The Code of Student Conduct shall contain provisions for the assignment of violent or disruptive students to an alternative educational program and/or referral of such students to mental health services identified by the District.

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F.S. 1012.584

F.S. 1006.07, 1006.13

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**Item Number: 8.B.**  
**Meeting Date: 11/13/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

NEOLA POLICY UPDATES: 5610.01, 7430.01, 7440, 7440.01, 8405 - Superintendent Collins

**SUMMARY:**

NEOLA POLICY UPDATES:

5610.01: Emergency Removal of Students

7430.01: Environmental Health Program

7440: Campus Security

7440.01: Protection of Personnel and Property - DELETE

8405: School Safety and Security

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ NEOLA POLICY UPDATES OCTOBER 2018	Backup Material

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	EMERGENCY REMOVAL OF STUDENTS
Number	po5610.01 fsj 8/13/18/ fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

### 5610.01 - EMERGENCY REMOVAL OF STUDENTS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal, or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If the student's behavior involves unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, employees must disclose such information in accordance with Policy 8406 - Reports of Suspicious Activity and Potential Threats to Schools.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent, or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and to the Superintendent. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the ~~Superintendent Governing Board~~ or his ~~its~~ designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request ~~and will be given~~ written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

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Legal F.S. 1006.07, 1006.09

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Book	Policy Manual
Section	REVISED School Safety Special Release
Title	NEW/REVISED POLICY - SPEC. REL. - SCHOOL SAFETY - ENVIRONMENTAL HEALTH PROGRAM
Number	po7430.01 New info 8/13/18 jc 8/31/18
Status	

### **NEW/REVISED POLICY - SPEC. REL. - SCHOOL SAFETY**

#### **7430.017440.01 - ENVIRONMENTAL HEALTH PROGRAM~~PROTECTION OF PERSONNEL AND PROPERTY~~**

~~It shall be the responsibility of the School Board to provide safety and security for all students employees of the Board.~~

#### Environmental Health and Safety Program

The Superintendent shall direct the development, implementation, and enforcement of an environmental health ~~and safety~~ program, compliant with applicable laws, ~~and~~ regulations, and Board policies designed to prevent injury and illness to employees, students, and the general public, and damage to property or the environment arising from the District's operations. The program shall include, at a minimum, loss prevention, employee training, facility inspections, ~~and corrective maintenance.~~

~~The principal or facility manager is responsible for the environmental health and safety program at their school or facility and for correction of "operation of plant" deficiencies within the time period specified.~~

#### Fire Exit Drills

~~Carefully planned and executed fire exit drills shall be conducted at the beginning of each semester, at times designated by the principal, following instruction of all classes regarding exits to be used in case of fire. At least one (1) fire exit drill shall be conducted every month school is in session. Any emergency evacuation drill (e.g., "crisis event"), completely performed, may be substituted for a required fire exit drill in a given month. All drills and all deficiencies affecting egress shall be documented in writing.~~

#### Casualty, Sanitation, Fire Safety, and Other Inspections

Inspections of all buildings including educational facilities, ancillary plants, and auxiliary facilities for casualty safety, and sanitation shall be conducted at least once during each fiscal year ~~by the Board and once~~ by the local fire official (for fire safety). Conditions that may affect environmental health and safety or impair operation of the plant will be reported, with recommendations for corrective action.

Each school cafeteria must post in a visible location and on the school website the school's semiannual sanitation certificate and a copy of its most recent sanitation inspection report.

Under the direction of the ~~final~~ fire official appointed by the Board, fire-safety inspections of each educational and ancillary plant located on property owned or leased by the Board, or other educational facilities operated by the Board, shall be made no sooner than one (1) year after issuance of a certificate of occupancy and annually thereafter. Such inspections shall be made by persons properly certified by the Division of State Fire Marshal to conduct fire-safety inspections in public educational and ancillary plants.

Pursuant to State law, a copy of the fire safety inspection report shall be submitted within ten (10) business days after the date of the inspection to the appropriate authority providing fire protection services to the school facility.

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F.S. 1001.41

F.S. 1001.42

F.S. 1013.12

F.A.C. Chapter 69A-58

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Book	Policy Manual
Section	REVISED School Safety Special Release
Title	PLANT SECURITY
Number	po7440 7/24/18 jcacmm fsj 8/13/18 jc 8/31/18
Status	
Adopted	April 12, 2016

**7440 - PLANT CAMPUS SECURITY**

The Authority buildings, facilities, and property are significant financial investments that must be protected.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program may include but is not limited to:

1. ☒ securing entries;
2. ☒ checkpoint construction;
3. ☒ lighting specifically designed for entry point security;
4. ☒ video surveillance equipment and security cameras;
5. ☒ automatic locks and locking devices;
6. ☒ electronic security systems;
7. ☒ fencing designed to prevent intruder entry into a building;
8. ☐ bullet-proof glass; security alarm devices,

~~☐ or monitoring devices in appropriate public areas in and around the schools and other District facilities.~~

~~video surveillance equipment, security alarm devices, or monitoring devices in appropriate public areas in and around the schools and other Authority facilities.~~

Every effort shall be made to apprehend those who knowingly cause serious physical harm to Authority property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and other security devices which would assist in the detection of guns and dangerous weapons in school buildings and/or on Authority property.

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F.S. 1001.51

Last Modified by Jacquelin Collins on August 31, 2018

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	PROTECTION OF PERSONNEL AND PROPERTY
Number	po7440.01 Delete fsj delete jc 8/31/18
Status	
Adopted	April 12, 2016

**7440.01 — PROTECTION OF PERSONNEL AND PROPERTY DELETE**

It shall be the responsibility of the Governing Board to provide safety and security for all students and employees of the Board.

**A. Environmental Health and Safety Program**

The Superintendent shall direct the development, implementation, and enforcement of an environmental health and safety program, compliant with applicable laws and regulations, designed to prevent injury and illness to employees, students, and the general public, and damage to property or the environment arising from the Authority's operations. The program shall include, at a minimum, loss prevention, employee training, facility inspections, and corrective maintenance.

The principal or facility manager is responsible for the environmental health and safety program at their school or facility and for correction of "operation of plant" deficiencies within the time period specified.

**B. Fire Exit Drills**

Carefully planned and executed fire exit drills shall be conducted at the beginning of each semester, at times designated by the principal, following instruction of all classes regarding exits to be used in case of fire. At least one (1) fire exit drill shall be conducted every month school is in session. Any emergency evacuation drill (e.g., "crisis event"), completely performed, may be substituted for a required fire exit drill in a given month. All drills and all deficiencies affecting egress shall be documented in writing.

**C. Casualty, Sanitation, Fire Safety, and Other Inspections**

Inspections of all buildings including educational facilities, ancillary plants, and auxiliary facilities for casualty safety, and sanitation shall be conducted at least once during each fiscal year and once by the local fire official (for fire safety). Conditions that may affect environmental health and safety or impair operation of the plant will be reported, with recommendations for corrective action.

Each school cafeteria must post in a visible location and on the school website the school's semiannual sanitation certificate and a copy of its most recent sanitation inspection report.

Fire safety inspections of each educational and ancillary plant located on property owned or leased by the Board, or other educational facilities operated by the Board, shall be made no sooner than one (1) year after issuance of a certificate of occupancy and annually thereafter. Such inspections shall be made by persons properly certified by the Division of State Fire Marshal to conduct fire safety inspections in public educational and ancillary plants.

Pursuant to State law, a copy of the fire safety inspection report shall be submitted within ten (10) business days after the date of the inspection to the appropriate authority providing fire protection services to the school facility.



Legal

F.S. 1001.41, 1001.42, 1013.12

F.A.C. 69A-58.004

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Book	Policy Manual
Section	REVISED School Safety Special Release
Title	SCHOOL SAFETY AND SECURITY
Number	po8405 8/13/18 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

#### 8405 - SCHOOL SAFETY AND SECURITY

The Governing Board is committed to maintaining a safe, secure, and drug-free environment in all of the Authority's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of Authority personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

The Superintendent, in conjunction with the School Safety Specialist, shall develop a *School Safety Plan* with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; building administrators; representative(s) from the local emergency management agency; School Resource Officer(s); ~~( ) commissioned school safety officers, ( ) school guardians,~~ and/or teachers and staff.

~~As required by State law, the Superintendent shall require the use of the Safety and Security Best Practices survey developed by the Office of Program Policy Analysis and Government Accountability to conduct a self-assessment of the Authority's current safety and security practices.~~

~~Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current *School Safety Plan* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.~~

~~Participants in this meeting shall include the superintendent; administrators; representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; building administrators; representative(s) from the local emergency management service agency; School Resource Officer(s); and/or teachers and staff.~~

#### School Safety Specialist

~~The Superintendent is responsible for designating a school administrator to serve as the~~ will work in conjunction with the Lee County School District's School Safety Specialist. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. reviewing policies and procedures for compliance with Florida law and applicable rules;
2. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security;

3. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;
4. conducting a school security risk assessment in accordance with Florida law at each District school using the school security risk assessment tool developed by the Office of Safe Schools;
5. coordinating with appropriate public safety agencies, as defined in F.S. 365.161, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety;

Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

6. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel as set forth in F.S. 1012.584;

The training program shall include, but is not limited to, the following:

1. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
2. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
3. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.

G. f.] \_\_\_\_\_

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

### **Recommendations of the School Safety Specialist**

Based on the findings of the school security risk assessment, the School Safety Specialist, via the Superintendent, must provide recommendations to the Board which identify strategies and activities that the Board should implement in order to improve school safety and security. Annually, the Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist. Following the meeting at which safety and security in the District is reviewed, the Board shall receive the Superintendent's report of the self-assessment results at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action on the report. At the meeting, the Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

The Lee County School District's Superintendent School Safety Specialist shall report the school security risk assessment findings and the Board's action(s) to the Office of Safe Schools. ~~shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan and to the Commissioner of Education. within no later than thirty (30) days after the Board meeting.~~

Following the meeting at which safety and security in the Authority is reviewed, the Board shall receive the Superintendent's report of the self-assessment results at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action on the report. At the meeting, the Superintendent shall make

any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *School Safety Plan* and/or implement in order to improve school safety and security. The *School Safety Plan* is, however, confidential and is not subject to review or release as a public record. This plan shall be updated annually.

The Superintendent shall report the self-assessment results and any action taken by the Board to review the *School Safety Plan* to The School Board of Lee County within thirty (30) days after the Board meeting.

As a part of the School Safety Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

A. safety and security best practices;

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - 1. allows a teacher to communicate effectively to all students in the class;
  - 2. allows all students in the class the opportunity to learn;
  - 3. has consequences that are fair, and developmentally appropriate;
  - 4. considers the student and the circumstances of the situation; and
  - 5. is enforced accordingly.

**Safety and Security Best Practices**

The Superintendent shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

**Persistently Dangerous Schools**

The Board has set forth the rules with regard to expected behavior in Policy 5500 - Student Conduct and has established the consequences for violating the policy on student conduct in Policy 5600 - Student Discipline. The Board recognizes that not only Federal, but also State law requires that the Authority report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether or not a school is considered "persistently dangerous".

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed

the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceed the statutory threshold and the school is identified as persistently dangerous, the Superintendent shall offer parents and eligible students the opportunity to transfer to another school within the Authority that serves the same grades. If there is another school within the Authority serving the same grades, the transfer shall be completed in a timely manner. If there is not another school within the Authority that serves the same grades, then parents and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school- sponsored activity. In accordance with Federal and State laws the parents or the eligible student shall be offered the opportunity to transfer to another school within the Authority or to another Lee County School District school that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

### **Threat Assessment Teams**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at schools. Threat assessment teams are responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Office of Safe Schools.

#### **1. Location and Membership**

1. Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement.
2. The Board authorizes the Superintendent to create procedures for the purpose of:
  1. identifying team participants by position and role;
  2. designating the individuals (by position) who are responsible for gathering and investigating information; and
  3. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

#### **2. Responsibilities and Activities of Threat Assessment Teams**

The responsibilities and activities of threat assessment teams include, but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;\_
3. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;
4. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others, the threat assessment team will report its determination to the Superintendent;

The Superintendent or designee shall immediately attempt to notify the student's parent or legal guardian. However, nothing in this paragraph shall preclude District personnel from acting immediately to address an imminent threat.

5. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance, the threat assessment team may obtain criminal history record information as provided in F.S. 985.047;

Members of the threat assessment team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

6. create procedures related to engaging behavioral health crisis resources.

### **3. Sharing of Information**

The District and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

### **4. Immediate Mental Health or Substance Abuse Crisis**

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions.

Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools.

### **Referral to Mental Health Services**

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the District.

### **Student Crime Watch Program**

The Board shall implement a Student Crime Watch Program, to promote responsibility among students and improve school safety . Through a Board resolution, the Board will require each school principal to distribute information (including a reference to Policy 8406) at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

### **Victims of Violent Crime**

~~The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school sponsored activity. In accordance with Federal and State laws the parents or the eligible student shall be offered the opportunity to transfer to another school within the Authority that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.~~

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Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)

Office of Safe School Security Risk Assessment Tool

F.S. 1006.13, 1006.1493

F.S. 1006.07

Last Modified by Jacquelin Collins on October 1, 2018

**Item Number: 8.C.**  
**Meeting Date: 11/13/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

NEOLA POLICY UPDATES: 8406, 8407, 8410, 8420, 7540, 7540.02, 7540.04 - Superintendent Collins

**SUMMARY:**

NEOLA POLICY UPDATES

8406: Reports of Suspicious Activity and Potential Threats to Schools

8407: Safe School Officers

8410: Crisis Event Intervention and Response

8420: Emergency Management, Emergency Preparedness, Emergency Response Agencies

7540: Computer Technology and Networks

7540.02: Authority Web Content, Apps and Services

7540.04: Staff Networks and Internet Acceptable Use and Safety

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ NEOLA POLICY UPDATES OCTOBER 2018	Backup Material



Book	Policy Manual
Section	REVISED School Safety Special Release
Title	NEW POLICY - SPEC. REL. - SCHOOL SAFETY - REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS
Number	po8406 fsj 8/13/18 jc 8/31/18
Status	

### **NEW POLICY - SPEC. REL. - SCHOOL SAFETY**

#### **8406 - REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS**

It is vitally important that local public safety agencies and school officials be made aware of potential threats to schools as quickly as possible. All employees shall, and students and members of the community are strongly encouraged, to promptly make reports concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to local public safety agencies and/or school officials. The following is a non-exhaustive list of mechanisms to disclose such information by:

- A. contacting local law enforcement agencies: ~~including the Cape Coral Police Department~~
- B. utilizing the Florida Department of Education's mobile suspicious reporting tool ("FortifyFL");
- C. contacting the District's School Safety Specialist as follows:

- 1. in person: Richard Parfitt, Lee County School District
- 2. via-telephone at 239-334-1102
- 3. via-email at Richard APa@leeschools.net

- D. calling 9-1-1.

In addition, employees must also report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to the Superintendent.

The identity of the reporting party and any other information received by school officials through the Florida Department of Education's mobile suspicious reporting tool is confidential and exempt under Florida's Public Records Act.

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Legal	F.S. 119.07
	F.S. 943.082
	F.S. 1006.07

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	NEW POLICY - SPEC. REL. - SCHOOL SAFETY - SAFE-SCHOOL OFFICERS
Number	po8407 8/13/18 fsj 8/31/18 jc
Status	

**NEW POLICY - SPEC. REL. - SCHOOL SAFETY****8407 - SAFE-SCHOOL OFFICERS**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with local law enforcement agencies to establish or assign one or more safe-school officers at each school in the District.

**[SELECT ONE OR MORE OF THE OPTIONS BELOW]****[ x] School Resource Officers**

The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

- A. undergo criminal background checks, drug testing, and a psychological evaluation;
- B. abide by Board policies and consult with and coordinate activities through school principals; and
- C. complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. Such training must be designed to improve school resource officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

**[END SCHOOL RESOURCE OFFICERS OPTION]****~~[ ] Commissioned School Safety Officers~~**

The Superintendent shall recommend, and the School Board may appoint, one (1) or more school safety officers. School safety officers must be certified law enforcement officers as defined in F.S. 943.10(1), certified under the provisions of F.S. Chapter 943, and employed by either a law enforcement agency or the Board. School safety officers must undergo criminal background checks, drug testing, and a psychological evaluation.

School safety officers have and shall exercise the power to make arrests for violations of law on Board property and to arrest persons, whether on or off such property, who violate any law on such property under the same conditions that deputy sheriffs are authorized to make arrests. School safety officers have authority to carry weapons when performing their official duties.

The Board may enter into mutual aid agreements with one or more law enforcement agencies as provided in F.S. Chapter 23.

A school safety officer's salary may be paid jointly by the Board and law enforcement agency.

**[END OF COMMISSIONED SCHOOL SAFETY OFFICERS OPTION]**

**~~[ ]~~ School Guardians (The Coach Aaron Feis Guardian Program)**

The School Board may utilize school guardians pursuant to The Coach Aaron Feis Guardian Program. School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on a District school premises.

Prior to appointing school guardians, ☐ the Superintendent must provide the Board with evidence from the \_\_\_\_\_ Sheriff demonstrating that potential school guardians have met all the requirements set forth in F.S. 30.15. **OR** ☐ the Superintendent must verify through evidence provided by the \_\_\_\_\_ Sheriff that potential school guardians have met all the requirements set forth in F.S. 30.15.

Individuals who exclusively perform classroom duties as classroom teachers as defined in F.S. 1012.01(2)(a) are prohibited from serving as school guardians, unless such individuals are classroom teachers of a Junior Reserve Officers' Training Corps program, current service members as defined in F.S. 250.01, or current or former law enforcement officers as defined in F.S. 943.10(1), (6), or (8).

**[END OF SCHOOL GUARDIANS OPTION]**

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F.S. 30.15  
F.S. 1006.12

Last Modified by Jacquelin Collins on August 31, 2018

Book	Policy Manual
Section	REVISED School Safety Special Release
Title	CRISIS EVENT INTERVENTION AND RESPONSE
Number	po8410 8/13/18 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

#### 8410 - CRISIS EVENT INTERVENTION AND RESPONSE

The Governing Board ~~is committed to maintaining a safe school environment for students, school personnel, and visitors~~ believes that the employees, and students of the Authority, as well as visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address the need for crisis intervention before, during, and following a critical incident event.

The Superintendent shall promulgate administrative procedures for responding to the need of an individual or group of individuals in the Authority who are experiencing stress as the result of a critical incident event or personal crisis that impacts the mental health of an individual or the educational environment.

The crisis response actions, on the part of counselors, may be limited to one school or may include a number of schools, requiring a more comprehensive counseling strategy coordinated by the Authority. The comprehensive counseling strategy may include community-counseling resources as well as Authority resources. At the school level, the school-based counselor coordinates the counseling response with the principal. When the event requires additional resources, the school-based counselor will coordinate activity with the Authority level resource teacher for guidance.

Each school will have a counseling plan that:

- A. provides an effective intervention for students who may show warning signs that relate to violence or other troubling behaviors;
- B. provides a process that screens all threats, when the threatening party is known, and determines the level of concern and action required;
- C. requires employees to report unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, in accordance with Policy 8406;
- D. is dynamic and interactive with other school counselors and community-based counselors to support the needs of students and staff during stressful events.

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Legal F.S. 1001.43, 1006.07

Last Modified by Jacquelin Collins on August 31, 2018



Book	Policy Manual
Section	REVISED School Safety Special Release
Title	REVISED POLICY - SPEC. REL. - SCHOOL SAFETY - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES 6.24.18
Number	po8420 New to Cape Coral Please review 8/31/18 jc
Status	
Adopted	April 12, 2016

### **REVISED POLICY - SPEC. REL. - SCHOOL SAFETY**

### **8420 - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES**

#### **Emergency Management and Emergency Preparedness**

The ~~Authority School Board~~ recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, ~~and hostage~~ and active shooter situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning.

The active shooter situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to each school's campus.

Pursuant to Policy 8405 - School Safety and Security, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

- A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law and fire protection codes;
- B. ~~{ }~~the health and safety of students and staff are safeguarded;
- C. ~~{ }~~embraces a collaborative effort with community emergency responders;
- D. ~~{ }~~the time necessary for instructional purposes is not unduly diverted;
- E. ~~{ }~~minimum disruption to the educational program occurs;
- F. ~~{ }~~students are helped to learn self-reliance and trained to respond sensibly to emergency situations;

G. ~~{ }~~the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1001.42;

H. ~~{ }~~evacuation drills should represent actual emergencies, including, but not limited to firearm, natural disasters, and bomb threats;

I. drills for active shooter and hostage situations shall be conducted at least as often as other emergency drills;

J. ~~{ }~~floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

All threats to the safety of District facilities, students and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall ~~further review and implement Board Policy 7440.01~~ establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

### ~~List of Primary Emergency Response Agencies~~

The ~~primary~~ emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

#### A. ~~Fires:~~

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#### B. ~~Natural Disasters:~~

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#### C. ~~Bomb Threats:~~

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#### D. ~~Weapon Use, and Hostage, and Active Shooter Situations:~~

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E. Hazardous Materials or Toxic Chemical Spills:

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F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:

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G. Exposure as a Result of a Manmade Emergency:

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~~The individual(s) responsible for contacting the primary emergency response agencies listed above are as follows:~~

A. [ ] \_\_\_\_\_;

B. [ ] \_\_\_\_\_;

C. [ ] \_\_\_\_\_.

The Superintendent shall develop administrative procedures for the implementation of this policy.

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F.S. 1001.43

F.S. 1006.07

F.S. 1013.13

Cross References

- po7440.01 - PROTECTION OF PERSONNEL AND PROPERTY
- po8405 - SCHOOL SAFETY AND SECURITY
- ap8420 - EMERGENCY PROCEDURES
- ap8420A - SEVERE WEATHER AND TORNADOES

Last Modified by Jacquelin Collins on August 31, 2018



Book	Policy Manual
Section	REVISED Social Media
Title	TECHNOLOGY
Number	po7540 8/16/18 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

### 7540 - COMPUTER TECHNOLOGY AND NETWORKS

The Governing Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations.

However, the use of the Authority's network and technology resources by students is a privilege, not a right.

The Superintendent or designee shall develop and implement a written Comprehensive Authority Technology Plan (CATP). Procedures for the proper acquisition of technology shall be set forth in the CATP. The CATP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of the Authority's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Authority Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Annually, the Superintendent or designee shall develop a written Comprehensive Technology Plan (CTP), recommend the CTP to the Board for approval, and, upon approval, implement the CTP.

Annually the Superintendent shall require the review of the implementation of the current CTP, update that plan as need be, and recommend the updated plan for approval by the Board. The CTP will address the need for Authority technology resources for all the Authority's instructional, operational and business functions, including, but not limited to software licenses, infrastructure hardware and software, technical support, telecommunication devices, servers, data storage, and recovery systems (both internal and external).

The Superintendent shall establish a technology governance committee to review and revise of the CTP and recommend revisions necessary to update it.

The Superintendent shall appoint members of the administrative, instructional, curriculum, operations, business, and information technology staff to the technology governance committee.

Procedures for the proper acquisition of technology shall be set forth in the CTP. The CTP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if its technology resources are abused in any way or used in an inappropriate, illegal, or unethical manner. (see Policy 7540.03 and AP 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AP 7540.04 - Staff Technology Acceptable Use and Safety).

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Code of Student Conduct further govern students' and staff members' use of their wireless communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District

technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Authority's computer network and/or Internet connection).

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Further, safeguards shall be established so that the Board's investment in both hardware and software is achieving the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Authority policy, and learning appropriate responses if they are victims of cyberbullying.

aff members to

~~Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Authority's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.~~

[CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

OPTION #1

~~[ ] Staff may use of Authority approved social media platforms/sites shall be consistent with Policy 7544. Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use District approved social media platforms/sites.~~

~~Similarly, staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using Authority technology resources to access and/or use Authority approved social media platforms/sites.~~

OR

OPTION #2 [DRAFTING NOTE: Choose this option if the Authority intends to **prohibit staff and students from accessing social media using Authority technology resources. If so, Policy 7544 is not necessary.**]

~~[ ] The Board prohibits students and staff members from using District technology resources to access and/or use social media.~~

OR

OPTION #3

[ x ] The Board prohibits students from using District technology resources to access and/or use social media for other than instructional purposes.

Staff may use District-approved social media platforms/sites in accordance with Policy 7544 [ ] and, pursuant to Policy 7540.02, may use web content, apps, and services for one-way communication with the Authority's constituents [END OF OPTION] . Authorized staff may use District technology resources to access and use Authority-approved social media platforms/sites to increase awareness of Authority programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of Authority-approved social media platforms/sites for business-related purposes is subject to Florida's public records laws and, as set forth in Policy 7544, staff members are responsible for archiving their social media and complying with the District's record retention schedule. (see Policy 8310 - Public Records.

[DRAFTING NOTE: Retain this provision if the Authority has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.]

Book	Policy Manual
Section	REVISED Social Media
Title	Replacement Policy AUTHORITY WEB CONTENT, APPS, AND SERVICES
Number	po7540.02 8/16/18 FSJ 8/31/18 jc
Status	
Adopted	April 12, 2016

#### 7540.02 - **AUTHORITY WEB CONTENT, APPS AND SERVICES**PAGE

~~The Governing Board authorizes staff members and students to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the Authority, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff created web pages/sites are subject to prior review and approval of the Superintendent. Student created web pages/sites are subject to Policy 5722 ("School-Sponsored Student Publications and Productions"). The creation of web pages/sites by students must be done under the supervision of a professional staff member.~~

~~The purpose of web pages/sites hosted on the Board's servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:~~

##### **A. Educate**

~~Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.~~

##### **B. Inform**

~~Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.~~

##### **C. Communicate**

~~Content may communicate information about the plans, policies, and operations of the Authority to members of the public and other persons who may be affected by Authority matters.~~

~~The information contained on the Board's web site should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.~~

~~When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330—Student Records.~~

~~All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, and the Americans with Disabilities Act).~~

~~Under no circumstances is a web site to be used for commercial purposes, advertising, lobbying for candidates for public office, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the Authority's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organizations. In addition, before any statement that supports a tax referendum proposed by the Authority is posted on the Authority website, or on any web pages linked to the Authority web site, the Board shall adopt a resolution at a public meeting declaring that such statement serves a public purpose. Nothing in this paragraph shall prevent the Board from~~



~~linking on the Authority's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).~~

~~Under no circumstances is a staff member created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class related material. The Board maintains its own web site that employees are required to use for the purpose of conveying information to students and/or parents.~~

~~Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments, and/or class related materials, and/or to turn in assignments.~~

~~If a staff member creates a web page/site related to his/her class, it must be hosted on the Board's server.  
Pages should reflect an understanding that both internal and external audiences will be viewing the information.  
School web sites must be located on Board affiliated servers.  
The Superintendent shall prepare procedures defining the rules and standards applicable to the use of the Board's web site and the creation of web pages/sites by staff and students.~~

~~The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.~~

~~Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.~~

~~Prior written parental permission is necessary for a student to be identified by name on the Board's web site.~~

## 1. Creation of Content for Web Pages/Sites, Apps and Services

The School Board Authority Board authorizes staff members ☒ and students to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

**[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]**

☒ Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

☒ The creation of content, apps, and services by students must be done under the supervision of a professional staff member.

**[END OF OPTIONS]**

## 2. Purpose of Content of District Web Pages/Sites, Apps, and Services

The purpose of content, apps, and services hosted by the Board on its servers or Authority District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

### 1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

## 2. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

## 3. Communicate

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[ x]Under no circumstances is staff member-created content, apps, and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., Progressbook, \_\_\_\_\_) for the purpose of conveying information to students and/or parents.

[.]Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

[ X]If a staff member creates content, apps, and services related to his/her class, it must be hosted on the Board's server or a Authority-affiliated server.

[ x]Unless the content, apps, and services contains student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services.

Web content, apps, and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

~~The Superintendent shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff [.] and students.~~

The Board retains all proprietary rights related to the design of web content, apps and services that are hosted on Board-owned or Authority-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

### 3. **Website Accessibility**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Authority is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The Authority adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

#### 1. **Technical Standards**

The Authority will adhere to the technical standards of compliance identified at <http://www.capecharterschools.org/governing-board> **[INSERT link to Board's website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. ~~(-)~~  
~~\_\_\_\_\_ [insert another acceptable standard selected by the District].~~

**[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]**

#### 2. **Web Accessibility Coordinator**

The Board designates its ~~(-)~~ Section 504/ADA Compliance Coordinator(s) **(x)** Technology Director ~~(-)~~ \_\_\_\_\_ as the District's web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

**[Select Option 1 or 2]**

**[x] [OPTION 1]**

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

**~~(-)~~ [OPTION 2]**

The Authority's Web Accessibility Coordinator(s) can be reached at \_\_\_\_\_ **[Insert name or title, address, e-mail, phone].**

**[End of Option 1 & 2]**

#### 3. **Third Party Content**

Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the Authority strives to provide access through its website to online

content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The Authority's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the Authority from including links on the Board's website(s) to:

1. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
2. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the Authority's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AP 9700B, and State and Federal law.

#### 4. Regular Audits

The Authority, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the Authority's online content and measure this content against the technical standards adopted above.

~~(.) This audit will occur no less than once every two (2) years.~~

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

#### 5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

#### 4. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

**[SELECT OPTION #1 OR #2]**

**[.] [OPTION #1]**

The Board requires the ( x ) Superintendent ( x ) or designee pre-approve each app and/or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) ~~(.)~~ and Section 504 and the ADA.

**[.] [OPTION #2]**

~~A teacher who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the (.) Superintendent (.) that the app and/or service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) (.) and Section 504 and the ADA.~~



**[END OF OPTIONS]**

The Board further requires

(x ) the use of a Board-issued e-mail address in the login process.

~~( ) prior written parental permission to use a student's personal e-mail address in the login process.x)~~

**5. Annual Training**

The Authority will provide ~~( ) annual~~ (x ) periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

**6. One-Way Communication Using District Web Content, Apps and Services**

The Authority is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via Authority web pages/sites, apps and services to be one-way communication, public comments are not solicited or desired, and the web site, app or service is to be considered a nonpublic forum.

If the Authority uses a apps and web service that does not allow the Authority to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the Authority's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the Authority will retain the comments in accordance with its adopted record retention schedule (see AP 8310A – Requests for Public Records), but it will not review or consider those comments.

**[DRAFTING NOTE: Authorities are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the Authority for such unsolicited communications should be limited.]**

## Legal

34 C.F.R. Part 99

20 U.S.C . 1232g

Protecting Children in the 21st Century Act, Pub. L No. 110-385, Title II, Stat. 4096 (2008)

F.A.C. 6A-10.081

F.S. Chapter 119

F.S. 1001.32(2), 1001.41, 1001.42, 1001.43, 1002.221

P.L. 106-554, Children's Internet Protection Act of 2000

## Cross References

ap9700B- Criteria for Commercial Messages

ap8310A- Requests for Public Records

po9700.01- advertising and Commercial Activities

po8330- Student Records

po5722- School-Sponsored Publications and Productions

2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability

po 2260- Nondiscrimination and Access to Equal Educational Opportunity

po0100- Definitions

Last Modified by Mark Moriarty on September 11, 2018

Book	Policy Manual
Section	REVISED Social Media
Title	STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
Number	po7540.04 8/16/18 fsj 8/31/18 jc
Status	
Adopted	April 12, 2016

#### 7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Network/Internet. The Authority is pleased to provide Network/Internet service to its staff. The Authority's Internet system has a limited educational purpose. The Authority's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the Authority's Internet system is in accord with its limited educational purpose. Staff use of the Authority's computers, network, and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Authority encourages staff to utilize the Network/Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Authority encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.

It is not possible for the Authority to technologically limit student access to content that is available through the Authority's network/internet connection to only that content that has been previewed and approved by Authority staff for instruction, study, and research or for Authority business purposes.

The Board has, however, implemented the use of a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the direction of the Board, the Technology Protection Measure has been configured to protect against access to other material and/or web sites considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection Measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

The Authority utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The Superintendent may disable the Technology Protection Measure to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;

- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and,
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions and/or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Site administrators are responsible for providing training so that Network/Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The Governing Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Network/Internet. All Network/Internet users are required to sign a written agreement annually or at the time of employment to abide by the terms and conditions of this policy and its accompanying procedures.

[ ☒ ] Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow and other staff members, and vendors or individuals seeking to do business with the Authority.

~~[ ☐ ] With prior approval from the Superintendent or \_\_\_\_\_, staff may direct students who have been issued school assigned email accounts to use those accounts when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.~~

Staff members are responsible for good behavior on Authority's computers/network and the Network/Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Network/Internet are often public in nature. General school rules for behavior and communication apply. The Authority does not sanction any use of the Network/Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. (☒ ) and Policy 7544 and its accompanying procedure (END OPTION). Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them.

**[NOTE: If the use of language about social media is authorized by to Policy 7540 and Policy 7544, choose the appropriate option to match that language.]**

[ ☒ ] Staff members may only use Authority technology resources to access or use social media if it is done for educational or business-related purposes.

**[ ☒ ] Staff members use of Authority technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure.**

**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**

[x] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Authority's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

Users granted access to the Network/Internet through the Authority's computers assume personal responsibility and liability, both civil and criminal, for uses of the Network/Internet not authorized by this policy and its accompanying procedures. Furthermore, pursuant to State law, staff members shall not use the Authority's technology resources to knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. Any staff member who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.

Staff members shall not access social media for personal use on the Authority's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to engage in conduct that violates Board policies, the Code of Ethics of the Education Profession in Florida, the Principles of Professional Conduct for the Education Profession in Florida, or any other state or Federal laws, and may result in disciplinary action. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer.

Federal and State law forbids schools and their employees from using or disclosing student education records without parental consent. (See Policy 8330 – Student Records) Posting personally identifiable information about students in any way on the Internet is, therefore, prohibited. Staff members, who violate State and Federal law, as well as Board policy, related to the disclosure of personally identifiable information about students might be disciplined. Further, Staff members who similarly violate State and Federal law, as well as Board policy, related to the disclosure of confidential employee information might also be disciplined.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to staff members' use of the Network.

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#### Legal

20 U.S.C. 6777 (2003)

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h),(1), Communications Act of 1934, as amended

F.S. 847.012, 1001.41, 1012.32

20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

20 U.S.C. 6777, 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500 - 54.523

Cross References

ap7540.04- Staff Technology Acceptable Use and Safety

po7540- Technology

po2520- Selection and Adoption of Instructional Materials

po0100- Definitions

Last Modified by Jacquelin Collins on August 31, 2018

**Item Number: 8.D.**  
**Meeting Date: 11/13/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of City of Cape Coral Charter School Authority School Calendar 2019-2020 -  
Superintendent Collins

**SUMMARY:**

Approval of the City of Cape Coral Charter School Authority School Calendar 2019-2020 that reflects the Lee County School District's vote on October 23, 2018 to extend Thanksgiving Break days to a full week.

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

Description	Type
▢ CSA CALENDAR 2019-2020	Backup Material





# CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY 2019-2020

JUL 4 Independence Day

JULY 2019						
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			

5, 8, 9 Teachers' First Days  
6, 7 Teacher In-Service  
12 Students' First Day

AUGUST 2019						
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

2 Labor Day  
25 Early Release Day  
29-30 Rosh Hashanah

SEPTEMBER 2019						
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					

9 Yom Kippur  
11 End of Quarter 1  
14 Professional Duty  
23 Early Release Day

OCTOBER 2019						
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  
25-29 Thanksgiving Break

NOVEMBER 2019						
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

20 End of 2nd Quarter  
20 Early Dismissal Day  
22-30 Hanukkah  
23-JAN 3 Winter Break

DECEMBER 2019						
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 2020						
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	

1-3 Winter Break  
6 Hurricane Makeup Day  
7 Professional Duty  
20 M.L. King, Jr Day

FEBRUARY 2020						
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

10 Teacher In-Service  
17 Presidents' Day

MARCH 2020						
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				

12 End of Quarter 3  
13 Professional Duty  
16-20 Spring Break

APRIL 2020						
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			

10 Good Friday  
12 Easter Sunday  
13 Easter Monday  
22 Early Release Day

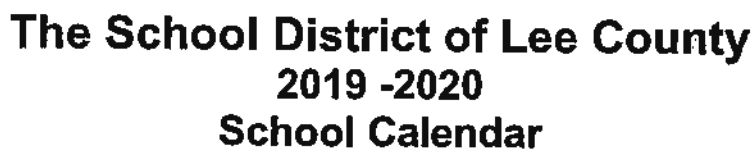
MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						








25 Memorial Day

JUNE 2020						
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				

3-Student's Last Day - Early Dismissal Day  
4 - Professional Duty

	Teacher First Days
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher In-Service Day
	Early Dismissal
	Holiday-Schools Closed



-  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
-  Pre-School Days

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

*Pending Board Approval*

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>11/13/2018</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 10.A. <b>Meeting Date:</b> 11/13/2018 <b>Item Type:</b> CHAIRMAN REPORT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 11.A.**

**Meeting Date: 11/13/2018**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 12.A. <b>Meeting Date:</b> 11/13/2018 <b>Item Type:</b> STAFF COMMENT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

New Staff Introduction: Brent Richardson, Charter School Authority Building Maintenance  
Supervisor - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 12.B. <b>Meeting Date:</b> 11/13/2018 <b>Item Type:</b> STAFF COMMENT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

New Staff Introduction: Gianna Reese, MSW, Charter School Authority Social Worker -  
Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**



<b>Item Number:</b> 12.C.
<b>Meeting Date:</b> 11/13/2018
<b>Item Type:</b> STAFF COMMENT:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Junior Staff Introduction: Cape Coral Leadership Selections - Emily McWilliams, Lane Maxey, Serena Sabella - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 13.A.**

**Meeting Date: 11/13/2018**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

CME Portable Replacement Project: Options and Cost Estimates - Superintendent Collins,  
MaryAnne Moniz, Business Manager

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

#### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ CME PORTABLE REPLACEMENT OPTIONS & COSTS - NOV 2018	Backup Material



**Christa McAuliffe Charter Elementary School**  
**Portable Replacement Report**

**November 13, 2018**

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## **I. Overview**

Cape Coral Charter Elementary School North, known today as Christa McAuliffe Elementary Charter School, was opened in August of 2006. Christa McAuliffe was the second of the City of Cape Coral Charter Schools to be built. The site consists of 8.49 acres of developed property and is located at the intersection of SW 29<sup>th</sup> Avenue and SW 3<sup>rd</sup> Street, adjacent to Jim Jeffers Community Park; more specifically, 2817 SW 3<sup>rd</sup> Lane, Cape Coral, FL. The school parcel is currently zoned Residential District (RD) and has a Future Land Use designation of Public Facilities (PF).

The initial Planned Development Project (PDP) 5-2005 approved the construction of a 41,075 square foot charter elementary school to accommodate 600 students. Two modular buildings consisting of 1,680 square feet were placed on the site in 2008. The two modular buildings did not require an amendment to the PDP since the square footage was within approved limits.

Resolution PDP 5-2005 was amended by Resolution PDP 1-2010 to allow for the placement of two additional modular buildings for a total of four modular buildings consisting of 3,360 square feet for a total of 44,435 square feet exceeding the allowable square footage. The amendment also provided that the number of allowable students to increase from 600 to 704, and that the modular buildings be removed no later than four years from the date of adoption, being April 7, 2014.

The school's original intent was to lease the modular units for five years. However, due to the economic downturn, the funding associated with the anticipated expansion was not available and the portables remained in place. In December of 2012, the Charter School Authority's Governance and original Administration approved the purchase of the portables in which it is believed that they were not aware of the previous condition on time limitations.

According to the manufacturer of the modular buildings, Scott Williamson, the units have a 15-20 year life expectancy providing the units are properly maintained. In March 2014, Resolution PDP 3-2014 was submitted by the Charter School Authority seeking an extension for the portables to remain on-site until they reached their full life expectancy so that the schools could begin formulating a future plan for the portables. The PDP was amended and approved with the understanding that the modular buildings are to be removed by January 1, 2020 and that all provisions and conditions contained in Resolution PDP 5-2005 and Resolution 1-2010 remain in full force and effect for the life of the development, except as otherwise stated in the Development Order.

On January 16, 2018, an agreement between the Cape Coral Charter School Authority and GradyMinor & Associates, P.A. was entered into for a staffing and cost proposal to provide the following:

1. Provide options for the replacement of the portable classroom building(s) (brick and mortar or portable) with pros and cons for all options.
2. Prepare a preliminary site plan of the replacement building(s).
3. Prepare a preliminary opinion of probable construction costs to remove the portable classrooms and construct the replacement building(s).
4. Review the Charter School's approved Planned Development Project (PDP) ordinance to assure the proposed site plan development work and construction complies with the ordinance.
5. Provide an updated opinion of probable construction costs for the agreed upon replacement building(s) concept.
6. Provide a preliminary opinion of probable costs for the design (Architectural and Engineering) of the decided upon replacement building(s) inclusive of the cost required for any amendments to the PDP, site plan preparation, building construction plans and permit applications.

GradyMinor presented their Due Diligence Research Report to the Governing Board on two separate occasions. In addition, Superintendent Collins and Principal Brown presented their recommendations at the September 11, 2018 Governing Board Meeting. At that time, the Governing Board requested additional information to include:

- A Population Growth Study
- A Full Capacity Timeline
- Return on Investment/Debt Schedules

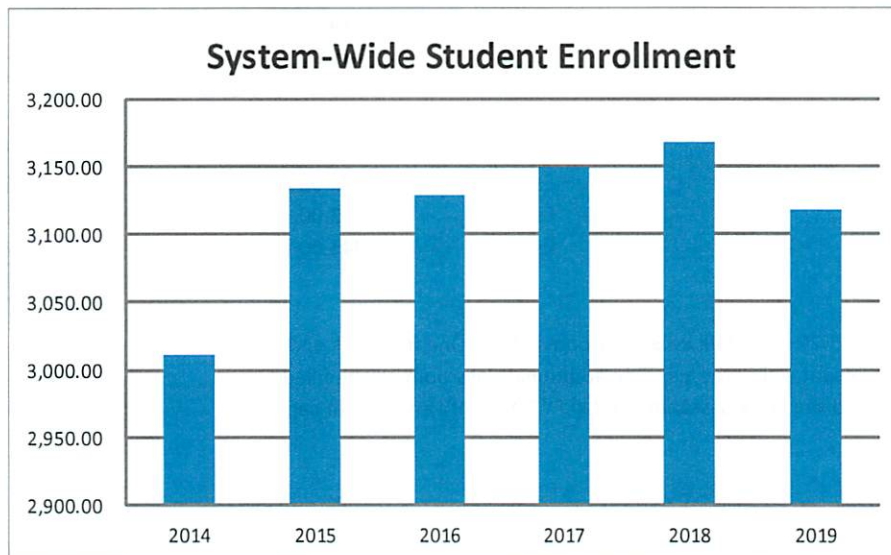
The purpose of this report is to provide such information and guidance to the Governing Board so that a final determination can be made regarding the portables. Once a decision is made, a recommendation can be brought forth to City Council for review and approval. Therefore, staff offers the following information for the Charter School Authority's Governing Board consideration:

## II. Enrollment

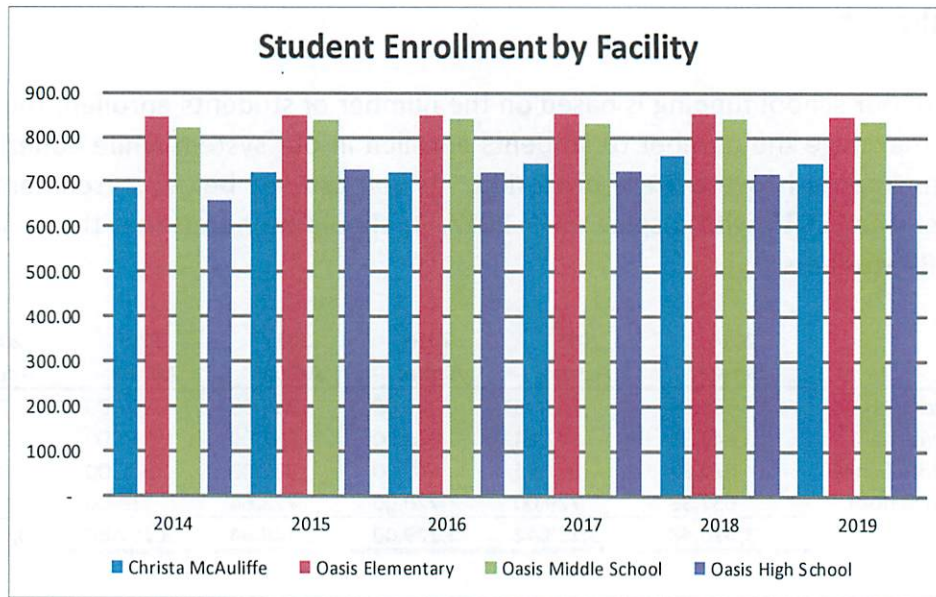
The majority of our school funding is based on the number of students enrolled; therefore, it is important to maximize the number of students enrolled in our system while adhering to class size limitations imposed by the State of Florida. As you can see below, enrollment has been relatively level since 2015 with a spike in FY 2017. It should be noted that these numbers do not include VPK students.

School	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
Christa McAuliffe	685.89	719.73	721.00	742.00	757.00	743.00
Oasis Elementary	846.34	847.14	848.00	851.00	852.00	846.00
Oasis Middle School	820.37	837.55	840.00	832.00	840.00	835.70
Oasis High School	657.88	729.00	720.00	723.64	718.00	692.88
<b>Total:</b>	<b>3,010.48</b>	<b>3,133.42</b>	<b>3,129.00</b>	<b>3,148.64</b>	<b>3,167.00</b>	<b>3,117.58</b>

While there has been no formal capacity study performed for Christa McAuliffe, staff feels current enrollment should not exceed 745 as the building stands today. This is based on student to teacher ratios as well as limited space. If an expansion is to occur, enrollment increases should be viewed by each construction option to analyze the financial impact associated.







Below is a table estimating the timeline for Christa McAuliffe Elementary to reach full enrollment capacity based on adding eight classrooms and the conversion of the VPK classroom:

School Year	LCSD Survey	No. of Students	+/- Change
FY 2015	5th	719.73	-
FY 2016	1st	721.00	-
FY 2017	1st	742.00	-
FY 2018	1st	757.00	-
FY 2019	2nd	743.00	-
FY 2020	Est.	803.00	60.00
FY 2021	Est.	823.00	20.00
FY 2022	Est.	843.00	20.00
<b>Total:</b>			<b>100.00</b>

Notes: In FY 2020 there will be 3 classrooms filled. One from VPK and two of the vacant 4 classrooms. One additional classroom will be filled in FY 2021 and the last classroom filled in FY 2022 until enrollment capacity is reached.

### III. Waiting Lists

The following table comprises each school's waiting list at the end of September 2018. It is evident that without student growth, the expansion will not sustain those costs involved. While this project will add some capacity there is concern that not all seating will be filled as waiting lists are minimal.

If student growth is to occur for our schools, a marketing plan must be implemented to include radio and television advertisement campaigns. It is evident that we cannot just rely on population growth.

If seats cannot be filled, staff should consider alternative purposes for unfilled classroom space such as multi-purpose rooms, or designated space for art and music. If this does occur, revenues will need to be revisited as funding will be reduced.

It must be noted that as we move forward, waiting lists will change with grade level shifts.

#### Waiting Lists at September 2018

Grade	Christa McAuliffe	Oasis Elementary	Oasis Middle	Oasis High	Total by Grade
Kindergarten	-	20	-	-	20
1st	26	43	-	-	69
2nd	1	7	-	-	8
3rd	12	9	-	-	21
4th	-	1	-	-	1
5th	-	7	-	-	7
6th	-	-	8	-	8
7th	-	-	-	-	-
8th	-	-	4	-	4
9th	-	-	-	-	-
10th	-	-	-	1	1
11th	-	-	-	3	3
12th	-	-	-	-	-
Total by School:	39	87	12	4	142

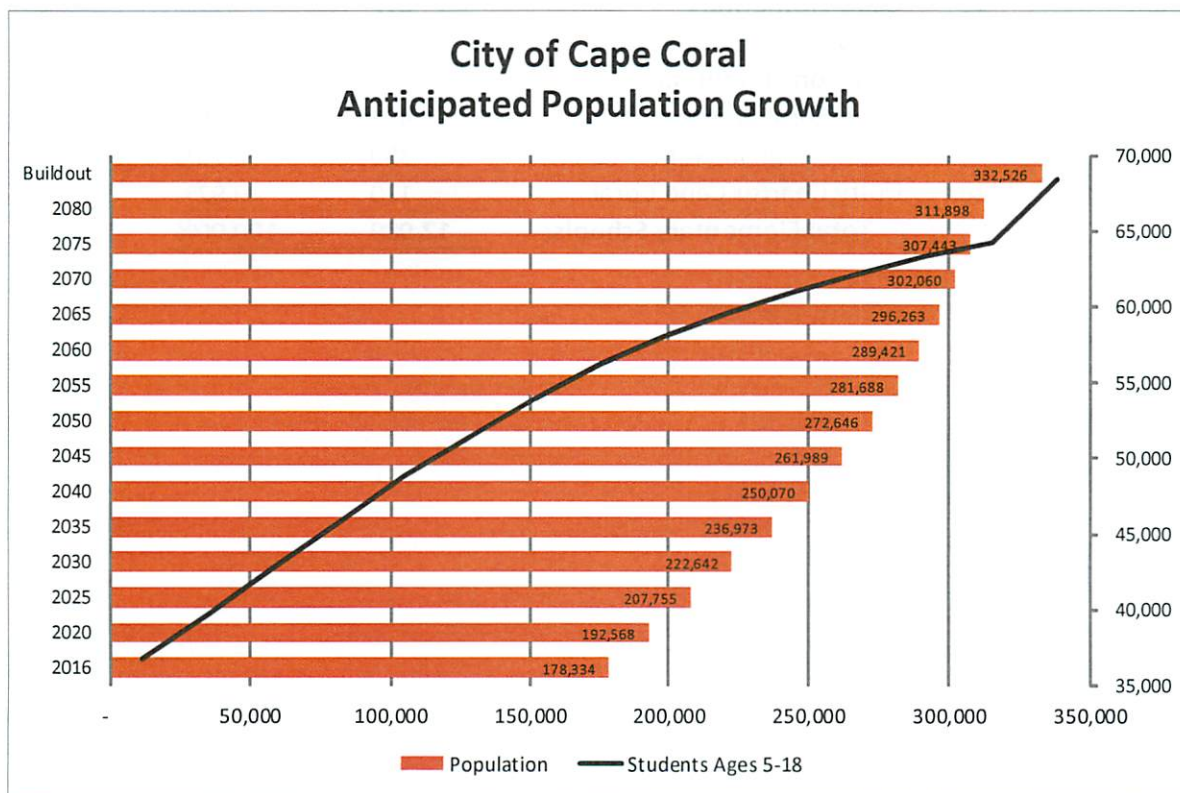
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#### IV. Population Growth

Cape Coral, Florida continues to be one of the fastest growing cities in the State of Florida. According to the U.S. Census Bureau, as of July 1, 2017 there is year-round population of an estimated 183,365 people. This is an increase of 29,058 from 154,307 in April 2010 or an increase of 18.8% over a 7 year span. It should be noted that persons between 5 years of age and 18 years remain consistent at 20.6% of total population or 37,773.19 in 2017.

In addition, the City of Cape Coral's Planning Division provided estimated growth rates in Cape Coral from 2016-2080. The data used in their analysis came from Metro Forecasting Models data. The chart below demonstrates population growth every 5-years beginning in 2016 until the City reaches its build-out. It should be noted that a 12% vacancy rate was used, as well as, an assumption that the average home comprises 2.5 people.

While total population growth was analyzed, it was identified that the largest growth is expected to be within the Northeast side of Cape Coral in the Gator Circle area. With that said, transportation of students will need to be considered.



As noted above, the U.S. Census Bureau reported that over a 7-year span, student population has remained consistent at 20.6%. The chart above is reflective of this 20.6% year after year.

Of the total 12,989 elementary student population (K-5) in Cape Coral, Christa McAuliffe services 745 students or 5.74% of K-5 student population, and is ranked 10 of the 18 schools with the most student population. Pre-kindergarten has been excluded from these numbers.

<b>Rank</b>	<b>School</b>	<b>K-5 Students</b>	<b>% of K-5 Population</b>
1	Gulf Elementary	1,092	8.41%
2	Diplomat Elementary	984	7.58%
3	Skyline Elementary	967	7.44%
4	Pelican Elementary	928	7.14%
5	Caloosa Elementary	909	7.00%
6	Oasis Elementary	855	6.58%
7	Hancock Creek Elementary	848	6.53%
8	Tropic Isles Elementary	846	6.51%
9	Trafalgar Elementary	772	5.94%
10	Christa McAuliffe	745	5.74%
11	Patriot Elementary	709	5.46%
12	Hector A Cafferata Jr Elementary	677	5.21%
13	Cape Elementary	672	5.17%
14	N. Fort Myers Academy	550	4.23%
15	Littleton Elementary	534	4.11%
16	Cape Coral Charter	422	3.25%
17	J Colin English Elementary	359	2.76%
18	Unity Charter Cape Coral	120	0.92%
<b>Total Elementary Schools:</b>		<b>12,989</b>	<b>100.00%</b>

## **V. Expansion Options and Cost Estimates**

While a total of 5 options were previously presented, the Governing Board's direction was to specifically discuss Options 2 and 3; however, staff felt it necessary to include Option 4 as another possibility.

GradyMinor provided a cost estimate for each replacement option below:

<b>Option</b>	<b>Description</b>	<b>Cost</b>
1	Two Story Expansion with 16 Total Classrooms	\$6,100,938
2	Two Story Expansion with 8 Total Classrooms	\$3,316,917
3	Two Permanent Modular Buildings with 8 Total Classrooms	\$1,872,897
4	One Permanent Modular Building with 4 Total Classrooms	\$1,183,232
5	Remove Portables in their Entirety	\$25,000

### **Financial Impact**

In order to understand the financial impacts relating to the portables, the following must be considered:

#### **Voluntary Pre-Kindergarten**

As previously discussed, it is the Authority's intent to eliminate the Voluntary Pre-Kindergarten Programs at both the Oasis Elementary and Christa McAuliffe Elementary Schools in school year FY 2019-2020. Since our primary focus is at the Christa Campus, the identical scenario provided below would apply at Oasis Elementary.

VPK provides services to 40 students in each program. There are 20 in the morning class and 20 in the afternoon. This program brings in an estimated \$98,026 annually; however, it is offset by the expenses primarily related to payroll (1 VPK Director, 1 Para). In addition, this program pays \$23,736 toward fiscal services. This fee is intended to cover rent, utilities, building and liability insurance, and administrative overheads as if the VPK Programs were a separate entity and the fee is credited back to the respective schools general operations. This equates to \$98.88 per FTE.

Converting the VPK program to 20 regular full time students will allow the schools to bring in \$136,588 (95% of budget) in revenue or an increase of \$38,562 when compared to VPK. Both the teacher and para positions would still be required with the expansion options in which there would be no net effect. However, it should be noted that the schools would be responsible for the fiscal service expense currently credited back by the VPK Program.

**Cost Estimates**

The following pages provide further detail and a breakdown of cost estimates for each option considered.

**Base Assumptions**

The following base assumptions were used in calculating revenue estimations:

Average FEFP Funding per FTE at Christa McAuliffe today:	\$7,188.82
FEFP reflects an average increase of \$100 each year.	
Voluntary Pre-Kindergarten Funding per student:	\$2,450.65 or \$4.53/Hour
Total VPK Funding for Christa McAuliffe based on 20 FTE:	\$98,026
Revenue is estimated at 95% per Financial Policy.	

**Start-up Costs**

The following tables demonstrate those expenditures that were taken into consideration for startup costs as well as estimated fixed costs. These include Personnel, Operating, and Debt Service on an annual basis. Personnel costs include a three percent increase year to year as well as any additional staff. Operating costs were calculated using start-up costs as well as fixed costs including anticipated increases to building insurance, textbooks, software, etc. Finally, debt was calculated using the 15 year amortization schedules as provided in the appendices section of this report.

It should be noted that these tables are used for calculations in all options provided with the exception of changes to Debt Service.



Description	Initial Start-Up Costs			
	Year 1	Year 1	Year 2	Year 3
	40 Students 2 Classrooms	20 Students VPK Conv	20 Students	20 Students
Insurance (Building, Gen Liab)	\$ 10,000	\$ -	\$ -	\$ -
Chairs	3,200	1,600	1,600	1,600
Chromebooks	12,000	6,000	6,000	6,000
Data Access Meraki	1,200	600	600	600
Desks	5,000	2,500	2,500	2,500
Docucams	1,200	600	600	600
Fiscal Services	23,736	-	-	-
Projectors	1,000	500	500	500
Safety Equipment	1,000	500	500	500
Smartboards	3,000	1,500	1,500	1,500
Software	10,000	5,000	5,000	5,000
Supplies	10,000	5,000	5,000	5,000
Tables/Cabinets/Shelving	4,000	2,000	2,000	2,000
Teacher Computers/Printers	2,000	1,000	1,000	1,000
Teacher Desk	1,000	500	500	500
Telephones	160	80	80	80
Textbooks	20,000	10,000	10,000	10,000
Utilities	2,000	-	-	-
	<b>\$ 110,496</b>	<b>\$ 37,380</b>	<b>\$ 37,380</b>	<b>\$ 37,380</b>
Contingency 20%	22,099	7,476	7,476	7,476
<b>Total</b>	<b>\$ 132,595</b>	<b>\$ 44,856</b>	<b>\$ 44,856</b>	<b>\$ 44,856</b>

Description	Fixed Costs			
	Year 2 Fixed	Year 3 Fixed	Year 4 Fixed	Year 5 Fixed
Insurance (Building, Gen Liab)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Chairs				
Chromebooks				
Data Access Meraki				
Desks				
Docucams				
Fiscal Services	23,736	23,736	23,736	23,736
Projectors				
Safety Equipment				
Smartboards				
Software	7,000	7,000	7,000	7,000
Supplies	5,000	5,000	5,000	5,000
Tables/Cabinets/Shelving				
Teacher Computers/Printers				
Teacher Desk				
Telephones				
Textbooks	3,000	5,000	5,000	5,000
Utilities	2,000	2,000	2,000	2,000
	<b>\$ 50,736</b>	<b>\$ 52,736</b>	<b>\$ 52,736</b>	<b>\$ 52,736</b>
Contingency 20%	10,147	10,547	10,547	10,547
<b>Total</b>	<b>\$ 60,883</b>	<b>\$ 63,283</b>	<b>\$ 63,283</b>	<b>\$ 63,283</b>

## Option 2 – Two Story Expansion with 8 Classrooms (Brick & Mortar)

**Cost: \$3,316,917**

A cost of itemized services and improvements can be found on page 15 of the GradyMinor's Due Diligence Research Report found in the Appendices Section of this report.

### Option 2 - Two Story Expansion with 8 Classrooms (Brick & Mortar)

Enrollment	803	823	843	843	843
Students	60	80	100	100	100
FEFP Funding per FTE	\$ 7,289	\$ 7,389	\$ 7,489	\$ 7,589	\$ 7,689

Revenues	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue VPK Conversion	\$ 138,491	\$ -	\$ -	\$ -	\$ -
Revenue Added Enrollment	276,982	561,564	711,455	720,955	730,455
<b>Total Revenue:</b>	<b>\$ 415,473</b>	<b>\$ 561,564</b>	<b>\$ 711,455</b>	<b>\$ 720,955</b>	<b>\$ 730,455</b>

Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5
Payroll	\$ 218,558	\$ 288,975	\$ 361,504	\$ 372,349	\$ 372,674
Operating	177,451	105,739	108,139	63,283	63,283
Debt Service	298,689	292,750	295,906	293,969	293,969
<b>Total Expenditures:</b>	<b>\$ 694,698</b>	<b>\$ 687,464</b>	<b>\$ 765,549</b>	<b>\$ 729,601</b>	<b>\$ 729,926</b>
<b>Use of Fund Balance:</b>	<b>\$ (279,225)</b>	<b>\$ (125,900)</b>	<b>\$ (54,094)</b>	<b>\$ (8,646)</b>	<b>\$ 529</b>

#### Notes:

Revenue is estimated at 95% per Financial Policy.

Personnel consists of 3 Full Time Teachers and 1 Paraprofessional with a 3% increase year-to-year.

### Option 3 – Two Permanent Modular Buildings with 4 Classrooms Each for a total of 8 Classrooms

**Cost: \$1,872,897**

A cost of itemized services and improvements can be found on page 16 of the GradyMinor's Due Diligence Research Report found in the Appendices Section of this document.

#### Option 3 - Two Permanent Modular Buildings with 4 Classrooms Each for a Total of 8 Classrooms

Enrollment	803	823	843	843	843
Students	60	80	100	100	100
FEFP Funding per FTE	\$ 7,289	\$ 7,389	\$ 7,489	\$ 7,589	\$ 7,689

Revenues	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue VPK Conversion	\$ 138,491	\$ -	\$ -	\$ -	\$ -
Revenue Added Enrollment	276,982	561,564	711,455	720,955	730,455
<b>Total Revenue:</b>	<b>\$ 415,473</b>	<b>\$ 561,564</b>	<b>\$ 711,455</b>	<b>\$ 720,955</b>	<b>\$ 730,455</b>

Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5
Payroll	\$ 218,558	\$ 288,975	\$ 361,504	\$ 372,349	\$ 372,674
Operating	177,451	105,739	108,139	63,283	63,283
Debt Service	168,669	167,219	168,469	169,531	170,266
<b>Total Expenditures:</b>	<b>\$ 564,678</b>	<b>\$ 561,933</b>	<b>\$ 638,112</b>	<b>\$ 605,163</b>	<b>\$ 606,223</b>
<b>Use of Fund Balance:</b>	<b>\$ (149,205)</b>	<b>\$ (369)</b>	<b>\$ 73,343</b>	<b>\$ 115,792</b>	<b>\$ 124,232</b>

#### Notes:

Revenue is estimated at 95% per Financial Policy.

Personnel consists of 3 Full Time Teachers and 1 Paraprofessional with a 3% increase year-to-year.

## Option 4 – One Modular Building with 4 Classrooms

**Cost: \$1,183,232**

The one modular building with 4 classrooms would not add any additional students. Rather, the VPK classroom within the school would be converted to 20 students changing funding from VPK to FEFP. Start-up costs would be the conversion of VPK to 20 full time students such as textbooks, chairs, chrome books, etc.

Since this option was requested after GradyMinor provided their Due Diligence Report, it is not included in the Appendices Section. Below is an itemized breakdown of these costs:

Professional Services	\$	65,000
Site Improvements		134,650
Building Cost (1 Modular)		774,144
Replacement Option 4 Total:	\$	<u>973,794</u>
20% Contingency	\$	194,759
Application Fees		14,679
Grand Total Option 4:	\$	<u><u>1,183,232</u></u>

### Option 4 - Replace 4 Portables with One Modular Building with 4 Classrooms

Enrollment	763	763	763	763	763
Students	20	-	-	-	-
FEFP Funding per FTE	\$ 7,289	\$ 7,389	\$ 7,489	\$ 7,589	\$ 7,689

Revenues	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue VPK Conversion	\$ 138,491	\$ 140,388	\$ 142,288	\$ 144,191	\$ 146,091
Revenue Added Enrollment	-	-	-	-	-
<b>Total Revenue:</b>	<b>\$ 138,491</b>	<b>\$ 140,388</b>	<b>\$ 142,288</b>	<b>\$ 144,191</b>	<b>\$ 146,091</b>

Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5
Payroll	\$ 63,000	\$ 64,890	\$ 66,837	\$ 68,842	\$ 70,907
Operating	79,339	34,483	34,483	34,483	34,483
Debt Service	112,141	108,031	105,594	108,156	110,391
<b>Total Expenditures:</b>	<b>\$ 254,480</b>	<b>\$ 207,404</b>	<b>\$ 206,914</b>	<b>\$ 211,481</b>	<b>\$ 215,781</b>
<b>Use of Fund Balance:</b>	<b>\$ (115,989)</b>	<b>\$ (67,016)</b>	<b>\$ (64,626)</b>	<b>\$ (67,290)</b>	<b>\$ (69,690)</b>

**Notes:** Revenue is estimated at 95% per Financial Policy; Personnel consists of 1 Full Time Teacher with a 3% increase year-to-year.

### **Option 5 – Remove All 4 Portables and Do Not Replace**

The VPK classroom would be converted to a student classroom with funding converted from VPK to FEFP. This would present an increase in revenue of an estimated \$38,565.

Removal costs of all 4 portables are estimated at \$25,000.

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## **VI. Conclusion**

### **Funding Options**

At this time, staff has begun working with the City of Cape Coral Finance Department to assist in obtaining debt schedules for each option. Formal amortization schedules can be found in the Appendices Section of this report.

If it is determined to remove the existing portables the costs would be sustained within the existing budgets.

### **Items for Consideration**

- Time – time must be considered if project is to go out to bid.
- Students in Portables – existing students in the portables will need to be relocated to existing school facilities during the construction of the expansion in all options.
- Transportation - As noted above, if student population is to grow a major factor that must be considered is the additional need and cost of student transportation.
- Food Services – Will the existing cafeteria accommodate the increased number of students? With the addition of increased students, food costs will increase.
- Personnel – Will any additional personnel be needed with the increased number of students such as cafeteria help or office staff?
- Media Center – existing space be limited and may not accommodate the increased number of students.
- Custodial – With the addition of 8 classrooms, increased custodial staff may be necessary.
- Student Schedules – with additional students, classroom schedules may need to be revised.
- Amendment of School Charter due to increased student capacity.

### **Associated Risks**

There are a number of inherent risks associated with the expansion of Christa McAuliffe Campus. These include:

- A potential decrease in FEFP due to economic conditions
- No guarantee with revenue associated with the Public Education Capital Outlay Program (PECO)
- No guarantee with revenue associated with FEFP increase year-to-year
- Maintaining existing and future enrollment levels
- Construction delays that would cause the building/modular not to be completed by the start of school year
- State Legislative changes that may impact class sizes, academic requirements, etc.



## **Recommendation**

It is staff's recommendation that the Governing Board approves the expansion of Option 2 or 3 with a build-out of 8-classrooms. This would accommodate the existing level of student population and foster future growth of our system.

In the event we are unable to fill seats, rooms would be used as multi-purpose areas to build on arts, music, and drama programs to name a few. If nothing is done we will need to remove the portables decreasing our current revenues and limiting growth of our schools.

Following the Governing Board's recommendation, staff will work with the City of Cape Coral and GradyMinor to begin presenting the proposal to City Council.

## **Appendices**

- a. Enrollment by School in Cape Coral (aka West Zone)
- b. Population Growth Summary
- c. Amortization Schedules for 15 Years: Options 2, 3, and 4
- d. GradyMinor Due Diligence Research Report

**a. Enrollment by School in Cape Coral**

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
WEST ZONE

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	----- TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
0571	CALOOSA ELEMENTARY	965	445 46	566 59
	PK	56	34 61	37 66
	KG	141	62 44	84 60
	01	141	76 54	81 57
	02	135	59 44	75 56
	03	171	67 39	99 58
	04	168	75 45	108 64
	05	153	72 47	82 54
0131	CAPE ELEMENTARY	673	256 38	275 41
	PK	1	1 100	0 0
	KG	112	51 46	54 48
	01	111	41 37	39 35
	02	98	33 34	41 42
	03	94	34 36	30 32
	04	110	39 35	44 40
	05	147	57 39	67 46
0771	DIPLOMAT ELEMENTARY	984	402 41	511 52
	KG	152	67 44	74 49
	01	149	65 44	90 60
	02	168	76 45	87 52
	03	182	74 41	92 51
	04	175	67 38	90 51
	05	158	53 34	78 49
0672	GULF ELEMENTARY	1103	356 32	434 39
	PK	11	5 45	4 36
	KG	173	61 35	52 30
	01	165	50 30	62 38
	02	168	59 35	72 43
	03	210	73 35	92 44
	04	191	57 30	77 40
	05	185	51 28	75 41
0801	HANCOCK CREEK ELEMENTARY	860	468 54	353 41
	PK	12	8 67	10 83
	KG	129	82 64	63 49
	01	140	79 56	61 44
	02	138	76 55	54 39
	03	150	78 52	54 36
	04	139	68 49	52 37
	05	152	77 51	59 39

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
WEST ZONE

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	-----	TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
0712	HECTOR A CAFFERATA JR ELE		677	365 54	451 67
	KG		94	56 60	70 74
	01		101	51 50	71 70
	02		111	58 52	70 63
	03		132	71 54	89 67
	04		100	56 56	65 65
	05		139	73 53	86 62
0261	J COLIN ENGLISH ELEM		440	330 75	236 54
	PK		81	76 94	45 56
	KG		73	55 75	37 51
	01		72	48 67	34 47
	02		47	30 64	26 55
	03		59	42 71	38 64
	04		42	32 76	22 52
	05		66	47 71	34 52
0791	LITTLETON ELEM		550	335 61	271 49
	PK		16	11 69	11 69
	KG		92	65 71	49 53
	01		91	58 64	37 41
	02		91	49 54	39 43
	03		84	42 50	39 46
	04		69	48 70	36 52
	05		107	62 58	60 56
0601	N FT MYERS ACAD		550	237 43	249 45
	KG		73	33 45	36 49
	01		77	36 47	32 42
	02		93	39 42	42 45
	03		88	44 50	45 51
	04		98	40 41	39 40
	05		121	45 37	55 45
0461	PATRIOT ELEMENTARY		728	346 48	360 49
	PK		19	12 63	13 68
	KG		110	46 42	58 53
	01		110	60 55	46 42
	02		120	56 47	66 55
	03		140	69 49	59 42
	04		106	50 47	64 60
	05		123	53 43	54 44

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
WEST ZONE

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	-----	TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
0641	PELICAN ELEMENTARY		969	410 42	441 46
	PK		41	15 37	13 32
	KG		146	66 45	63 43
	01		149	54 36	77 52
	02		146	64 44	62 42
	03		169	79 47	82 49
	04		141	64 45	62 44
	05		177	68 38	82 46
0751	SKYLINE ELEMENTARY		1021	494 48	509 50
	PK		54	32 59	35 65
	KG		160	77 48	79 49
	01		159	69 43	77 48
	02		148	78 53	75 51
	03		170	87 51	94 55
	04		147	63 43	63 43
	05		183	88 48	86 47
0762	TRAFALGAR ELEMENTARY		793	218 27	333 42
	PK		21	12 57	10 48
	KG		113	31 27	50 44
	01		117	36 31	50 43
	02		121	25 21	50 41
	03		128	35 27	51 40
	04		141	37 26	59 42
	05		152	42 28	63 41
0391	TROPIC ISLES ELEMENTARY		907	535 59	469 52
	PK		61	45 74	33 54
	KG		129	79 61	71 55
	01		131	85 65	67 51
	02		112	70 63	63 56
	03		152	84 55	86 57
	04		153	87 57	79 52
	05		169	85 50	70 41
*TOTAL	ELEMENTARY/WEST ZONE		11220	5197 46	5458 49
	PK		373	251 67	211 57
	KG		1697	831 49	840 49
	01		1713	808 47	824 48
	02		1696	772 46	822 48
	03		1929	879 46	950 49
	04		1780	783 44	860 48



STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
WEST ZONE

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	----- TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
*TOTAL	ELEMENTARY/WEST ZONE			
	05	2032	873 43	951 47
0572	CALOOSA MIDDLE	871	439 50	469 54
	06	296	147 50	172 58
	07	264	138 52	129 49
	08	311	154 50	168 54
0133	CHALLENGER MIDDLE	1089	427 39	558 51
	06	366	152 42	182 50
	07	347	141 41	195 56
	08	376	134 36	181 48
0772	DIPLOMAT MIDDLE	863	378 44	428 50
	06	291	137 47	140 48
	07	277	123 44	122 44
	08	295	118 40	166 56
0671	GULF MIDDLE	806	246 31	353 44
	06	260	71 27	107 41
	07	264	80 30	116 44
	08	282	95 34	130 46
0722	MARINER MIDDLE	1012	424 42	480 47
	06	355	152 43	167 47
	07	299	130 43	142 47
	08	358	142 40	171 48
0601	N FT MYERS ACAD	569	242 43	242 43
	06	185	81 44	74 40
	07	186	74 40	85 46
	08	198	87 44	83 42
0761	TRAFALGAR MIDDLE	916	248 27	393 43
	06	312	88 28	135 43
	07	291	74 25	127 44
	08	313	86 27	131 42
*TOTAL	MIDDLE/WEST ZONE			
	06	6126	2404 39	2923 48
		2065	828 40	977 47



STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
WEST ZONE

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
*TOTAL MIDDLE/WEST ZONE				
	07	1928	760 39	916 48
	08	2133	816 38	1030 48
0621	CAPE CORAL HIGH	1607	474 29	809 50
	09	438	143 33	221 50
	10	414	135 33	215 52
	11	379	98 26	198 52
	12	376	98 26	175 47
0861	IDA S. BAKER HIGH	1801	527 29	837 46
	09	434	127 29	196 45
	10	457	145 32	226 49
	11	462	128 28	212 46
	12	448	127 28	203 45
0491	ISLAND COAST HIGH SCHOOL	1687	717 43	847 50
	09	441	208 47	215 49
	10	420	186 44	216 51
	11	438	172 39	204 47
	12	388	151 39	212 55
0721	MARINER HIGH	1557	562 36	735 47
	09	388	172 44	190 49
	10	406	147 36	183 45
	11	391	125 32	179 46
	12	372	118 32	183 49
0311	NORTH FORT MYERS HIGH	1874	533 28	594 32
	09	438	133 30	141 32
	10	517	158 31	173 33
	11	465	134 29	133 29
	12	454	108 24	147 32
*TOTAL HIGH/WEST ZONE				
	09	8526	2813 33	3822 45
	10	2139	783 37	963 45
	11	2214	771 35	1013 46
	12	2135	657 31	926 43
	12	2038	602 30	920 45
*TOTALS FOR WEST ZONE				
	PK	25872	10414 40	12203 47
	KG	373	251 67	211 57
	KG	1697	831 49	840 49

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
CHRT/VRTL

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	TOT ENRL	F/R ENRL	LUNCH %TOT	MINORITY ENRL	%TOT
4221	ACCELERATION MDL CHARTER	59	43	73	40	68
	06	3	3	100	2	67
	07	14	10	71	11	79
	08	42	30	71	27	64
4305	ATHENIAN ACADEMY	12	9	75	4	33
	KG	7	5	71	3	43
	01	4	3	75	1	25
	02	1	1	100	0	0
4102	BONITA SPRINGS CHARTER	1297	558	43	618	48
	KG	124	40	32	56	45
	01	140	76	54	62	44
	02	150	70	47	82	55
	03	141	58	41	56	40
	04	137	54	39	65	47
	05	163	67	41	77	47
	06	156	76	49	78	50
	07	152	63	41	76	50
	08	134	54	40	66	49
4111	CAPE CORAL CHARTER	634	367	58	470	74
	PK	53	20	38	39	74
	KG	79	53	67	59	75
	01	53	36	68	37	70
	02	78	44	56	59	76
	03	87	55	63	57	66
	04	66	45	68	52	79
	05	59	33	56	47	80
	06	60	31	52	43	72
	07	56	30	54	44	79
	08	43	20	47	33	77
4151	CHRISTA MCAULIFFE ELEM	785	227	29	271	35
	PK	40	7	18	12	30
	KG	120	42	35	43	36
	01	122	37	30	47	39
	02	121	23	19	35	29
	03	125	46	37	49	39
	04	143	48	34	54	38
	05	114	24	21	31	27

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
CHRT/VIRTL

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	TOT ENRL	F/R LUNCH ENRL %TOT	MINORITY ENRL %TOT
4261	GATEWAY CHARTER INTERMED			
	07	212	83 39	138 65
	08	221	99 45	154 70
4304	HARLEM HEIGHTS CHARTER	79	76 96	78 99
	KG	17	16 94	17 100
	01	24	24 100	24 100
	02	20	20 100	19 95
	03	18	16 89	18 100
4274	ISLAND PARK CHARTER HS	336	4 1	206 61
	09	4	1 25	2 50
	10	27	1 4	21 78
	11	57	0 0	29 51
	12	248	2 1	154 62
7004	LEE CO VIRT SCHOOL FRANCH	283	21 7	75 27
	06	22	0 0	5 23
	07	29	6 21	13 45
	08	44	3 7	8 18
	09	36	0 0	11 31
	10	36	4 11	13 36
	11	61	4 7	15 25
	12	55	4 7	10 18
7023	LEE CO VIRTUAL INSTRU	45	8 18	25 56
	KG	5	0 0	1 20
	01	3	0 0	2 67
	02	10	4 40	8 80
	03	5	0 0	3 60
	04	9	3 33	3 33
	05	13	1 8	8 62
4242	NORTH NICHOLAS HIGH	243	5 2	108 44
	10	9	1 11	3 33
	11	43	2 5	20 47
	12	191	2 1	85 45
4303	NORTHERN PALMS CHARTER HS	133	64 48	41 31
	09	1	1 100	1 100
	10	6	4 67	2 33

STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
CHRT/VRTL

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	TOT ENRL	F/R ENRL	LUNCH %TOT	MINORITY ENRL	%TOT
4303	NORTHERN PALMS CHARTER HS					
	11	33	17	52	4	12
	12	93	42	45	34	37
4281	OAK CREEK CHARTER BONITA	488	420	86	364	75
	KG	50	43	86	36	72
	01	68	59	87	54	79
	02	40	32	80	34	85
	03	57	48	84	39	68
	04	54	49	91	43	80
	05	51	47	92	43	84
	06	55	52	95	41	75
	07	64	51	80	41	64
	08	49	39	80	33	67
4181	OASIS CHARTER HIGH SCHOOL	702	180	26	189	27
	09	176	53	30	51	29
	10	180	43	24	48	27
	11	153	36	24	41	27
	12	193	48	25	49	25
4143	OASIS ELEMENTARY	895	225	25	268	30
	PK	40	6	15	14	35
	KG	141	35	25	37	26
	01	140	36	26	48	34
	02	141	30	21	37	26
	03	143	35	24	47	33
	04	145	30	21	41	28
	05	145	53	37	44	30
4171	OASIS MIDDLE	837	242	29	288	34
	06	298	81	27	106	36
	07	258	78	30	85	33
	08	281	83	30	97	35
4223	PALM ACRES CHARTER HS	258	125	48	204	79
	09	3	2	67	3	100
	10	17	10	59	11	65
	11	40	25	63	32	80
	12	198	88	44	158	80



STUDENT ENROLLMENT & ETHNIC COMPOSITION BY SCHOOL AND GRADE  
CHRT/VRTL

SCHOOL YEAR: 18-19

----- NUM.	SCHOOL NAME	TOT ENRL	F/R ENRL	LUNCH %TOT	MINORITY ENRL	%TOT
4141	SIX MILE CHARTER ACADEMY	951	410	43	636	67
	PK	18	10	56	15	83
	KG	73	38	52	52	71
	01	94	43	46	62	66
	02	88	41	47	63	72
	03	122	55	45	86	70
	04	111	41	37	68	61
	05	131	49	37	86	66
	06	118	56	47	84	71
	07	99	38	38	63	64
	08	97	39	40	57	59
4100	THE ISLAND SCHOOL	60	0	0	8	13
	KG	7	0	0	1	14
	01	13	0	0	3	23
	02	9	0	0	0	0
	03	7	0	0	0	0
	04	11	0	0	2	18
	05	13	0	0	2	15
4231	UNITY CHARTER CAPE CORAL	166	5	3	96	58
	KG	17	0	0	9	53
	01	20	0	0	10	50
	02	13	2	15	9	69
	03	24	0	0	12	50
	04	12	0	0	6	50
	05	34	0	0	20	59
	06	20	1	5	11	55
	07	9	0	0	5	56
	08	17	2	12	14	82
*TOTAL/CHRT/VRTL		11641	4463	38	6313	54
	PK	204	74	36	120	59
	KG	854	392	46	480	56
	01	897	439	49	500	56
	02	878	360	41	497	57
	03	922	420	46	512	56
	04	917	396	43	502	55
	05	935	371	40	501	54
	06	965	419	43	531	55
	07	893	359	40	476	53
	08	928	369	40	489	53
	09	484	163	34	243	50
	10	566	163	29	277	49

## **b. Population Growth Study**

## Growth in Cape Coral 2016-2040

### Executive Summary

This white paper discusses the estimated growth rates in Cape Coral from 2016-2030 and 2016-2040 and the location of the area experiencing the highest growth rates. Data used in this analysis comes from Metro Forecasting Models data obtained earlier this year.

The analysis reviewed two separate timeframes, a short-term timeframe of 14 years, and a medium timeframe of 25 years. Areas in Cape Coral are divided into Traffic Analysis Zones (TAZ's). There are 429 TAZ's in Cape Coral; of these 35 were removed due to a lack of residential land use being present in those areas. Therefore, 394 TAZ's were analyzed in this report.

Those areas selected as experiencing the highest growth rates fulfilled two criteria; growth of no less than 100 dwelling units within the timeframe, and a minimum development rate of 40% within the area. These criteria were used to separate small absolute changes with large growth rates (an area experiencing growth from 10 to 20 units represents 100% growth), and to ensure that the areas selected would be densely developed enough to warrant centralized utility provision.

### 2016-2030

The top 7 highest growing TAZ's were identified included the following areas:

Zone Cluster	Zone	TOTAL UNITS DEVELOPED 2016 Units, Pop at FY, Percent Developed			Est. TOTAL UNITS DEVELOPED 2030 Units, Pop at FY, Percent Developed			Estimated Change 2016-2030	
		Total Units	Total Pop	Pct Dev at FY	Total Units	Total Pop	Pct Dev at FY	Units	% Chg
C3	TAZ 2618 cc	462	1016	49.62%	931	2055	100.00%	469	101.52%
N5	TAZ 2503	202	444	23.68%	357	789	41.85%	155	76.73%
N1	TAZ 2501	273	601	25.02%	476	1050	43.63%	203	74.36%
N5	TAZ 3294	160	352	28.47%	270	596	48.04%	110	68.75%
N3	TAZ 2924	248	546	28.80%	417	921	48.43%	169	68.15%
N4	TAZ 2494	257	568	28.37%	433	957	47.79%	176	68.48%
N2	TAZ 2827		0	0.00%	337	745	100.00%	337	

Of these areas, TAZ 2618cc refers to the northern phases of the Sandoval development in SW Cape Coral. TAZ's 2503 and 3294 are located in northeastern Cape Coral, off Gator Circle. TAZ 2501 is centered on the Diplomat school complex, just west of Del Prado Boulevard North and north of Diplomat Parkway. Just



south of the Coral Oaks Golf Course, south of Van Buren Parkway is TAZ 2924, while TAZ 2494 is the area located at the southeast corner of Kismet Parkway and Santa Barbara Boulevard. TAZ 2827 is the Stonewater development.

Overall, the majority of the high growth areas is in NE Cape Coral. Utilities are present in TAZ's 2503 and 2827, while utilities are anticipated to be available to TAZ 2501 by 2021. It is likely that utilities will be available to other areas beyond 2021, but construction plans have not been developed beyond 2021.

#### 2016-2040

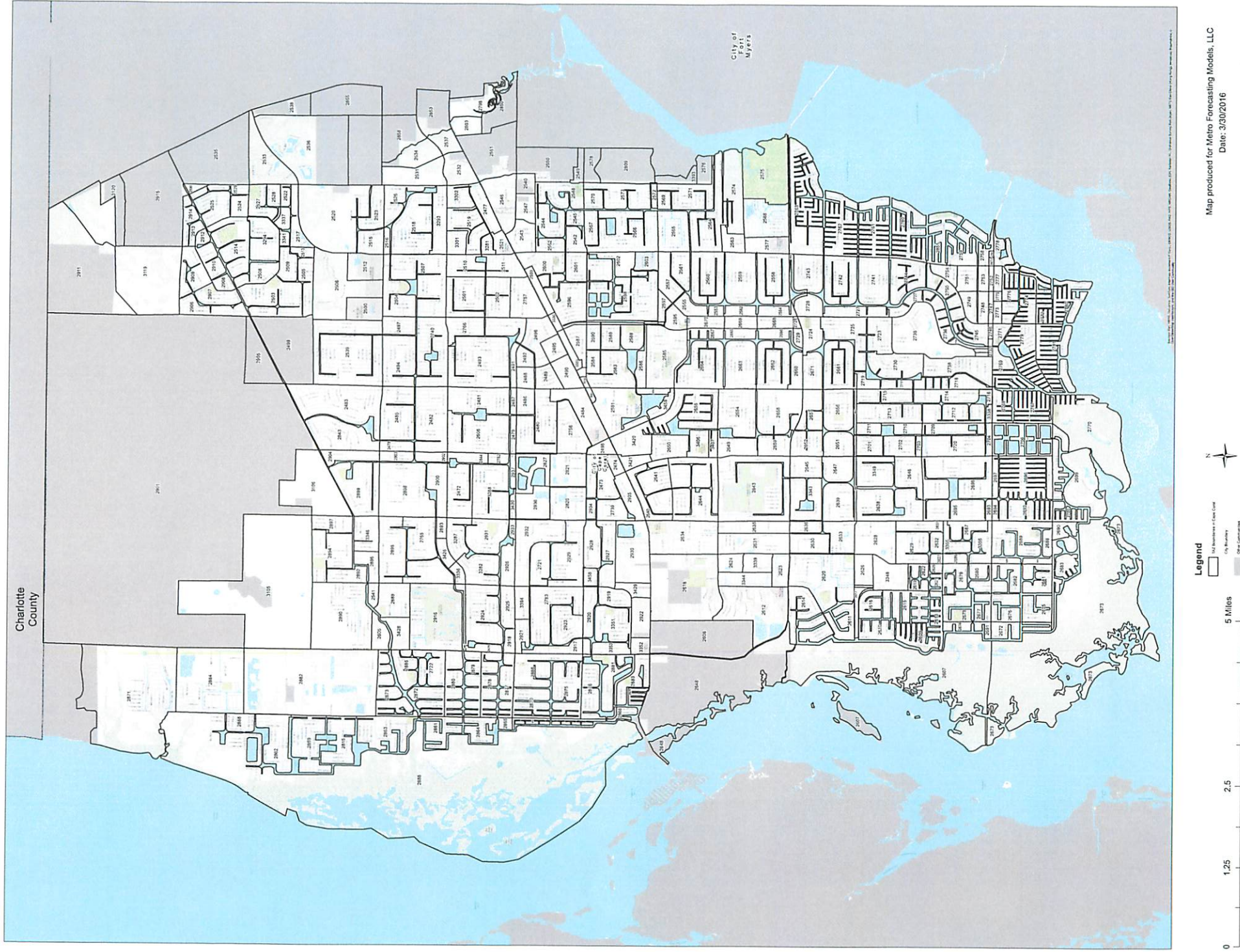
The top 7 highest growing TAZ's were identified included the following areas:

Zone Cluster	Zone	TOTAL UNITS DEVELOPED 2016 Units, Pop at FY, Percent Developed			TOTAL UNITS DEVELOPED Units, Pop at FY, Percent Developed			Estimated Change 2016- 2040	
		Total Units	Total Pop	Pct Dev at FY	Total Units	Total Pop	Pct Dev at FY	Units	% Chg
N3	TAZ 2859	108	238	14.92%	308	682	42.54%	200	185.19%
N3	TAZ 2863	95	209	15.01%	270	598	42.65%	175	184.21%
N5	TAZ 2536 cc	217	477	18.67%	578	1275	49.74%	361	166.36%
N3	TAZ 2873	100	220	19.19%	261	578	50.10%	161	161.00%
N3	TAZ 2815	97	213	19.13%	253	560	49.90%	156	160.82%
N3	TAZ 2886	105	231	19.92%	270	598	51.23%	165	157.14%
N3	TAZ 2872	69	152	20.18%	177	392	51.75%	108	156.52%

Almost all of these TAZ's are located in the Northwest quadrant of Cape Coral. TAZ's 2859 and 2863 are west of Old Burnt Store Road, north of Gulfstream Parkway, and represent the last area of gulf-access properties to develop. TAZ 2536 represents the Entrada development. The remaining 4 TAZ's on this list are located in NW Cape Coral, west of Burnt Store, and north of Yucatan Parkway, near gulf-access canals. By 2040, the City anticipates completing their utility construction programs, with maybe some exceptions in the far NW.



# City of Cape Coral, Florida



### **c. Amortization Schedules for 15 Years**

## **Option 2**



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City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

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**SOURCES AND USES OF FUNDS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date                    12/18/2018  
Delivery Date                12/18/2018

**Sources:**

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Bond Proceeds:	
Par Amount	3,370,000.00
	<hr/>
	3,370,000.00

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**Uses:**

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Project Fund Deposits:	
Project Fund	3,316,917.00
Delivery Date Expenses:	
Cost of Issuance	50,000.00
Other Uses of Funds:	
Contingency	3,083.00
	<hr/>
	3,370,000.00

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**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date	12/18/2018
Delivery Date	12/18/2018
Last Maturity	01/01/2034
Arbitrage Yield	3.767473%
True Interest Cost (TIC)	3.767473%
Net Interest Cost (NIC)	3.750000%
All-In TIC	3.986771%
Average Coupon	3.750000%
Average Life (years)	8.372
Weighted Average Maturity (years)	8.372
Duration of Issue (years)	6.968
Par Amount	3,370,000.00
Bond Proceeds	3,370,000.00
Total Interest	1,058,032.29
Net Interest	1,058,032.29
Total Debt Service	4,428,032.29
Maximum Annual Debt Service	298,688.54
Average Annual Debt Service	294,493.19
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	3,370,000.00	100.000	3.750%	8.372	2,327.85
	3,370,000.00			8.372	2,327.85

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,370,000.00	3,370,000.00	3,370,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense			
- Other Amounts		-50,000.00	
Target Value	3,370,000.00	3,320,000.00	3,370,000.00
Target Date	12/18/2018	12/18/2018	12/18/2018
Yield	3.767473%	3.986771%	3.767473%

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date 12/18/2018

Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
01/01/2019					3,370,000	3,370,000
01/01/2020	170,000	3.750%	128,688.54	298,688.54	3,200,000	3,200,000
01/01/2021	175,000	3.750%	117,750.00	292,750.00	3,025,000	3,025,000
01/01/2022	185,000	3.750%	110,906.25	295,906.25	2,840,000	2,840,000
01/01/2023	190,000	3.750%	103,968.75	293,968.75	2,650,000	2,650,000
01/01/2024	200,000	3.750%	96,703.13	296,703.13	2,450,000	2,450,000
01/01/2025	205,000	3.750%	89,062.50	294,062.50	2,245,000	2,245,000
01/01/2026	215,000	3.750%	81,234.38	296,234.38	2,030,000	2,030,000
01/01/2027	220,000	3.750%	73,031.25	293,031.25	1,810,000	1,810,000
01/01/2028	230,000	3.750%	64,781.25	294,781.25	1,580,000	1,580,000
01/01/2029	240,000	3.750%	56,015.63	296,015.63	1,340,000	1,340,000
01/01/2030	250,000	3.750%	46,734.38	296,734.38	1,090,000	1,090,000
01/01/2031	260,000	3.750%	37,359.38	297,359.38	830,000	830,000
01/01/2032	265,000	3.750%	27,468.75	292,468.75	565,000	565,000
01/01/2033	275,000	3.750%	17,531.25	292,531.25	290,000	290,000
01/01/2034	290,000	3.750%	6,796.88	296,796.88		
	3,370,000		1,058,032.29	4,428,032.29		



**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date 12/18/2018

Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/18/2018						3,370,000	3,370,000
04/01/2019	40,000	3.750%	36,157.29	76,157.29		3,330,000	3,330,000
07/01/2019	40,000	3.750%	31,218.75	71,218.75		3,290,000	3,290,000
10/01/2019	40,000	3.750%	30,843.75	70,843.75		3,250,000	3,250,000
01/01/2020	50,000	3.750%	30,468.75	80,468.75	298,688.54	3,200,000	3,200,000
04/01/2020	40,000	3.750%	30,000.00	70,000.00		3,160,000	3,160,000
07/01/2020	40,000	3.750%	29,625.00	69,625.00		3,120,000	3,120,000
10/01/2020	40,000	3.750%	29,250.00	69,250.00		3,080,000	3,080,000
01/01/2021	55,000	3.750%	28,875.00	83,875.00	292,750.00	3,025,000	3,025,000
04/01/2021	45,000	3.750%	28,359.38	73,359.38		2,980,000	2,980,000
07/01/2021	45,000	3.750%	27,937.50	72,937.50		2,935,000	2,935,000
10/01/2021	45,000	3.750%	27,515.63	72,515.63		2,890,000	2,890,000
01/01/2022	50,000	3.750%	27,093.75	77,093.75	295,906.25	2,840,000	2,840,000
04/01/2022	45,000	3.750%	26,625.00	71,625.00		2,795,000	2,795,000
07/01/2022	45,000	3.750%	26,203.13	71,203.13		2,750,000	2,750,000
10/01/2022	45,000	3.750%	25,781.25	70,781.25		2,705,000	2,705,000
01/01/2023	55,000	3.750%	25,359.38	80,359.38	293,968.75	2,650,000	2,650,000
04/01/2023	50,000	3.750%	24,843.75	74,843.75		2,600,000	2,600,000
07/01/2023	45,000	3.750%	24,375.00	69,375.00		2,555,000	2,555,000
10/01/2023	45,000	3.750%	23,953.13	68,953.13		2,510,000	2,510,000
01/01/2024	60,000	3.750%	23,531.25	83,531.25	296,703.13	2,450,000	2,450,000
04/01/2024	50,000	3.750%	22,968.75	72,968.75		2,400,000	2,400,000
07/01/2024	50,000	3.750%	22,500.00	72,500.00		2,350,000	2,350,000
10/01/2024	50,000	3.750%	22,031.25	72,031.25		2,300,000	2,300,000
01/01/2025	55,000	3.750%	21,562.50	76,562.50	294,062.50	2,245,000	2,245,000
04/01/2025	55,000	3.750%	21,046.88	76,046.88		2,190,000	2,190,000
07/01/2025	50,000	3.750%	20,531.25	70,531.25		2,140,000	2,140,000
10/01/2025	50,000	3.750%	20,062.50	70,062.50		2,090,000	2,090,000
01/01/2026	60,000	3.750%	19,593.75	79,593.75	296,234.38	2,030,000	2,030,000
04/01/2026	55,000	3.750%	19,031.25	74,031.25		1,975,000	1,975,000
07/01/2026	55,000	3.750%	18,515.63	73,515.63		1,920,000	1,920,000
10/01/2026	55,000	3.750%	18,000.00	73,000.00		1,865,000	1,865,000
01/01/2027	55,000	3.750%	17,484.38	72,484.38	293,031.25	1,810,000	1,810,000
04/01/2027	55,000	3.750%	16,968.75	71,968.75		1,755,000	1,755,000
07/01/2027	55,000	3.750%	16,453.13	71,453.13		1,700,000	1,700,000
10/01/2027	55,000	3.750%	15,937.50	70,937.50		1,645,000	1,645,000
01/01/2028	65,000	3.750%	15,421.88	80,421.88	294,781.25	1,580,000	1,580,000
04/01/2028	60,000	3.750%	14,812.50	74,812.50		1,520,000	1,520,000
07/01/2028	55,000	3.750%	14,250.00	69,250.00		1,465,000	1,465,000
10/01/2028	55,000	3.750%	13,734.38	68,734.38		1,410,000	1,410,000
01/01/2029	70,000	3.750%	13,218.75	83,218.75	296,015.63	1,340,000	1,340,000
04/01/2029	65,000	3.750%	12,562.50	77,562.50		1,275,000	1,275,000
07/01/2029	60,000	3.750%	11,953.13	71,953.13		1,215,000	1,215,000
10/01/2029	60,000	3.750%	11,390.63	71,390.63		1,155,000	1,155,000
01/01/2030	65,000	3.750%	10,828.13	75,828.13	296,734.38	1,090,000	1,090,000
04/01/2030	65,000	3.750%	10,218.75	75,218.75		1,025,000	1,025,000
07/01/2030	60,000	3.750%	9,609.38	69,609.38		965,000	965,000
10/01/2030	60,000	3.750%	9,046.88	69,046.88		905,000	905,000
01/01/2031	75,000	3.750%	8,484.38	83,484.38	297,359.38	830,000	830,000
04/01/2031	65,000	3.750%	7,781.25	72,781.25		765,000	765,000
07/01/2031	65,000	3.750%	7,171.88	72,171.88		700,000	700,000

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2031	65,000	3.750%	6,562.50	71,562.50		635,000	635,000
01/01/2032	70,000	3.750%	5,953.13	75,953.13	292,468.75	565,000	565,000
04/01/2032	65,000	3.750%	5,296.88	70,296.88		500,000	500,000
07/01/2032	65,000	3.750%	4,687.50	69,687.50		435,000	435,000
10/01/2032	65,000	3.750%	4,078.13	69,078.13		370,000	370,000
01/01/2033	80,000	3.750%	3,468.75	83,468.75	292,531.25	290,000	290,000
04/01/2033	75,000	3.750%	2,718.75	77,718.75		215,000	215,000
07/01/2033	70,000	3.750%	2,015.63	72,015.63		145,000	145,000
10/01/2033	70,000	3.750%	1,359.38	71,359.38		75,000	75,000
01/01/2034	75,000	3.750%	703.13	75,703.13	296,796.88		
	3,370,000		1,058,032.29	4,428,032.29	4,428,032.29		

### **Option 3**



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**SOURCES AND USES OF FUNDS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date                   12/18/2018  
Delivery Date               12/18/2018

**Sources:**

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Bond Proceeds:	
Par Amount	1,925,000.00
	<hr/>
	1,925,000.00
	<hr/>

**Uses:**

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Project Fund Deposits:	
Project Fund	1,872,897.00
Delivery Date Expenses:	
Cost of Issuance	50,000.00
Other Uses of Funds:	
Contingency	2,103.00
	<hr/>
	1,925,000.00
	<hr/>

**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date	12/18/2018
Delivery Date	12/18/2018
Last Maturity	01/01/2034

Arbitrage Yield	3.767473%
True Interest Cost (TIC)	3.767473%
Net Interest Cost (NIC)	3.750000%
All-In TIC	4.154260%
Average Coupon	3.750000%

Average Life (years)	8.379
Weighted Average Maturity (years)	8.379
Duration of Issue (years)	6.974

Par Amount	1,925,000.00
Bond Proceeds	1,925,000.00
Total Interest	604,856.77
Net Interest	604,856.77
Total Debt Service	2,529,856.77
Maximum Annual Debt Service	171,171.88
Average Annual Debt Service	168,252.07

Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	

Total Underwriter's Discount

Bid Price	100.000000
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Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	1,925,000.00	100.000	3.750%	8.379	1,330.70
	1,925,000.00			8.379	1,330.70

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,925,000.00	1,925,000.00	1,925,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense			
- Other Amounts		-50,000.00	
Target Value	1,925,000.00	1,875,000.00	1,925,000.00
Target Date	12/18/2018	12/18/2018	12/18/2018
Yield	3.767473%	4.154260%	3.767473%



**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date 12/18/2018  
Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
01/01/2019					1,925,000	1,925,000
01/01/2020	95,000	3.750%	73,669.27	168,669.27	1,830,000	1,830,000
01/01/2021	100,000	3.750%	67,218.75	167,218.75	1,730,000	1,730,000
01/01/2022	105,000	3.750%	63,468.75	168,468.75	1,625,000	1,625,000
01/01/2023	110,000	3.750%	59,531.25	169,531.25	1,515,000	1,515,000
01/01/2024	115,000	3.750%	55,265.63	170,265.63	1,400,000	1,400,000
01/01/2025	120,000	3.750%	50,953.13	170,953.13	1,280,000	1,280,000
01/01/2026	125,000	3.750%	46,171.88	171,171.88	1,155,000	1,155,000
01/01/2027	125,000	3.750%	41,625.00	166,625.00	1,030,000	1,030,000
01/01/2028	130,000	3.750%	36,937.50	166,937.50	900,000	900,000
01/01/2029	135,000	3.750%	32,062.50	167,062.50	765,000	765,000
01/01/2030	140,000	3.750%	26,718.75	166,718.75	625,000	625,000
01/01/2031	145,000	3.750%	21,468.75	166,468.75	480,000	480,000
01/01/2032	155,000	3.750%	15,890.63	170,890.63	325,000	325,000
01/01/2033	160,000	3.750%	10,078.13	170,078.13	165,000	165,000
01/01/2034	165,000	3.750%	3,796.88	168,796.88		
	1,925,000		604,856.77	2,529,856.77		

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date 12/18/2018  
Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/18/2018						1,925,000	1,925,000
04/01/2019	20,000	3.750%	20,653.65	40,653.65		1,905,000	1,905,000
07/01/2019	20,000	3.750%	17,859.38	37,859.38		1,885,000	1,885,000
10/01/2019	20,000	3.750%	17,671.88	37,671.88		1,865,000	1,865,000
01/01/2020	35,000	3.750%	17,484.38	52,484.38	168,669.27	1,830,000	1,830,000
04/01/2020	25,000	3.750%	17,156.25	42,156.25		1,805,000	1,805,000
07/01/2020	25,000	3.750%	16,921.88	41,921.88		1,780,000	1,780,000
10/01/2020	25,000	3.750%	16,687.50	41,687.50		1,755,000	1,755,000
01/01/2021	25,000	3.750%	16,453.13	41,453.13	167,218.75	1,730,000	1,730,000
04/01/2021	25,000	3.750%	16,218.75	41,218.75		1,705,000	1,705,000
07/01/2021	25,000	3.750%	15,984.38	40,984.38		1,680,000	1,680,000
10/01/2021	25,000	3.750%	15,750.00	40,750.00		1,655,000	1,655,000
01/01/2022	30,000	3.750%	15,515.63	45,515.63	168,468.75	1,625,000	1,625,000
04/01/2022	25,000	3.750%	15,234.38	40,234.38		1,600,000	1,600,000
07/01/2022	25,000	3.750%	15,000.00	40,000.00		1,575,000	1,575,000
10/01/2022	25,000	3.750%	14,765.63	39,765.63		1,550,000	1,550,000
01/01/2023	35,000	3.750%	14,531.25	49,531.25	169,531.25	1,515,000	1,515,000
04/01/2023	30,000	3.750%	14,203.13	44,203.13		1,485,000	1,485,000
07/01/2023	25,000	3.750%	13,921.88	38,921.88		1,460,000	1,460,000
10/01/2023	25,000	3.750%	13,687.50	38,687.50		1,435,000	1,435,000
01/01/2024	35,000	3.750%	13,453.13	48,453.13	170,265.63	1,400,000	1,400,000
04/01/2024	30,000	3.750%	13,125.00	43,125.00		1,370,000	1,370,000
07/01/2024	25,000	3.750%	12,843.75	37,843.75		1,345,000	1,345,000
10/01/2024	25,000	3.750%	12,609.38	37,609.38		1,320,000	1,320,000
01/01/2025	40,000	3.750%	12,375.00	52,375.00	170,953.13	1,280,000	1,280,000
04/01/2025	35,000	3.750%	12,000.00	47,000.00		1,245,000	1,245,000
07/01/2025	30,000	3.750%	11,671.88	41,671.88		1,215,000	1,215,000
10/01/2025	30,000	3.750%	11,390.63	41,390.63		1,185,000	1,185,000
01/01/2026	30,000	3.750%	11,109.38	41,109.38	171,171.88	1,155,000	1,155,000
04/01/2026	30,000	3.750%	10,828.13	40,828.13		1,125,000	1,125,000
07/01/2026	30,000	3.750%	10,546.88	40,546.88		1,095,000	1,095,000
10/01/2026	30,000	3.750%	10,265.63	40,265.63		1,065,000	1,065,000
01/01/2027	35,000	3.750%	9,984.38	44,984.38	166,625.00	1,030,000	1,030,000
04/01/2027	30,000	3.750%	9,656.25	39,656.25		1,000,000	1,000,000
07/01/2027	30,000	3.750%	9,375.00	39,375.00		970,000	970,000
10/01/2027	30,000	3.750%	9,093.75	39,093.75		940,000	940,000
01/01/2028	40,000	3.750%	8,812.50	48,812.50	166,937.50	900,000	900,000
04/01/2028	30,000	3.750%	8,437.50	38,437.50		870,000	870,000
07/01/2028	30,000	3.750%	8,156.25	38,156.25		840,000	840,000
10/01/2028	30,000	3.750%	7,875.00	37,875.00		810,000	810,000
01/01/2029	45,000	3.750%	7,593.75	52,593.75	167,062.50	765,000	765,000
04/01/2029	35,000	3.750%	7,171.88	42,171.88		730,000	730,000
07/01/2029	35,000	3.750%	6,843.75	41,843.75		695,000	695,000
10/01/2029	35,000	3.750%	6,515.63	41,515.63		660,000	660,000
01/01/2030	35,000	3.750%	6,187.50	41,187.50	166,718.75	625,000	625,000
04/01/2030	35,000	3.750%	5,859.38	40,859.38		590,000	590,000
07/01/2030	35,000	3.750%	5,531.25	40,531.25		555,000	555,000
10/01/2030	35,000	3.750%	5,203.13	40,203.13		520,000	520,000
01/01/2031	40,000	3.750%	4,875.00	44,875.00	166,468.75	480,000	480,000
04/01/2031	40,000	3.750%	4,500.00	44,500.00		440,000	440,000
07/01/2031	35,000	3.750%	4,125.00	39,125.00		405,000	405,000



**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2031	35,000	3.750%	3,796.88	38,796.88		370,000	370,000
01/01/2032	45,000	3.750%	3,468.75	48,468.75	170,890.63	325,000	325,000
04/01/2032	40,000	3.750%	3,046.88	43,046.88		285,000	285,000
07/01/2032	35,000	3.750%	2,671.88	37,671.88		250,000	250,000
10/01/2032	35,000	3.750%	2,343.75	37,343.75		215,000	215,000
01/01/2033	50,000	3.750%	2,015.63	52,015.63	170,078.13	165,000	165,000
04/01/2033	45,000	3.750%	1,546.88	46,546.88		120,000	120,000
07/01/2033	40,000	3.750%	1,125.00	41,125.00		80,000	80,000
10/01/2033	40,000	3.750%	750.00	40,750.00		40,000	40,000
01/01/2034	40,000	3.750%	375.00	40,375.00	168,796.88		
	1,925,000		604,856.77	2,529,856.77	2,529,856.77		

## **Option 4**



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Christa McAuliffe Building Expansion, Option 4  
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**SOURCES AND USES OF FUNDS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 4  
15 Year Amortization

Dated Date                    12/18/2018  
Delivery Date                12/18/2018

**Sources:**

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Bond Proceeds:	
Par Amount	1,235,000.00
	<hr/>
	1,235,000.00

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**Uses:**

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Project Fund Deposits:	
Project Fund	1,183,231.80
Delivery Date Expenses:	
Cost of Issuance	50,000.00
Other Uses of Funds:	
Contingency	1,768.20
	<hr/>
	1,235,000.00

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**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 4  
15 Year Amortization

Dated Date	12/18/2018
Delivery Date	12/18/2018
Last Maturity	01/01/2034
Arbitrage Yield	3.767474%
True Interest Cost (TIC)	3.767474%
Net Interest Cost (NIC)	3.750001%
All-In TIC	4.378154%
Average Coupon	3.750001%
Average Life (years)	8.363
Weighted Average Maturity (years)	8.363
Duration of Issue (years)	6.961
Par Amount	1,235,000.00
Bond Proceeds	1,235,000.00
Total Interest	387,313.15
Net Interest	387,313.15
Total Debt Service	1,622,313.15
Maximum Annual Debt Service	112,141.15
Average Annual Debt Service	107,894.46
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	1,235,000.00	100.000	3.750%	8.363	852.15
	1,235,000.00			8.363	852.15

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,235,000.00	1,235,000.00	1,235,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense			
- Other Amounts		-50,000.00	
Target Value	1,235,000.00	1,185,000.00	1,235,000.00
Target Date	12/18/2018	12/18/2018	12/18/2018
Yield	3.767474%	4.378154%	3.767474%

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 4  
15 Year Amortization

Dated Date 12/18/2018  
Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
01/01/2019					1,235,000	1,235,000
01/01/2020	65,000	3.750%	47,141.15	112,141.15	1,170,000	1,170,000
01/01/2021	65,000	3.750%	43,031.26	108,031.26	1,105,000	1,105,000
01/01/2022	65,000	3.750%	40,593.76	105,593.76	1,040,000	1,040,000
01/01/2023	70,000	3.750%	38,156.26	108,156.26	970,000	970,000
01/01/2024	75,000	3.750%	35,390.63	110,390.63	895,000	895,000
01/01/2025	75,000	3.750%	32,718.76	107,718.76	820,000	820,000
01/01/2026	80,000	3.750%	29,765.63	109,765.63	740,000	740,000
01/01/2027	80,000	3.750%	26,625.00	106,625.00	660,000	660,000
01/01/2028	85,000	3.750%	23,484.39	108,484.39	575,000	575,000
01/01/2029	85,000	3.750%	20,437.52	105,437.52	490,000	490,000
01/01/2030	90,000	3.750%	17,250.00	107,250.00	400,000	400,000
01/01/2031	95,000	3.750%	13,734.39	108,734.39	305,000	305,000
01/01/2032	100,000	3.750%	10,171.88	110,171.88	205,000	205,000
01/01/2033	100,000	3.750%	6,281.26	106,281.26	105,000	105,000
01/01/2034	105,000	3.750%	2,531.26	107,531.26		
	1,235,000		387,313.15	1,622,313.15		



**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 4  
15 Year Amortization

Dated Date 12/18/2018  
Delivery Date 12/18/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/18/2018						1,235,000	1,235,000
04/01/2019	15,000	3.750%	13,250.52	28,250.52		1,220,000	1,220,000
07/01/2019	15,000	3.750%	11,437.50	26,437.50		1,205,000	1,205,000
10/01/2019	15,000	3.750%	11,296.88	26,296.88		1,190,000	1,190,000
01/01/2020	20,000	3.750%	11,156.25	31,156.25	112,141.15	1,170,000	1,170,000
04/01/2020	15,000	3.750%	10,968.75	25,968.75		1,155,000	1,155,000
07/01/2020	15,000	3.750%	10,828.13	25,828.13		1,140,000	1,140,000
10/01/2020	15,000	3.750%	10,687.50	25,687.50		1,125,000	1,125,000
01/01/2021	20,000	3.750%	10,546.88	30,546.88	108,031.26	1,105,000	1,105,000
04/01/2021	15,000	3.750%	10,359.38	25,359.38		1,090,000	1,090,000
07/01/2021	15,000	3.750%	10,218.75	25,218.75		1,075,000	1,075,000
10/01/2021	15,000	3.750%	10,078.13	25,078.13		1,060,000	1,060,000
01/01/2022	20,000	3.750%	9,937.50	29,937.50	105,593.76	1,040,000	1,040,000
04/01/2022	15,000	3.750%	9,750.00	24,750.00		1,025,000	1,025,000
07/01/2022	15,000	3.750%	9,609.38	24,609.38		1,010,000	1,010,000
10/01/2022	15,000	3.750%	9,468.75	24,468.75		995,000	995,000
01/01/2023	25,000	3.750%	9,328.13	34,328.13	108,156.26	970,000	970,000
04/01/2023	20,000	3.750%	9,093.75	29,093.75		950,000	950,000
07/01/2023	15,000	3.750%	8,906.25	23,906.25		935,000	935,000
10/01/2023	15,000	3.750%	8,765.63	23,765.63		920,000	920,000
01/01/2024	25,000	3.750%	8,625.00	33,625.00	110,390.63	895,000	895,000
04/01/2024	15,000	3.750%	8,390.63	23,390.63		880,000	880,000
07/01/2024	15,000	3.750%	8,250.00	23,250.00		865,000	865,000
10/01/2024	15,000	3.750%	8,109.38	23,109.38		850,000	850,000
01/01/2025	30,000	3.750%	7,968.75	37,968.75	107,718.76	820,000	820,000
04/01/2025	20,000	3.750%	7,687.50	27,687.50		800,000	800,000
07/01/2025	15,000	3.750%	7,500.00	22,500.00		785,000	785,000
10/01/2025	15,000	3.750%	7,359.38	22,359.38		770,000	770,000
01/01/2026	30,000	3.750%	7,218.75	37,218.75	109,765.63	740,000	740,000
04/01/2026	20,000	3.750%	6,937.50	26,937.50		720,000	720,000
07/01/2026	20,000	3.750%	6,750.00	26,750.00		700,000	700,000
10/01/2026	20,000	3.750%	6,562.50	26,562.50		680,000	680,000
01/01/2027	20,000	3.750%	6,375.00	26,375.00	106,625.00	660,000	660,000
04/01/2027	25,000	3.750%	6,187.50	31,187.50		635,000	635,000
07/01/2027	20,000	3.750%	5,953.13	25,953.13		615,000	615,000
10/01/2027	20,000	3.750%	5,765.63	25,765.63		595,000	595,000
01/01/2028	20,000	3.750%	5,578.13	25,578.13	108,484.39	575,000	575,000
04/01/2028	20,000	3.750%	5,390.63	25,390.63		555,000	555,000
07/01/2028	20,000	3.750%	5,203.13	25,203.13		535,000	535,000
10/01/2028	20,000	3.750%	5,015.63	25,015.63		515,000	515,000
01/01/2029	25,000	3.750%	4,828.13	29,828.13	105,437.52	490,000	490,000
04/01/2029	20,000	3.750%	4,593.75	24,593.75		470,000	470,000
07/01/2029	20,000	3.750%	4,406.25	24,406.25		450,000	450,000
10/01/2029	20,000	3.750%	4,218.75	24,218.75		430,000	430,000
01/01/2030	30,000	3.750%	4,031.25	34,031.25	107,250.00	400,000	400,000
04/01/2030	25,000	3.750%	3,750.00	28,750.00		375,000	375,000
07/01/2030	20,000	3.750%	3,515.63	23,515.63		355,000	355,000
10/01/2030	20,000	3.750%	3,328.13	23,328.13		335,000	335,000
01/01/2031	30,000	3.750%	3,140.63	33,140.63	108,734.39	305,000	305,000
04/01/2031	25,000	3.750%	2,859.38	27,859.38		280,000	280,000

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 4  
15 Year Amortization

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
07/01/2031	20,000	3.750%	2,625.00	22,625.00		260,000	260,000
10/01/2031	20,000	3.750%	2,437.50	22,437.50		240,000	240,000
01/01/2032	35,000	3.750%	2,250.00	37,250.00	110,171.88	205,000	205,000
04/01/2032	25,000	3.750%	1,921.88	26,921.88		180,000	180,000
07/01/2032	25,000	3.750%	1,687.50	26,687.50		155,000	155,000
10/01/2032	25,000	3.750%	1,453.13	26,453.13		130,000	130,000
01/01/2033	25,000	3.750%	1,218.75	26,218.75	106,281.26	105,000	105,000
04/01/2033	25,000	3.750%	984.38	25,984.38		80,000	80,000
07/01/2033	25,000	3.750%	750.00	25,750.00		55,000	55,000
10/01/2033	25,000	3.750%	515.63	25,515.63		30,000	30,000
01/01/2034	30,000	3.750%	281.25	30,281.25	107,531.26		
	1,235,000		387,313.15	1,622,313.15	1,622,313.15		



**Item Number: 13.B.**

**Meeting Date: 11/13/2018**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

CME Portable Replacement Project: GradyMinor Due Diligence Report - Superintendent Collins, Daniel Flynn, GradyMinor Management LLC

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

#### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ CME PORTABLE REPLACEMENT GRADYMINOR DUE DILIGENCE REPORT - NOV 2018	Backup Material

#### **d. GradyMinor Due Diligence Research Report**

**Due Diligence Research Report**  
**for**  
**Christa McAuliffe Elementary School**

**Parcel No. 17-44-23-C1-03934.0000**  
**Section 17, Township 44S, Range 23E**  
**City of Cape Coral, Florida**

**Client:**  
Vincent Cautero, AICP  
City of Cape Coral Community Development Director  
1015 Cultural Park Boulevard  
Cape Coral, FL 33990

**Consultant/Agent:**  
 **GradyMinor**  
3800 Via Del Rey  
Bonita Springs, FL 34134

April 2018

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## **Purpose**

Christa McAuliffe Charter Elementary School (Christa McAuliffe) is part of the City of Cape Coral Charter School System. The elementary school currently provides classes from Voluntary Pre-Kindergarten program (VPK) to 5<sup>th</sup> Grade. There are 786 students with 50-60 faculty members excluding bus drivers. The school's Planned Development Project (PDP) was approved in 2005 and the school opened in 2006. Since the original approved PDP for the school, two amendments have been approved by the City of Cape Coral (City), one of which allowed the construction of four portable educational classroom buildings. The portable educational classroom buildings have been in use at the school for approximately 10 years and have an expected useful life of 15 years. The City desires to replace the four portable educational classroom buildings by January 2020.

The City would prefer to replace the portable educational classroom buildings with a single, 2-story, brick and mortar building with 8 total classrooms in the current location of the portable classrooms. Each classroom will need to be approximately 1,000 square feet, accommodate approximately 25 students, and include its own restroom facility.

The purpose of this report is to assist the City in determining options for the replacement of four (4) portable educational classroom buildings at Christa McAuliffe Charter Elementary School.

The information included in this report was based upon information provided by the City and additional research performed using that information. The fee information included in this report was accurate at the time the report was prepared and is subject to change.

## **Replacement Option 1** **(Proposed 2-story expansion with 16 additional classrooms.)**

### **1. Landscaping**

As detailed in Resolution PDP 1-2010, a deviation was granted from the requirement that the entire property meet the current landscaping regulations to allow the project to develop with only the northwest corner of the project meeting the landscaping requirements. The proposed improvements will require a foundation landscaping plan along with a modified landscaping plan for any trees that will need to be relocated due to the proposed expansion.

### **2. Environmental**

Previously disturbed parcels that are on a routine mowing program typically offer limited wildlife habitat with some notable exceptions such as burrowing owl and gopher tortoise habitats. A Burrowing Owl and Gopher Tortoise Affidavit will be required. In addition to the affidavit, an aerial map showing transects with the date, time and name of the person who walked the site showing any burrows found is required. The transect exhibit and a letter indicating what was or wasn't found is sufficient. Individuals without specific environmental training may be able to recognize burrow of the burrowing owl and gopher tortoise therefore, it is not required to have a biologist perform the survey.

### **3. Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 16 classrooms would result in an additional 16 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

### **4. Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 1 will add an additional ±9,800 SF of building and an additional ±950 SF of concrete sidewalk. This will result in the addition of ±10,750 of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

### **5. FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per FEMA Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

### **6. ARCHITECTURAL** – Architectural compliance is not required as the expansion to the existing building's gross floor area would be less than 50%.

7. **UTILITIES –**

**Sewer-** Per the permitted plan set SP 08-00900011, a 6” PVC sewer service that was constructed to service the 4 modular buildings. This existing sewer service can be modified for service to the proposed building expansion. See attached Conceptual Site Layout 1, which is attached to this report, for proposed modifications.

**Water-** Per the permitted plan set SP 08-00900011, a 2” water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 1 for proposed modifications.

**Fire Sprinkler Service –** Fire service to the building expansion will be provided with a 4” fire service per the attached Conceptual Site Layout 1. Two (2) post indicator valves (PIV) and two (2) Fire Department Connections (FDC) will need to be added. Please note the fire sprinkler services sizes were estimated and should be verified by a fire sprinkler contractor or plumbing engineer.



## **Replacement Option 2** **(Proposed 2-story expansion with 8 additional classrooms)**

**1. Landscaping**

As detailed in Resolution PDP 1-2010, a deviation was granted from the requirement that the entire property meet the current landscaping regulations to allow the project to develop with only the northwest corner of the project meeting the landscaping requirements. The proposed improvements will require a foundation landscaping plan along with a modified landscaping plan for any trees that will need to be relocated due to the proposed expansion.

**2. Environmental**

Previously disturbed parcels that are on a routine mowing program typically offer limited wildlife habitat with some notable exceptions such as burrowing owl and gopher tortoise habitats. A Burrowing Owl and Gopher Tortoise Affidavit will be required. In addition to the affidavit, an aerial map showing transects with the date, time and name of the person who walked the site showing any burrows found is required. The transect exhibit and a letter indicating what was or wasn't found is sufficient. Individuals without specific environmental training may be able to recognize burrow of the burrowing owl and gopher tortoise therefore, it is not required to have a biologist perform the survey.

**3. Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 8 classrooms would result in an additional 8 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

**4. Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 1 will add an additional ±5,000 SF of building and an additional ±755 SF of concrete sidewalk. This will result in the addition of ±5,755 SF of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

**5. FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per FEMA Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

**6. ARCHITECTURAL** – Architectural compliance is not required as the expansion to the existing building's gross floor area would be less than 50%.

7. **UTILITIES –**

**Sewer-** Per the permitted plan set SP 08-00900011, a 6” PVC sewer service that was constructed to service the 4 modular buildings. This existing sewer service can be modified for service to the proposed building expansion. See attached Conceptual Site Layout 1, which is attached to this report, for proposed modifications.

**Water-** Per the permitted plan set SP 08-00900011, a 2” water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 2 for proposed modifications.

**Fire Sprinkler Service –** Fire service to the building expansion will be provided with a 4” fire service per the attached Conceptual Site Layout 2. Two (2) post indicator valves (PIV) and two (2) Fire Department Connections (FDC) will need to be added. Please note the fire sprinkler services sizes were estimated and should be verified by a fire sprinkler

### **Replacement Option 3** **(Proposed 2 Permanent Modular Buildings with 8 additional classrooms)**

**1. Landscaping**

As detailed in Resolution PDP 1-2010, a deviation was granted from the requirement that the entire property meet the current landscaping regulations to allow the project to develop with only the northwest corner of the project meeting the landscaping requirements. The proposed improvements will require a foundation landscaping plan along with a modified landscaping plan for any trees that will need to be relocated due to the proposed expansion.

**2. Environmental**

Previously disturbed parcels that are on a routine mowing program typically offer limited wildlife habitat with some notable exceptions such as burrowing owl and gopher tortoise habitats. A Burrowing Owl and Gopher Tortoise Affidavit will be required. In addition to the affidavit, an aerial map showing transects with the date, time and name of the person who walked the site showing any burrows found is required. The transect exhibit and a letter indicating what was or wasn't found is sufficient. Individuals without specific environmental training may be able to recognize burrow of the burrowing owl and gopher tortoise therefore, it is not required to have a biologist perform the survey.

**3. Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 8 classrooms would result in an additional 8 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

**4. Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 3 will add an additional  $\pm 7,000$  SF of building and an additional  $\pm 1,500$  SF of concrete sidewalk. This will result in the addition of  $\pm 8,500$  of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

**5. FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per Fema Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

6. **ARCHITECTURAL** – Full elevations of each modular building will be required to be submitted for approval. The elevations must demonstrate compliance with the nonresidential design standards provided in the City of Cape Coral LUDR, Section 5.6.
7. **UTILITIES** –
  - Sewer**- Per the permitted plan set SP 08-00900011, a 6” PVC sewer service that was constructed to service the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 3, which is attached to this report, for proposed modifications.
  - Water**- Per the permitted plan set SP 08-00900011, a 2” water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 3 for proposed modifications.
  - Fire Sprinkler Service** – The proposed modular buildings need to be designed to meet Florida Administrative Code 69A-58.0082 “Fire safety in educational facilities. Relocatable Buildings.”

## Constructability

All three replacement options would require the existing 4 modular buildings to be removed prior to the start of construction. The construction site would need to be fenced off from the rest of the school due to the construction activities related to the expansion. As discussed at the coordination meeting with Charter School Staff on April 2, 2018, Christa McAuliffe will utilize the schools existing facilities and classrooms to accommodate the displaced students and staff during the construction of the expansion.

## Permitting Requirements

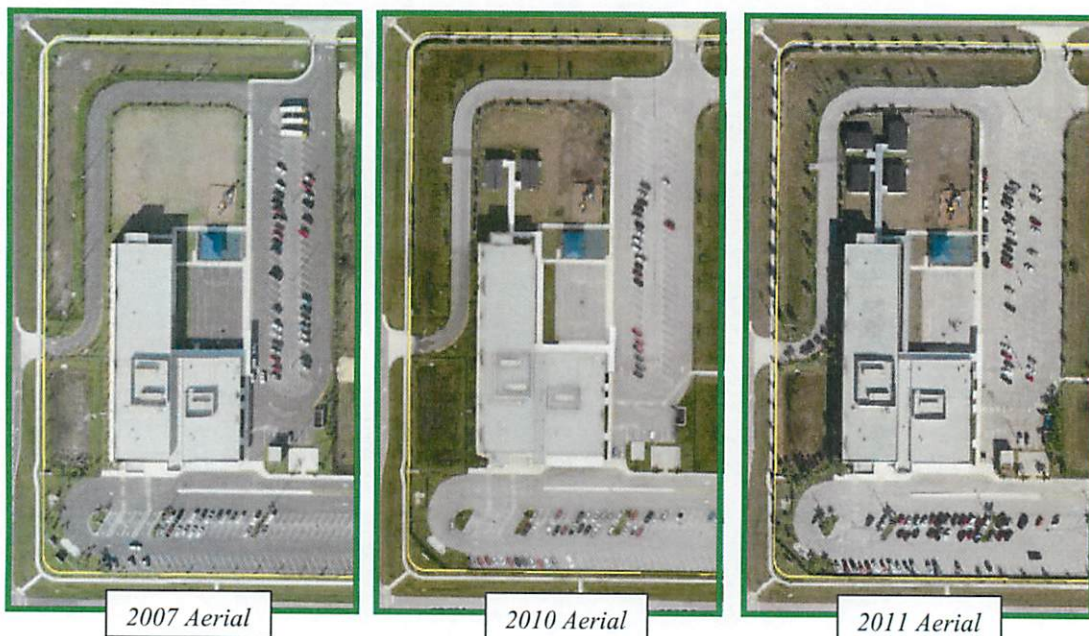
### 1. City of Cape Coral Site Application

The stamped approved construction site plans, signed and sealed on September 16, 2005, detailed the site improvements that were originally constructed for Christa McAuliffe in 2006. The proposed construction plans included the required infrastructure and site improvements to support two buildings totaling 41,075 square feet.

The original site plan was amended in 2008 for the expansion of Christa McAuliffe which included the necessary infrastructure and site improvements to support the construction of modular buildings on the northwest quadrant of the school.

The City of Cape Coral will require a SDP Amendment application for the proposed site improvements associated with the building expansion. The SDP Amendment application review and approval time-frame would likely be 5-7 months.

Below are aerials from the Lee County Property Appraiser website detailing the time-lapse of the improvements of the site in 2007, 2010 and 2011.



## **2. South Florida Water Management District (SFWMD):**

The site has been previously permitted the SFWMD under the Environmental Resource Permit (ERP) No. 36-05446-P-02. Three previous applications have been submitted under this ERP which are detailed below.

- **Application #050728-6** was approved October 6, 2005 and was for the construction of a surface water management system to serve a combined charter school and recreational sports complex which was proposed to be constructed in two phases. The first phase would be the construction of the charter school building. The second phase of the project proposed the construction of a concession building and the remaining parking and surface water management system.
- **Application #060630-1** was approved August 29, 2006 and proposed to modify the original permit by enlarging the existing lake and configuration of the parking areas and athletic fields.
- **Application #080414-7** was approved June 4, 2008 and proposed to modify the original permit by improving the school site by adding four modular buildings.

The proposed improvements will require a minor modification to the existing ERP application. The review and approval time-frame for a minor modification will likely be 1-2 months after the initial submittal.

## **3. City of Cape Coral Zoning**

The subject property is zoned RD, Residential Development. The existing school was authorized through the City's Planned Development Project (PDP) designation in 2005 and was subsequently amended in 2010 to permit the addition of the final two modular buildings to the campus. A maximum of 41,075 square feet of permanent building area is permitted in the approved PDP. The 2010 approval included a condition which required the removal of the modular buildings no later than four years from the date of the 2010 resolution of approval. In 2014, the Planning and Zoning Commission granted an extension of the removal date for the modular units to January 1, 2020.

In meetings with City Community Development staff, it was confirmed that another extension may be requested through the PDP amendment process if the Charter School needs to retain the modular units on-site beyond January 1, 2020. Approval by the City's Hearing Examiner would be required. The process to amend the PDP can be completed in approximately 3-6 months.

Alternatively, the Charter School could propose to amend the PDP in order to allow the modular units to remain, or to be replaced with the permanent classroom building improvements. This would provide the Charter School with flexibility with regard to the determination of which development option is most feasible for the Charter School.

An amendment to the PDP will be required for either option. It is our recommendation that the Charter School submit for the PDP amendment by July 2018, which would provide the Charter School

with ample time to obtain either the modular time extension, or to make decisions with regard to the construction of an additional fixed classroom building prior to the expiration of the use of the modular units of January 1, 2020.

The PDP amendment process will require a public hearing before the City's Hearing Examiner, and the review and approval time-frame would likely be 3-6 months.

#### **Application Fee Summary**

City of Cape Coral Site Application =	\$625.00
SFWMD =	\$250.00
City of Cape Coral Zoning Special Exception Application =	\$833.00 first 3 acres plus \$220.00 each additional acre over 3 up to 20 acres; \$22.00 per acre over the first 20 acres. Also all required advertising costs are to be paid by the applicant.
Building Permit Application Concept 1 =	\$12,180.00
Building Permit Application Concept 2 =	\$17,430.00
Building Permit Application Concept 3 =	\$10,095.00

## **Impact Fee Review**

As detailed in the comment letter provided by the City of Cape Coral from their informal review of the conceptual layouts, ***"None of the proposed options would result in additional Utility Impact fees. However, when the North 2 UEP is completed, if you intend to install an irrigation meter an Impact fee will be collected based on the size of the requested meter... the minimum size meter for commercial irrigation is 1"***

Also, per coordination with Tammy Whitaker, Permit Coordinator City of Cape Coral, there will not be a road, fire, police or school impact fee as the Cape Coral Charter School system follows the same rules as the Lee County Public School System.

Per the approved PDP, when irrigation services becomes available, the Charter School will be required to connect to the City's irrigation system as prescribed by City Ordinance.



## **Cost Estimate**

## Christa McAuliffe Building Expansion

### Replacement Option 1 Conceptual Cost Estimate (Proposed 2-story expansion with 16 additional classrooms)

#### PROFESSIONAL SERVICES

ITEM NUMBER	ITEM DESCRIPTION	FEE RANGE	ASSUMED FEE
1	PROFESSIONAL SURVEYING, ENVIRONMENTAL AND ENGINEERING	\$35,000 - \$50,000	\$ 50,000.00
2	PROFESSIONAL ZONING	\$12,000 - \$15,000	\$ 15,000.00
3	PROFESSIONAL ARCHITECTURAL	\$225,000 - \$275,000	\$ 275,000.00
<b>Professional Services Total</b>			<b>\$ 340,000.00</b>

#### SITE IMPROVEMENTS

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
2	4" FIRE SERVICE	LF	285	\$ 20.00	\$ 5,700.00
3	POST INDICATOR VALVE	EA	2	\$ 1,500.00	\$ 3,000.00
4	FIRE DEPARTMENT CONNECTION	EA	2	\$ 1,000.00	\$ 8,220.00
5	6" SEWER SERVICE	LF	5	\$ 15.00	\$ 75.00
6	SEWER CLEANOUT	EA	1	\$ 600.00	\$ 600.00
7	2" WATER SERVICE	LF	5	\$ 10.00	\$ 50.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	400	\$ 20.00	\$ 8,000.00
12	PROPOSED SIDEWALK	SF	950	\$ 7.50	\$ 7,125.00
13	PROPOSED COVERED WALKWAY	LS	1	\$ 93,000.00	\$ 93,000.00
<b>Site Improvement Total</b>					<b>\$ 165,020.00</b>

#### BUILDING CONSTRUCTION

14	PROPOSED EXPANSION (INCLUDES EVERYTHING MINUS FURNITURE)	SF	20,270	\$ 225.00	\$ 4,560,750.00
<b>Building Total</b>					<b>\$ 4,560,750.00</b>
<b>Replacement Option 1 Total</b>					<b>\$ 5,065,770.00</b>
20% Contingency					\$ 1,013,154.00
Application Fees					\$ 22,014.00
<b>Replacement Option 1 Grand Total</b>					<b>\$ 6,100,938.00</b>

## Christa McAuliffe Building Expansion

### Replacement Option 2 Conceptual Cost Estimate (Proposed 2-story expansion with 8 additional classrooms)

PROFESSIONAL SERVICES					
ITEM NUMBER	ITEM DESCRIPTION	FEE RANGE		ASSUMED FEE	
1	PROFESSIONAL SURVEYING,ENVIRONMENTAL AND ENGINEERING	\$35,000 - \$50,000		\$ 50,000.00	
2	PROFESSIONAL ZONING	\$12,000 - \$15,000		\$ 15,000.00	
3	PROFESSIONAL ARCHITECTURAL	\$120,000 - \$144,000		\$ 144,000.00	
				Professional Services Total	\$ 209,000.00
SITE IMPROVEMENTS					
ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
2	4" FIRE SERVICE	LF	260	\$ 20.00	\$ 5,200.00
3	POST INDICATOR VALVE	EA	2	\$ 1,500.00	\$ 3,000.00
4	FIRE DEPARTMENT CONNECTION	EA	2	\$ 1,000.00	\$ 8,220.00
5	6" SEWER SERVICE	LF	44	\$ 15.00	\$ 660.00
6	SEWER CLEANOUT	EA	2	\$ 600.00	\$ 1,200.00
7	2" WATER SERVICE	LF	31	\$ 10.00	\$ 310.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	375	\$ 20.00	\$ 7,500.00
12	PROPOSED SIDEWALK	SF	755	\$ 7.50	\$ 5,662.50
13	PROPOSED COVERED WALKWAY	LS	1	\$ 75,000.00	\$ 75,000.00
				Site Improvement Total	\$ 146,002.50
BUILDING CONSTRUCTION					
14	PROPOSED EXPANSION (INCLUDES EVERYTHING MINUS FURNITURE)	SF	10,645	\$ 225.00	\$ 2,395,125.00
				Building Total	\$ 2,395,125.00
				Replacement Option 2 Total	\$ 2,750,127.50
				20% Contingency	\$ 550,025.50
				Application Fees	\$ 16,764.00
				Replacement Option 2 Grand Total	\$ 3,316,917.00

**Christa McAuliffe Building Expansion**  
**Replacement Option 3 Conceptual Cost Estimate (Proposed Two (2) Permanent Modular Buildings)**

**PROFESSIONAL SERVICES**

ITEM NUMBER	ITEM DESCRIPTION	FEE RANGE	ASSUMED FEE
1	PROFESSIONAL SURVEYING, ENVIRONMENTAL AND ENGINEERING	\$35,000 - \$50,000	\$ 50,000.00
2	PROFESSIONAL ZONING	\$12,000 - \$15,000	\$ 15,000.00
3	PROFESSIONAL ARCHITECTURAL	No Architect Req.	\$ -
<b>Professional Services Total</b>			<b>\$ 65,000.00</b>

**SITE IMPROVEMENTS**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
5	6" SEWER SERVICE	LF	45	\$ 15.00	\$ 675.00
6	SEWER CLEANOUT	EA	30	\$ 600.00	\$ 18,000.00
7	2" WATER SERVICE	LF	40	\$ 10.00	\$ 400.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	35	\$ 20.00	\$ 700.00
12	PROPOSED SIDEWALK	SF	1,500	\$ 7.50	\$ 11,250.00
13	PROPOSED COVERED WALKWAY	LS	1	\$ 123,000.00	\$ 123,000.00
<b>Site Improvement Total</b>					<b>\$ 193,275.00</b>

**BUILDING CONSTRUCTION**

13	PROPOSED TWO (2) MODULAR BUILDINGS (INCLUDES EVERYTHING MINUS FURNITURE)	SF	7,168	\$ 180.00	\$ 1,290,240.00
<b>Building Total</b>					<b>\$ 1,290,240.00</b>
<b>Replacement Option 3 Total</b>					<b>\$ 1,548,515.00</b>
20% Contingency					\$ 309,703.00
Application Fees					\$ 14,679.00
<b>Replacement Option 3 Grand Total</b>					<b>\$ 1,872,897.00</b>

## **Existing Aerial**



**GradyMinor**  
Civil Engineers • Land Surveyors  
Planners • Landscape Architects  
[www.GradyMinor.com](http://www.GradyMinor.com)

## **SFWMD Coordination E-mail**



## Daniel Flynn

---

**From:** Rose, Brian <brose@sfwmd.gov>  
**Sent:** Friday, February 23, 2018 10:27 AM  
**To:** Daniel Flynn  
**Subject:** RE: Pre-Application Meeting Request 36-05446-P-02

Typically, if there is sufficient volume in the stormwater management facility for water quality and attenuation, an addition would be a minor modification. If additional stormwater management facilities are required, typically that would be major modification. Please provide documentation demonstrating there is sufficient water quality in the existing facilities.

Thanks.

Brian Rose, P.E.  
Section Leader-Engineering  
South Florida Water Management District  
Fort Myers Service Center  
2301 McGregor Boulevard  
Fort Myers, FL 33901  
(239) 338-2929 ext. 7759  
[brose@sfwmd.gov](mailto:brose@sfwmd.gov)



**NOTE:**

While the District supports that it is commonplace and convenient to collaborate via email during the pre-application/application process, Permit Applications and Responses to a Request for Additional Information (RAI) submitted via email are not an official submittal (Section 4.4 of Environmental Resource Permit Applicant's Handbook Volume I). For timely and efficient processing of permit applications and RAI responses, please submit online using ePermitting (link above).

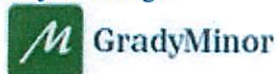
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**From:** Daniel Flynn [mailto:dflynn@gradyminor.com]  
**Sent:** Friday, February 23, 2018 10:23 AM  
**To:** Rose, Brian <brose@sfwmd.gov>  
**Subject:** RE: Pre-Application Meeting Request 36-05446-P-02

I'm just looking to confirm the permit application type. I'm working with an architect and we are going to provide two options. The first option is a building addition and the second option is permanent portables. I should have the square footage of the buildings within the next couple of weeks but I'm assuming it would just be a minor modification. I reviewed the existing permit and it looks like they have quite a bit extra volume provided for their treatment.

Thanks,

**R. Daniel Flynn, P.E.**  
Project Manager



3800 Via Del Rey  
Bonita Springs, FL 34134

Phone - 239.947.1144  
Fax - 239.947.0375  
Web - <http://www.gradyminor.com>

DISCLAIMER: This communication from Q. Grady Minor & Associates, P.A., along with any attachments or electronic data is intended only for the addressee(s) named above and may contain information that is confidential, legally privileged or otherwise exempt from disclosure. The recipient agrees and accepts the following conditions: The electronic file/data is for informational purposes only and is the responsibility of the recipient to reconcile this electronic file/data with the approved and certified "plan of record" along with actual project site conditions. Q. Grady Minor & Associates, P.A. reserves the right to revise, update and improve its electronically stored data without notice and assumes no responsibility due to a virus or damages caused by receiving this email.

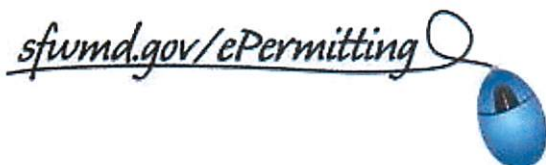
**Please consider the environment before printing this email**

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**From:** Rose, Brian [<mailto:brose@sfwmd.gov>]  
**Sent:** Friday, February 23, 2018 10:16 AM  
**To:** Daniel Flynn <[dflynn@gradyminor.com](mailto:dflynn@gradyminor.com)>  
**Subject:** RE: Pre-Application Meeting Request 36-05446-P-02

Daniel,  
Do you have any specific questions about this project?  
Thanks.

Brian Rose, P.E.  
Section Leader-Engineering  
South Florida Water Management District  
Fort Myers Service Center  
2301 McGregor Boulevard  
Fort Myers, FL 33901  
(239) 338-2929 ext. 7759  
[brose@sfwmd.gov](mailto:brose@sfwmd.gov)



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**From:** Daniel Flynn [<mailto:dflynn@gradyminor.com>]  
**Sent:** Friday, February 23, 2018 10:13 AM  
**To:** Rose, Brian <[brose@sfwmd.gov](mailto:brose@sfwmd.gov)>  
**Subject:** Pre-Application Meeting Request 36-05446-P-02

Brian,

We are working with the Cape Coral Charter School Authority on providing a due diligence report for a potential addition to their existing building at Christa McAuliffe Elementary School. The address for the school is 2817 SW 3<sup>rd</sup> Lane, Cape Coral FL 33991. The existing permit on the site is 36-05446. Would you and your team be available sometime in the

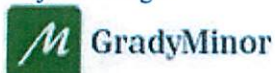
next two or three weeks for a short pre-application meeting? This project should be very straight forward so it shouldn't be too long of a meeting.

I appreciate your time.

Thank you,

**R. Daniel Flynn, P.E.**

Project Manager



3800 Via Del Rey

Bonita Springs, FL 34134

Phone - 239.947.1144

Fax - 239.947.0375

Web - <http://www.gradyminor.com>

DISCLAIMER: This communication from Q. Grady Minor & Associates, P.A., along with any attachments or electronic data is intended only for the addressee(s) named above and may contain information that is confidential, legally privileged or otherwise exempt from disclosure. The recipient agrees and accepts the following conditions: The electronic file/data is for informational purposes only and is the responsibility of the recipient to reconcile this electronic file/data with the approved and certified "plan of record" along with actual project site conditions. Q. Grady Minor & Associates, P.A. reserves the right to revise, update and improve its electronically stored data without notice and assumes no responsibility due to a virus or damages caused by receiving this email.

**Please consider the environment before printing this email**

## **Informal Comments from City of Cape Coral**





CITY OF CAPE CORAL  
P.O. BOX 150027  
CAPE CORAL, FL 33915-0027  
PLANNING DIVISION (239) 574-0552  
DEVELOPMENT SERVICES (239) 573-3167  
www.capecoral.net

## Project Review

## Comment Sheet

PROJECT NO: ADV18-0023  
Applicant: Q. Grady Minor & Associates  
Engineer: Q. Grady Minor & Associates  
Project Name: Christa McAuliffe Charter School  
Address: 2817 SW 3RD LN

PARCEL/TAX ID NO: 10575897  
Date: 4/13/2018  
Pages: 9

Any advisory comments provided by staff regarding an approval process or permit are conceptual only and subject to change based on detailed information provided with an application to the City of Cape Coral. Formal review may result in additional changes not noted prior to a formal application. The final design or project must comply with the Land Use and Development Regulations (LUDRs), Engineering Design Standards, City Code of Ordinances, Comprehensive Plan and other applicable laws and regulations.

**1 PLAN TRACKING** Date: 04/13/2018 Reviewed By: Heather Plummer **Complete**

**CUSTOMER BILLING SERVICES** Date: 04/06/2018 Reviewed By: Craig Trimmer **Complete**

If you have any questions, please call CBS @ 239-242-3851.

WTR = BCENW-BPAID

SWR = BCENS-BPAID

IRR = N2

### SITE SPECIFIC COMMENTS:

The Site is currently served by a 2" Potable Meter and an 8" Protectus Meter.

None of the proposed options would result in additional Utility Impact fees. However, when the North 2 UEP is completed, if you intend to install an irrigation meter an Impact fee will be collected based on the size of the requested meter.

If you plan to use an irrigation system, please note: the minimum size meter for commercial irrigation is 1". Less than that will be an unmetered service, with billing based on the total parcel area.

### GENERAL COMMENTS:

Please show pervious / impervious surface calculation on the site plan.

Please delineate on site plan the size and location of the existing utility service and any changes or additions required.

You can obtain a copy of the latest GIS information for the existing utilities by contacting the city's utility collection and distribution division.

In order to comply with FDEP requirements, and to maintain a safe drinking water supply for the residents of the city of cape coral, it is required that all commercial and multifamily properties have an FDEP approved backflow prevention assembly installed immediately downstream of the water meter on the customers' line at all dedicated service connections.

After construction, if the project complies with conditions set forth in the city code of ordinances, chapter 22 "Stormwater management utility", you may be eligible for an adjustment to the annual Stormwater fees. An application can be obtained from customer billing services.

**ENVIRONMENTAL**

Date: 04/06/2018

Reviewed By: Justin Heller

Complete

Please provide a burrowing owl/gopher tortoise affidavit and an environmental survey.

Guidelines for Development Projects located on previously disturbed, routinely mowed properties:

Previously disturbed parcels that are on a routine mowing program typically offer limited wildlife habitat with some notable exceptions such as burrowing owl and gopher tortoise habitat. Individuals without specific environmental training may be able to recognize burrows of the burrowing owl and gopher tortoise. Therefore, the City will not require a professional wildlife survey for such properties, although it is encouraged. The developer or his/her agent is required to do a systematic walkover of the site and prepare a written report using the guidelines below. The individuals performing the species surveys should be equipped with measuring equipment and must be capable of plotting field locations onto a scaled drawing or aerial photograph.

If any protected species of plant or animal life are found on the site, a professionally prepared management plan may be required. City staff will conduct site checks to verify the findings of each survey. Any disturbance of habitat, such as the unpermitted destruction of any animal burrow, will be reported to the state and/or federal authorities and may delay the issuance of the development order until the matter is resolved.

**Survey Guidelines:**

**Transects.** The developer or agent shall conduct a thorough walkover of the project site. No surveys shall be made while driving a vehicle. Transects must be walked from property line to property line in a north/south direction with a spacing of no greater than fifty feet between transects until the entire property is covered. If vegetation or other features obscure the view, closer transects are necessary. As each transect proceeds, the surveyor must note the locations of any listed species and plot them on a scaled diagram or aerial of the site. All listed species observed should be documented whether it nests on the site or not.

**Survey Report.** The developer must submit a written survey report indicating the results of the walkover. The report must include the following information:

1. Legal description of the property (Unit, Block, Lots) with scaled diagram or aerial of the site. The diagram or aerial shall indicate the locations of the transects and the locations of species observed.
2. Name(s) of the surveyor(s) and business affiliation.
3. Procedures used to survey the site and the times and dates of the site survey.
4. General description of the property describing landscape type(s).
5. Narrative indicating species found on the site, with special notice given to listed species.
6. Description of any unique features found on the site.
7. General description of possible impacts of development on flora and fauna.
8. Proposed methods for mitigating the impacts of the development on flora and fauna.

**FIRE**

Date: 04/06/2018

Reviewed By: LORA K GREENWELL

Complete

Phone #:239-242-3621

E-mail: [lgreenwe@capecoral.net](mailto:lgreenwe@capecoral.net)

Recommendations and/or Comments: All options:

City Ordinance 52-15, chapter 18 Section 18.3

Chapter 18, Fire Department Access and Water Supply, Section 18.3, Water Supplies and Fire Hydrants, Subsection 18.3.1 is hereby amended by creating Sub-subsections 18.3.1.2, 18.3.1.3, and 18.3.1.4, as follows:

1. 18.3.1.2 Adopt 2012 NFPA 1 or subsequent edition Annex E in total.

18.3.1.3 New structures not capable of delivering the required fire flow shall provide automatic sprinkler systems in accordance with NFPA 13, 13R or 13D, 2010 or subsequent editions as applicable.

Owners and developers shall make provisions to install water lines and fire hydrants to meet spacing and fire flow requirements. Where fire mains exist, but do not meet the fire flow requirements, alternative arrangements may be made, prior to construction, with the authority having jurisdiction. Due to the concern for



public safety, failure to meet the fire flow requirements or come to alternative agreement shall be grounds for refusal for the City to issue building permits.

2. Provide the required fire flow for the proposed building.

3. Flow test required to be submitted with site plans. For flow test requests, call the Cape Coral Fire Department, Division of Life Safety to order and request a test, 239-242-3264.

\*\*\*\*\*Provide a flow test of the nearest, within 250 feet, potable water hydrant. Show hydrant location and distance on plans. Flow test must be dated within 6 months of submittal.

\*\*\*\*\*Provide the fire flow calculations of the building per NFPA 1-18, based on the building type.

City Ordinance 52-15, Chapter 18.3, 18.3.4.1.2 The Fire Department Connection (F.D.C.) shall be located not less than forty (40) feet from buildings and in an area accessible to fire apparatus preferably on the street/ addressable side of the building.

NFPA 1-18.2.3.4.1.1, Fire department access roads shall have an unobstructed width of not less than 20 ft.

NFPA 1- 18.4.5.3 Buildings Other Than One- and Two-Family Dwellings.

18.4.5.3.1 The minimum fire flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in Table 18.4.5.2.1.

NFPA 1-18.5.1 Fire Hydrant Locations and Distribution.

Fire hydrants shall be provided in accordance with Section 18.5 for all new buildings, or buildings relocated into the jurisdiction unless otherwise permitted by 18.5.1.1 or 18.5.1.2

NFPA 1- 18.5.1.6 Fire hydrants shall be located not more than 12 ft. (3.7 m) from the fire department access road.

NFPA 1- 18.5.3 Buildings Other than Detached One- and Two-Family Dwellings.

Fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following:

1. The maximum distance to a fire hydrant from the closest point on the building shall not exceed 400 ft (76 m).
2. The maximum distance between fire hydrants shall not exceed 500 ft. (152 m).

NFPA 1- 18.5.4 Minimum Number of Fire Hydrants for Fire Flow.

18.5.4.1 The minimum number of fire hydrants needed to deliver the required fire flow for new buildings in accordance with Section 18.4 shall be determined in accordance with Section 18.5.4.

NFPA 1- 18.5.4.2 The aggregate fire flow capacity of all fire hydrants within 1000 ft. (305 m) of the building, measured in accordance with 18.5.1.4 and 18.5.1.5, shall be not less than the required fire flow determined in accordance with Section 18.4.

NFPA 1- 18.5.4.3 \*The maximum fire flow capacity for which a fire hydrant shall be credited shall be as specified by Table 18.5.4.3. Capacities exceeding the values specified in Table 18.5.4.3 shall be permitted when local fire department operations have the ability to accommodate such values as determined by the fire department.

Table 18.5.4.3 Maximum Fire Hydrant Fire Flow Capacity  
Distance to Buildinga                      Maximum Capacityb

(ft)	(m)	(gpm)	(L/min)
= 250	= 76	1500	5678
> 250 and = 500	>76 and = 152	1000	3785
> 500 and = 1000	> 152 and = 305	750	2839

NFPA 14-6.4.5.1, Fire department connections shall be visible and recognizable from the street or nearest point of fire department apparatus accessibility or on the street side of buildings.

NFPA 24- 5.2.1 Private Fire Service Mains. Pipe smaller than 6 in. (152.4 mm) in diameter shall not be installed as a private service main supplying hydrants.

NFPA 24- 7.2.3 \*Hydrants shall be located not less than 40 ft (12 m) from the buildings to be protected.



For OPTION 1:

Fire Sprinkler service- minimum 4" fire line to new building sprinkler system.

For OPTION 2:

Fire Sprinkler service- minimum 4" fire line to new building sprinkler system.

For OPTION 3:

Follow FAC 69A-58.82, Relocatable Buildings.

## **HORTICULTURE**

Date: 04/10/2018

Reviewed By: Ron Mey

**Complete**

Phone # 573-3190

E-Mail: [rmey@capecoral.net](mailto:rmey@capecoral.net)

1. The proposed expansion will require the entire site to be brought into compliance with the City's landscaping regulations as specified in LUDR, Section 5.2. Refer to (LUDR, Section 5.2.3.A.3) Applicability.

## **PLANNING**

Date: 04/10/2018

Reviewed By: Mike Struve

**Complete**

Phone 239.242.3255,

[mstruve@capecoral.net](mailto:mstruve@capecoral.net)

Background: Christa McAuliffe Charter School is located at 2817 SW 3rd Lane. The site has a Public Facilities Future Land Use Classification and Residential Development (RD) Zoning. This project was approved by PDP in 2005 (Resolution PDP 5-2005) and was amended in 2010 (Resolution PDP 1-2010) and 2014 (Resolution PDP 3-2014).

Three options are under consideration for expanding the school facility:

- Option #1 would add 10,162 sq. ft. to both the existing first and second floor of the building, increasing the building area by 20,162 sq. ft.
- Option #2 would add 5,302 sq. ft. to both the existing first and second floor of the building, increasing the building area by 10,604 sq. ft.
- Option #3 would add four new modular buildings to the site with a collective area of 3,584 sq. ft.

1. Please provide a legal description of the site along with a current certified survey (LUDR, Section 4.4.10.A). The vertical datum required for all submittals to the City of Cape Coral will remain the National Geodetic Vertical Datum (NGVD) of 1929.

2. Any of the above three options will require PDP and site plan approval.

3. Please provide a landscaping plan for staff review. Refer to LUDR, Section 4.4.10C.3.

4. If Option #3 is selected, please provide full elevations of each new modular building that demonstrates compliance with the nonresidential design standards provided in LUDR, Section 5.6. Architectural compliance is not required if either Option #1 or #2 is selected as the expansion to the existing building's gross floor area would be less than 50%.

5. The City's site plan review procedures, including site plan requirements, are outlined within LUDR, Section 4.4.

## **SITE DEVELOPMENT**

Date: 04/13/2018

Reviewed By: David Hyyti

**Complete**

[dhyyti@capecoral.net](mailto:dhyyti@capecoral.net) Phone #: (239) 573-3184

1. Please provide the design calculations for the stormwater system and SFWMD permit modification as may be required.

2. No exterior drainage, roadway or utility impacts are anticipated.

3. The approved PDP provides a deviation requiring only the NW corner of the property to comply with the current landscape code. Please provide a landscape plan for the NW corner of the property reflecting the proposed changes to the approved landscape plan.

4. Upon completion of the approved site improvements, and prior to receiving a certificate of completion for the site improvements and/or Certificate of Occupancy for any buildings, the engineer of record must submit a signed and sealed letter of substantial compliance along with signed and sealed record drawings of the final site improvements. The record drawings will be the complete set of the approved SDP drawings stamped record drawings, showing cross through and mark up of final as built information as obtained from the contractor, engineer's inspections, and/or survey. Record surveys are not acceptable. Similarly, a separate set of signed and sealed record drawings are required for the landscape improvements. Record drawings must be provided in PDF format. If the PDF record drawings are not signed and sealed then two full size paper copies, signed and sealed, shall be provided in addition to the PDF files.

5. Commercial signage, underground fire lines, fences and dumpster enclosures require separate permits in addition to the approval of the Site Development Plans and the site development permit.

You may contact the reviewer or Heather Plummer, in the Development Services Group, at [hplummer@capecoral.net](mailto:hplummer@capecoral.net) or at 239-573-3167 for additional information regarding the Site Development Plan review process. You can also obtain information and the SDP application on our web site at: [http://www.capecoral.net/departments/community\\_development/development\\_plans.php](http://www.capecoral.net/departments/community_development/development_plans.php)

<b>BUILDING</b>	<b>Date: 04/03/2018</b>	<b>Complete</b>
-----------------	-------------------------	-----------------

The following fees may be placed on new construction and addition building permits:

- ALS IMPACT
- POLICE IMPACT
- ROAD IMPACT
- FIRE IMPACT
- PARK IMPACT
- SCHOOL IMPACT
- SCHOOL ADMIN
- UTILITY FEES
- FIRE DEPT FEE (for plan review and inspections)
- BUILDING PERMIT FEE

\*Fees may be estimated by using our online calculator:

Commercial -

[http://www.capecoral.net/departments/community\\_development/permitting/commercial\\_building\\_permits\\_calculator.php#.WgHzQ2eWyiM](http://www.capecoral.net/departments/community_development/permitting/commercial_building_permits_calculator.php#.WgHzQ2eWyiM)

Residential -

[http://www.capecoral.net/departments/community\\_development/permitting/residential\\_building\\_permits\\_calculator.php#.WgH1VWeWyiM](http://www.capecoral.net/departments/community_development/permitting/residential_building_permits_calculator.php#.WgH1VWeWyiM)

**Application and submittal requirement may be found online -**

[http://www.capecoral.net/departments/community\\_development/permitting/forms\\_and\\_applications.php#.WgNrLmeWyiM](http://www.capecoral.net/departments/community_development/permitting/forms_and_applications.php#.WgNrLmeWyiM)

Building permits are submitted in person to the building dept. A 15% deposit of the building permit fee is required at the time of submittal. Remaining fees are calculated after all reviews have been approved. The contractor will be notified when the permit is approved and ready for pick up. All fees due and any additional documents required will be provided with the approval notification.

\*THIS ESTIMATE IS BASED ON INFORMATION PROVIDED BY THE APPLICANT, UTILIZING THE FEE STRUCTURE IN EFFECT AT THE TIME THE REQUEST FOR AN ESTIMATE IS RECEIVED. THIS ESTIMATE MAY NOT REPRESENT THE ACTUAL TOTAL FEES DUE TO MISINFORMATION PROVIDED BY THE APPLICANT, A CHANGE IN THE FEE STRUCTURE, OR OTHER CAUSE. \*\*CIAC FEES ARE NOT INCLUDED IN THIS ESTIMATE AND MAY APPLY TO YOUR SITE. PLEASE CALL CUSTOMER SERVICE BILLING 239-574-7722 FOR AMOUNT. \*



## NOTES TO BE PROVIDED ON ALL SITE DEVELOPMENT PLANS

Below is a list of typically requested General Notes. **These are provided for the Engineers benefit.** It should be noted that some of these may not be applicable to all sites and/or some additional notes may be required/or removed.

1. Contractor is required to follow all state and local building and development codes and standards. All work within the City Right-Of-Way shall be in accordance with City Engineering Design Standards and Florida Department of Transportation's Standards for Road and Bridge Construction. Federal ADA requirements will supersede all conflicts with state and local standards. All deviations from the City Engineering Design Standards shall be specifically addressed in writing for review and approval by the City Engineer prior to right-of-way final. All other errors, omissions or conflicts with the site plan or specifications shall be resolved in favor of The City Engineering Design Standards.
2. All work or materials which do not conform to the specification of the City of Cape Coral Engineering Design Standards or Florida Department of Transportation Standards Specifications for Road and Bridge Construction or any work performed without an inspection by a representative of the City Of Cape Coral Public Works Department is subject to removal and replacement at the contractor's expense.
3. All elevations are based on NGVD (1929).
4. The contractor is required to get all the necessary right-of-way permits and provide all necessary work zone controls and safety requirements for the project. Traffic controls are required for all work within the right-of-way. The City of Cape Coral has adopted the Manual of Uniform Traffic Control Devices for Streets and Highways and requires a Maintenance of Traffic Permit to ensure compliance with these standards. A traffic maintenance plan is required from the contractor and must be approved by the City Transportation Department prior to starting work in the right-of-way. For more information the contractor should reference City Engineering Design Standards Sheet G-4 and the current version of section 600 and section 700 of F.D.O.T. Standard Specifications. Contractor's failure to comply with these requirements could result in the city imposing a stop work order on the project.
5. Contractor to note that design elevations for the right-of-way shown, on the plans may differ from the city's master design plan. The city's survey department will set the grades for curb as per the city's curb and road widening master plan. The contractor should check with the city's Engineering Department to obtain right-of-way design information and latest changes if any.
6. The contractor shall ensure that with all road improvements, the existing asphalt road edge is cut back a min. of 1 ft. for the entire length of the asphalt widening to be constructed and any of the existing thermoplastic striping remaining along the cut edge will be ground off. The sub-base and cut edge are to be tack coated prior to the installation of the new asphalt, and that all new striping shall be thermoplastic and placed along the curb per M.U.T.C.D. specifications.
7. Concrete forms are required on both sides of all replacement curbs as outlined on sheet F-3 of the City Engineering Design Standards. Inspections shall be requested and approved prior to placement of concrete and/or asphalt in the City of Cape Coral's right-of-way.
8. All broken and vertically misaligned sections of existing sidewalks and curb in the City or County right-of-way directly adjacent to this site that do not meet A.D.A. minimum requirements shall be replaced at the owner's expense.
9. Sidewalks passing through driveway aprons shall comply with latest version of the Federal A.D.A. See also F.D.O.T. index 515 pages 1-6 for more details.
10. Contractor shall install expansion joints at intervals of 100 ft. on center for all curb gutter and sidewalk installed in the right-of-way. Contraction joints are to be saw cut at 5' on center for sidewalks and 10' on center for curb. Expansion material is not to be placed between the back of the curb and the sidewalk or driveway apron. For additional details refer to F.D.O.T. indexes 300 and 310.

11. City requirements for materials test reports should be determined at the beginning of the project and should be available to the inspector at the time of required inspection. Contractor is responsible for all required testing of right-of-way improvements at the appropriate time during development to ensure compliance with minimum city design standards. Certified test reports are required for compaction of sub-grade and base course. In-place thickness of road base and asphalt for new road and/or alley construction is also required prior to an Engineering

Right-Of-Way Final. Delay in receiving an approved right-of-way final could result in delays in receiving the Certificate of Occupancy for the completed project. Testing of improvements in the right-of-way is required to ensure compliance with the minimums of the design cross sections.

12. Contractor is responsible for restoration of all city right-of-way disturbed or damaged during construction up and to the point that final approval is received from the city. Right-of-way, swale and other differences in grade including private property should be graded at a 4:1 slope. These areas shall be covered with hydro seed or sod. Sod only is to be placed along the edge of new or existing pavement and 10-feet in all directions around storm water inlets. This includes properties located across alleys improved as part of the project.

13. The contractor will be required to contact the Site Development and Review Division to coordinate the installation and inspections for rerouting of the city storm water system. After all of the new pipes and structure have been installed and approved by the city, the old pipes and any structures on the property must be removed. The contractor will be required to provide a surveyor to do the layout for installation of the new system.

14. The contractor shall provide erosion controls for the storm water system of the city right-of-way at the start of construction. Controls must be maintained until the right-of-way construction is complete and responsibility for the work is accepted by the city of Cape Coral. Should the contractor's storm water protective system not be installed or fail the contractor shall upon completion clear and clean the entire storm sewer system to the canal. Erosion controls methods are detailed on sheets M-1 to M-27 of the city of Cape Coral Engineering Design Standards. (See also Florida Storm water, Erosion and Sedimentation Control Inspection Manual for additional info.).

15. All city signs in or adjacent to the city right of way that must be relocated shall be coordinated with the city traffic department. Stop signs must be maintained during construction by relocating the existing sign if possible, use a temporary sign or a combination of both. Please get in touch with the traffic department for relocation of signs, approval of new signs, and required striping of adjacent right-of-way. All right-of-way striping and signs must comply with the latest version of the M.U.T.C.D. All private traffic signs and stop bars are to be located on private property behind the city right-of-way line. Temporary street signs may be placed within the right-of-way to identify street locations. Coordination with the City Traffic Department is required.

16. The site contractor will be responsible to ensure that all above ground public utility structures in the right-of-way will be relocated to the utility easement behind the right-of-way line. This would include all types such as power poles, telephone connection boxes, switch gear boxes and any structures used to supply or support a public service not supplied by the City of Cape Coral Utility. For all other utilities maintained by the city contact the City Utility Department.

17. All frames, covers, valve boxes and manholes shall be adjusted to finished grade upon completion of paving or related construction.

18. Construction of the type-4 curb inlet shall be per city details and specifications. See sheet C-3 and sheet C-9 of the Cape Coral Engineering Design Standards and F.D.O.T. Index 210 for additional information. The last structure in the system prior to a canal is required to have a two-foot bottom sump below the lowest pipe.

19. Round storm drains adjacent to inlets are sump wells that connect to underground retention systems that parallel the right-of-way and shall be attached to inlets as per details shown.

20. All work/materials that do not conform to local or state standards, or that are not properly inspected by a city representative are subject to removal, or replacement at the contractor's expense. All concrete within city R.O.W. must be 3000 P.S.I. minimum.

21. The City of Cape Coral will do construction lay out for location and elevation of storm water structures, curb and alley improvements as per the city's master plans.

22. All property survey monuments in the City of Cape Coral's right-of-way are to be in place and marked prior to requesting services for surveying lay out and/or inspections.

All property corners and survey monuments shall be preserved. If a property corner or monument is disturbed or destroyed during construction, the property corners or monuments shall be restored with like and kind of materials prior to engineering final.

23. All mail boxes in or adjacent to the right-of-way that must be relocated shall be coordinated with the City Traffic Department and the local post office for final placement. Mailboxes must be made available to the owner and postal delivery service during construction. Temporary relocation shall be coordinated with the local post office.

24. The City Engineering Department would advise that the Contractor notify Lee County D.O.T. Traffic Signal Maintenance Divisions prior to starting construction and have them check all traffic control leads and wiring loops to ensure that they are operational. Lee County Traffic Control Maintenance Dept. will provide assistance on moving of all traffic signal boxes.

25. A preconstruction meeting with the City of Cape Coral inspectors, the contractor and any subcontractors is required prior to commencing work in the City of Cape Coral's right-of-way.

26. The contractor shall restore all city rights-of-ways disturbed or damaged prior to a City Site Development Review final.

27. Alley right-of-way shall be barricaded at the start of construction, on both side property lines with a minimum of type III D.O.T. barricades and with signs stating, "Do Not Enter or Road Closed" on both barricades. Barricades shall remain in place until the City Site Development Review final inspection.

28. Any differences in grade between the alley pavement edge and private property shall be graded at a 4:1 slope.

### **Typical General Utility Notes**

- The contractor or owner's representative will be responsible for obtaining an appropriate sized temporary jumper assembly with meter from the City of Cape Corals Utility Collection and Distribution Department at 574-0852 prior to receiving City water for construction and/or tying into any existing potable water main lines. A billing account must be set up through the City's Customer Billing Department prior to installation. A representative from the City of Cape Coral's Development Services at 242-3634 must be notified 48 hours in advance of installation and be present to witness and record the installation process. Account documentation must be submitted to the Site Development and Review inspector at the time of meter installation. After construction is complete and before the temporary jumper and meter is removed all potable water mains shall be flushed and pressure tested per AWWA section C-600 and disinfected per AWWA C-651.
- The contractor is responsible for notifying the City of Cape Coral's Utilities Collection/Distribution Division at 574-0852 a minimum of 7 days prior to any shut down or diversion of an existing water main. A 48-hour notice is required for a pressure test, hot tap, or tie in to existing utility main, and prior to beginning any utility construction. Also, the Contractor will distribute any interruption of services notices to all affected parties and the City will distribute all boil water and rescission notices.
- The contractor is prohibited from turning off any existing main line valves. These will be turned off by a representative of the City of Cape Coral's Utility Department at the contractors arranged time and date.



- All existing utility service connections that will not be utilized for this project shall be abandoned at the main or point agreed upon by the Utility Inspector, per City of Cape Coral Specifications. Water and Irrigation services must be abandoned at the main. Sewer laterals must be capped at the ROW with an approved locator installed. A visual inspection must be completed by a City of Cape Coral Utilities Inspector.
- The contractor will need to adjust the existing utilities affected by the newly proposed finished grade at their expense. These items include but not limited to; valve boxes, valve pads, valve stem extensions, service connections and accessories, backflow prevention devices, meter boxes, fire hydrants, manhole covers and/or adjustment rings. It is the contractors' responsibility to verify that adequate depths and clearances exist to make the system hydraulics work properly. Any changes to existing utilities must meet the City of Cape Coral specifications. Disinfection and re-sampling will be required when any existing potable water main or service is disturbed and is the responsibility of the contractor at his expense.
- All Fire Lines and Private Hydrants will require the installation of an approved DDCV assembly installed as close to the ROW as possible within the PUE. A fire hydrant responsibility agreement will be required for all private fire hydrants. All above ground assemblies, pipe, and fittings must be painted per City of Cape Coral Technical Specifications Protective Coatings Section 09800.
- Any work or materials which do not conform to the City of Cape Coral's specifications or any work performed without the knowledge of the City of Cape Coral Utility Inspectors or Representatives is subject to removal and replacement at the contractor's expense.
- The standard minimum cover for a water, irrigation or force main, which is not under pavement, is 30" below finished grade, or 42" below the edge of pavement. The minimum cover for water mains placed under pavement is 36". Please defer to the Utility Design Procedures Manual Section 4.1.5.
- The contractor shall provide all labor, materials, and equipment necessary to dewater trench and secure excavations. The contractor shall secure all necessary permits associated with the City of Cape Corals Utility Design Procedures Manual Technical Specifications section 02140. All dewatering shall comply with the regulations of the South Florida Water Management District and any agency with jurisdiction.
- The contractor shall locate and verify the size, location, and depth of all existing utilities on site. The locations of existing utilities are approximate and must be verified by the contractor. The contractor has sole responsibility to locate and protect underground utilities in the project area. The contractor shall have all utilities identified and marked prior to beginning construction.
- The contractor shall notify all utility companies in the area before beginning construction and be responsible for protection of on-site utilities including locates during construction. Any utilities that are disturbed or damaged by the contractor shall be immediately repaired or replaced by the contractor at his expense using City approved materials and must be reported to the City of Cape Coral Utilities Collection/ Distribution Department (574-0852). All repairs must be inspected by a City Utilities Inspector prior to backfill and restoration. If the contractor is unable to make the necessary repairs, the contractor will be held liable for costs associated with the repairs by city personnel.
- The contractor shall adjust (as required) pipeline alignments horizontally and/or vertically to avoid conflicts with actual field conditions as uncovered during construction. Horizontal and vertical separation shall conform to the City of Cape Coral Design Procedures Manual sections 1.5.1 and 1.5.2.
- The Contractor shall maintain a current and updated set of as-built drawings at all times and provide one copy to the engineer upon completion of construction. Acceptance of the completed utility system will not be given final approval by the Utilities Department until as-built plans have been submitted and approved by the Engineer of Record.

## **Conceptual Site Plan 1 with Architectural Plans**





# CHARTER ELEMENTARY SCHOOL NORTH

CAPE CORAL, FLORIDA

ARCHITECT  
CASTELLANOS + TRAMONTE ARCHITECTS  
1625 S.E. 46TH STREET  
SUITE 2A  
CAPE CORAL, FLORIDA 239-549-0997

## GENERAL NOTES:

INDUSTRY STANDARDS. INDUSTRY STANDARDS SHALL HAVE THE SAME FORCE AND EFFECT ON PERFORMANCE OF WORK AS IF COPIES DIRECTLY INTO THE CONTRACT DOCUMENTS OR BOUND AND PUBLISHED THERE WITH. COMPLY WITH STANDARDS IN EFFECT AS OF DATE OF CONTRACT DOCUMENTS, UNLESS OTHERWISE NOTED OR REQUIRED BY GOVERNING AUTHORITIES.

**SUPERVISION AND CONTROL:**  
THE ARCHITECT HAS NOT BEEN RETAINED NOR IS RESPONSIBLE FOR THE FIELD SUPERVISION OR CONSTRUCTION ADMINISTRATION OF THIS PROJECT. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE FIELD SUPERVISION, CONSTRUCTION ADMINISTRATION, REVIEW AND APPROVAL OF ALL SHOP DRAWINGS, NOTIFICATION ON SITE OF ALL DIMENSIONS, AND STRICT COMPLIANCE WITH THESE CONSTRUCTION DOCUMENTS. THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT IN WRITING WITHIN 10 DAYS OF RECEIPT OF CONSTRUCTION DOCUMENTS OF ANY ORDER OR QUESTION OF THE ARCHITECT.

THE GENERAL CONTRACTOR AGREES TO ASSUME LIABILITY FOR CORRECTIVE MEASURES SHOULD THE ARCHITECT NOT BE INFORMED AS NOTED. THE GENERAL CONTRACTOR SHALL NOT DEVIATE FROM CONSTRUCTION DOCUMENTS, OR MAKE SUBSTITUTES WITHOUT WRITTEN APPROVAL FROM THE ARCHITECT. THE GENERAL CONTRACTOR SHALL ASSURE A QUALIFIED CONSTRUCTION SUPERVISOR TO THE PROJECT. THE GENERAL CONTRACTOR AND HIS SUPERVISOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF SURVEYING, RECORDING, INSPECTIONS AND TESTING, GENERAL INSTALLATION PROCEDURES, CUTTING AND FINISHING, AND CLEANING/PROTECTING.

**GENERAL INSTALLATION PROCEDURES:**  
IN ALL WORK, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND INTERFACING WITH OTHER WORK, MEET AT PROJECT SITE WITH INSTALLER AND/OR REPRESENTATIVES OF MANUFACTURERS AND FABRICATORS WHO ARE INVOLVED IN OR EFFECTED BY THE UNIT OF WORK WHICH HAS PRECEDED OR WILL FOLLOW. RECORD DISCUSSIONS. COMPLY WITH MANUFACTURER'S APPLICABLE INSTRUCTIONS AND RECOMMENDATIONS FOR INSTALLATION. INSPECT EACH ITEM OF MATERIAL OR EQUIPMENT IMMEDIATELY PRIOR TO INSTALLATION, AND SELECT OR CHANGED ON DEFECTIVE ITEMS. PROVIDE ATTACHMENT AND CONNECTION DETAILS AND METHODS FOR SECURING WORK PROPERLY AS IT IS INSTALLED, TRUE TO LINE AND LEVEL AND WITHIN RECOMMENDED INDUSTRY TOLERANCES. ALLOW FOR EXPANSION AND BUILDING MOVEMENTS, PROVIDE UNIFORM JOINT WORK IN EXPOSED WORK, ORANGE FOR BEST VISUAL EFFECT.

RECHECK MEASUREMENTS AND DIMENSIONS OF THE WORK, AS IN INTERNAL STEP OF STARTING EACH INSTALLATION AND MAKING EACH PURCHASE OF EQUIPMENT.

INSTALL WORK DURING CONDITIONS OF TEMPERATURE, HUMIDITY, EXPOSURE, FORECASTED WEATHER, AND STATUS OF PROJECT COMPLETION, WHICH WILL YIELD BEST POSSIBLE RESULTS FOR EACH UNIT OF WORK, IN COORDINATION WITH THE OWNER, MEET EACH UNIT OF WORK FROM NON-COMPLETION WORK, AS REQUIRED TO PREVENT DETERIORATION. COORDINATE ENCLOSURE (CLOSING IN) OF WORK WITH REQUIRED INSPECTIONS AND TESTS, SO AS TO MINIMIZE THE NECESSITY OF UNDOING WORK FOR THAT PURPOSE. WHERE INSTALLING HEIGHTS AND LOCATIONS ARE NOT INDICATED, MOUNT INDIVIDUAL UNITS OF WORK AT INDUSTRY-RECOMMENDED STANDARDS MOUNTING HEIGHTS (LOCATIONS) FOR APPLICATIONS INDICATED. AFTER QUESTIONABLE CHOICES TO ARCHITECT/OWNER.

**TEMPORARY FACILITIES:**  
REFER TO THE "GENERAL CONDITIONS OF THE CONTRACT OF CONSTRUCTION" FOR BASIC CONTRACTORS TO PROVIDE THE FOLLOWING SERVICES AS REQUIRED TO PERFORM THE WORK.

**TEMPORARY UTILITY SERVICES:**  
TEMPORARY CONSTRUCTION FACILITIES, WATER DISTRIBUTION, DRAINAGE, ENCLOSURE, POWER DISTRIBUTION, TEMPORARY LIGHTING, TEMPORARY ROADS, TEMPORARY CLEANING/PAINTING, AND BASIC CONSTRUCTION FACILITIES.

**TEMPORARY SUPPORT FACILITIES:** CONTRACTOR'S FIELD OFFICE, DRINKING WATER, TOILETS, ETC. GENERAL CONTRACTOR SHALL PROVIDE PROJECT IDENTIFICATION SIGN (TO INCLUDE NAME OF PROJECT OWNER, CONTRACTOR, ARCHITECT, AND ADDITIONAL INFORMATION AS REQUESTED BY THE OWNER. CONTRACTOR SHALL SUBMIT LAISSEZ-PASSER FOR ARCHITECT'S APPROVAL PRIOR TO FABRICATION.

**GENERAL:** FIRE PROTECTION, BARRICADES, FENCING, LOCKUP AND SECURITY, SCHEDULE PROTECTION, BATHROOM SERVICE (WHEN REQUIRED BY OWNER OR CONTRACTOR), DEMOLITION PROTECTION, REFER ALL PRODUCT SELECTIONS AND SUBSTITUTIONS TO THE OWNER FOR FINAL APPROVAL PRIOR TO ACTUAL PURCHASE OF MATERIALS.

**WARRANTY AND GUARANTEE:**  
ONE YEAR WRITTEN GUARANTEE IS REQUIRED ON ALL WORK UNDER THIS CONTRACT. SPECIFIC PRODUCT WARRANTIES WHERE THEY APPLY SHALL ALL ACCORD TO THE OWNER. PROVIDE WRITTEN STATEMENTS AND/OR COPIES OF ALL WARRANTIES/GUARANTEE TO THE OWNER.

**FINAL CLEANING:**  
AT PROJECT COMPLETION, THE CLEAN OR RECLEAN ENTIRE WORK TO NORMAL LEVEL FOR "TYPICAL MAINTENANCE/CLEANING OF BUILDING PROJECTS OF SIMILAR NATURE. REMOVE NON-PERMANENT PROTECTIONS AND LABELS, POLISH GLASS, CLEAN EXPOSED SURFACES, TOUCH-UP SCRATCH DAMAGE, REPLACE FILTERS, REMOVE DEBRIS, REPLACE BURNED OUT LIGHTS, SHEET AND HIGH PILEUP AREAS, POLISH CHAIRS AND CHAIRS AND SWITCHE PLUMBING.

PROJECT DATA SUMMARY					
<b>PROJECT NAME:</b> CHARTER ELEMENTARY SCHOOL NORTH					
<b>PROJECT ADDRESS:</b> 328 S.E. 16TH AVE, CAPE CORAL, FL 33901					
<b>PROJECT USE:</b> SCHOOL					
<b>CONTACT:</b> ART CASTELLANOS PHONE: 239-549-0997					
<b>APPLICABLE CODES:</b>					
<b>BUILDING CODE:</b> FLORIDA BUILDING CODE, 6TH EDITION (2017)					
<b>MECHANICAL &amp; PLUMBING CODE:</b> FLORIDA BUILDING CODE, 6TH EDITION (2017) - PLUMBING, MECHANICAL & FUEL GAS FLORIDA BUILDING CODE, 6TH EDITION (2017)					
<b>ELECTRICAL CODE:</b> NEC, 2011 EDITION FLORIDA BUILDING CODE 6TH EDITION (2017)					
<b>FIRE CODE:</b> FLORIDA FIRE PREVENTION CODE, 6TH EDITION (2017)					
<b>ACCESSIBILITY CODE:</b> FLORIDA BUILDING CODE, 6TH EDITION (2017) - ACCESSIBILITY					
<b>TYPE OF CONSTRUCTION (TABLE 601)</b>					
TYPE VII, UNPROTECTED, FULLY SPRINKLERED					
<b>AREA INDICATORS:</b>					
EXISTING FIRST FLOOR AREA: 33,768 SF ADDITION FIRST FLOOR: 10,182 SF					
EXISTING SECOND FLOOR AREA: 22,299 SF ADDITION SECOND FLOOR: 10,182 SF					
PROPOSED TOTAL FIRST FLOOR AREA: 43,950 SF					
PROPOSED TOTAL SECOND FLOOR AREA: 32,481 SF					
<b>FIRE PROTECTION PER TABLE 601</b>					
<b>COMPONENT</b> <b>EXISTING RATING</b> <b>PROPOSED RATING</b> <b>DESIGN NO.</b>					
STRUCTURAL FRAME: 0 N/A N/A					
BEARING WALLS: 0 N/A N/A					
EXTERIOR: 0 N/A N/A					
ALL WALLS ARE GREATER THAN 32" FROM PROPERTY LINE 0 (N/A) ALLOWED/PROPOSED					
INTERIOR: 0 N/A N/A					
NON-BEARING WALLS:					
EXTERIOR: 0 N/A N/A					
INTERIOR: 0 N/A N/A					
FLOOR CONSTRUCTION: 0 N/A N/A					
ROOF CONSTRUCTION: 0 N/A N/A					
<b>FIRE RESISTANT PARTITIONS</b>					
<b>VALUES ATTAINED</b> <b>DESIGN PARTIAL</b>					
OCCUPANCY SEPARATIONS: 1 HR. 3/4 HR. (TABLE 714.5)					
EXIT ACCESS CORRIDOR: 0 HR. N/A					
FAC. TABLE 1018.1					
SWIFT ENCLOSURE: 0 HR. N/A					
<b>EXTERIOR FINISH CLASSIFICATIONS</b>					
<b>PER TABLE 601.5 FLORIDA BUILDING CODE, 6TH EDITION (2017)</b>					
<b>R-2 &amp; S-2 OCCUPANCY (FULLY SPRINKLERED)</b>					
EXIT ENCLOSURES:					
INTERIOR EXIT PASSAGEWAYS: A, B OR C					
CORRIDORS: A, B OR C					
ROOMS & ENCLOSED SPACES: A, B OR C					
<b>EXTERIOR FINISH CLASSIFICATION (FLORIDA FIRE PREVENTION CODE, 2017)</b>					
<b>R-2 &amp; S-2 OCCUPANCY (FULLY SPRINKLERED)</b>					
EXITS & EXIT ACCESS CORRIDORS: A, B OR C					
OTHER THAN EXITS: A, B OR C					
<b>EXIT ACCESS TRAVEL DISTANCE (FROM 1018.4)</b>					
EXISTING: 250 FEET					
PROPOSED: < 250 FEET					
<b>COMMON PATH OF EGRESS TRAVEL (FROM 1014.7)</b>					
EXISTING: 100 FEET					
PROPOSED: < 100 FEET					
<b>WINDWALL CORRELATION WITH TABLE 1018.12</b>					
EXISTING: 44 INCHES					
PROPOSED: > 44 INCHES					
<b>WALL FACING AND CORRELATION (1018.4)</b>					
EXISTING: 50 FEET					
PROPOSED: < 50 FEET					
<b>WALL CORRELATION WITH 1018.1.1</b>					
EXISTING: 32 INCHES					
PROPOSED: 36 INCHES					

## SHEET INDEX

- T-1 TITLE PAGE, CODE DATA & NOTES  
A-1 SITE PLAN  
A-2 FLOOR PLAN  
A-3 TYP. CLASSROOM  
A-4 TYP. CLASSROOM  
A-5 EXTERIOR ELEVATIONS  
A-6 BUILDING SECTIONS

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

CASTELLANOS + TRAMONTE  
ARCHITECTS  
1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997

DESIGNED BY	DM
CHECKED BY	AM
ISSUED FOR:	

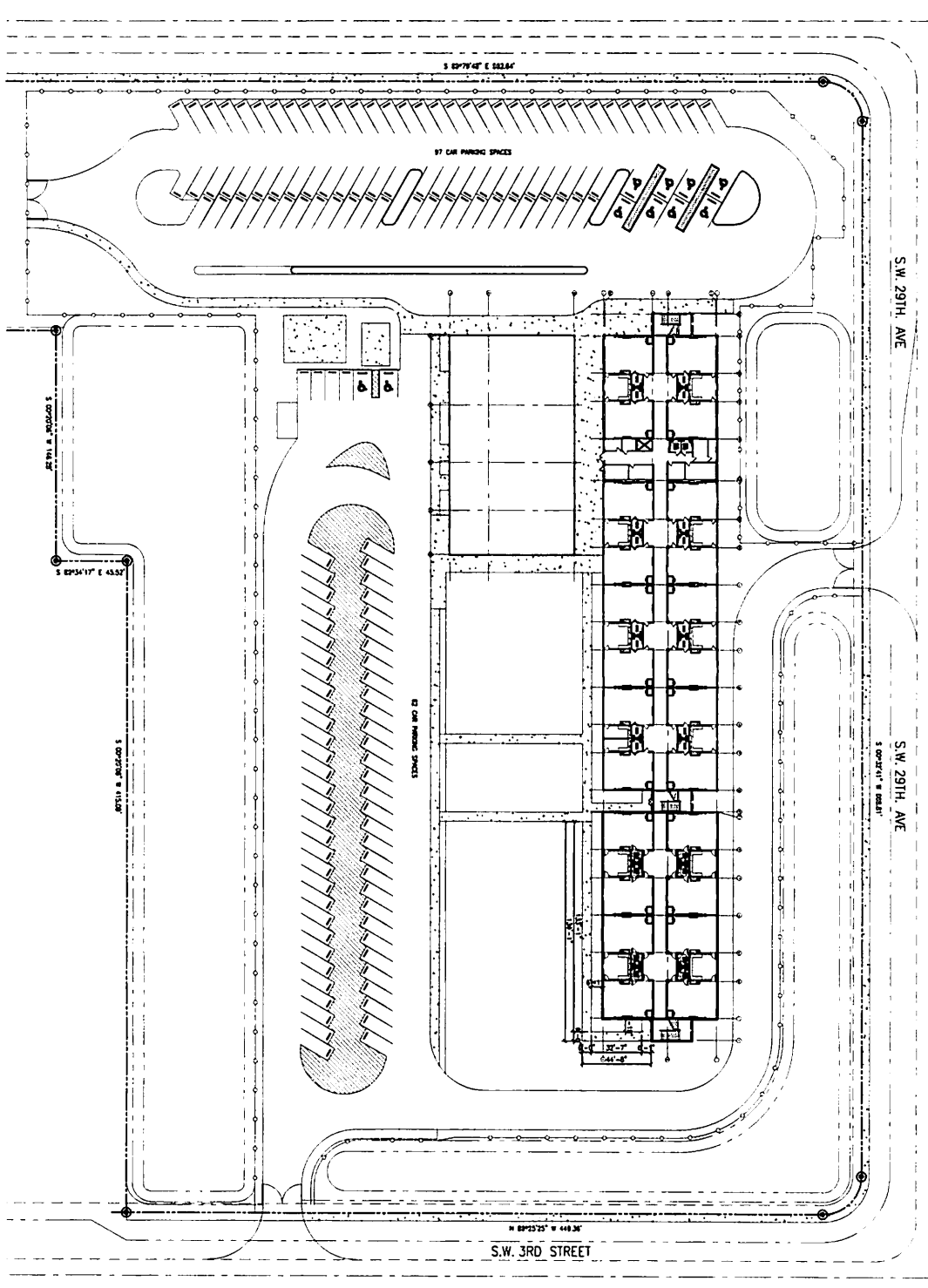
DRAWING NAME:  
TITLE SHEET

SHEET  
T-1

PLANS HAVE BEEN PREPARED IN COMPLIANCE WITH THE FLORIDA BUILDING CODE, 6TH EDITION (2017), SECTION 1609 FOR 175 MPH WIND SPEED AND THE FLORIDA FIRE PREVENTION CODE, 6TH EDITION.

ART & CASTELLANOS © NO. 00015473

SITE PLAN  
1/8" = 1'-0"



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A-1

SHEET

DATE: 01/11/2011

PROJECT: CHARTER ELEMENTARY SCHOOL NORTH

DESIGNER: CASTELLANOS + TRAMONTE ARCHITECTS, P.A.

CHECKED BY: [Signature]

SCALE: 1/8" = 1'-0"



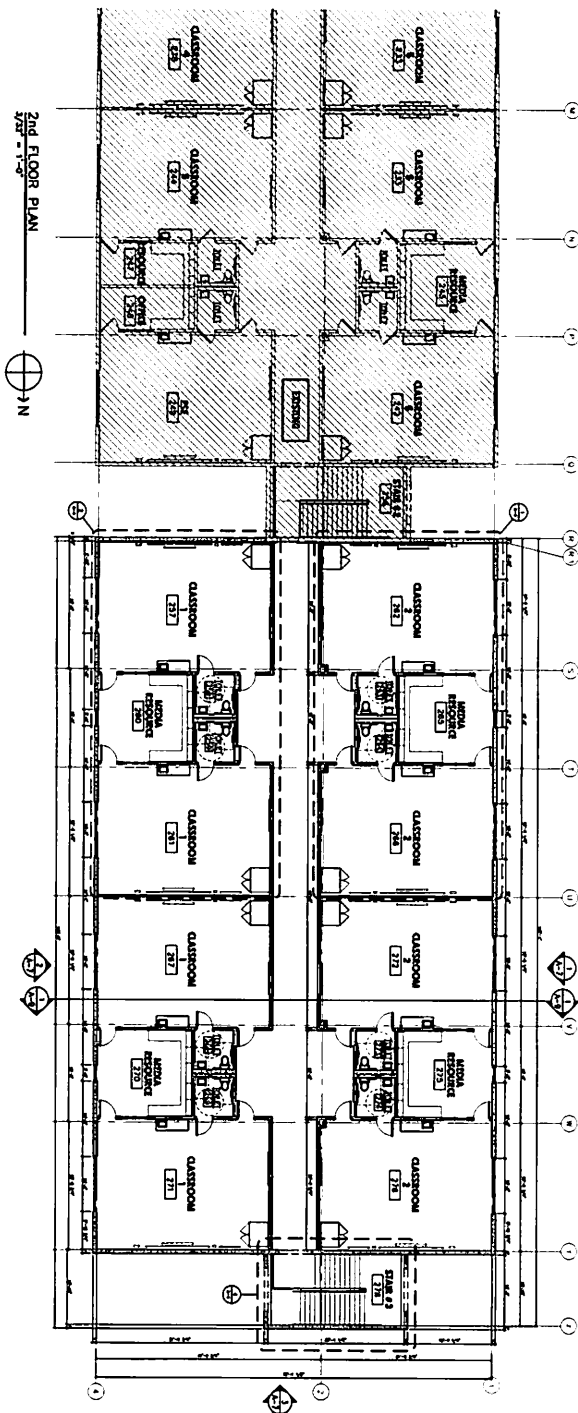
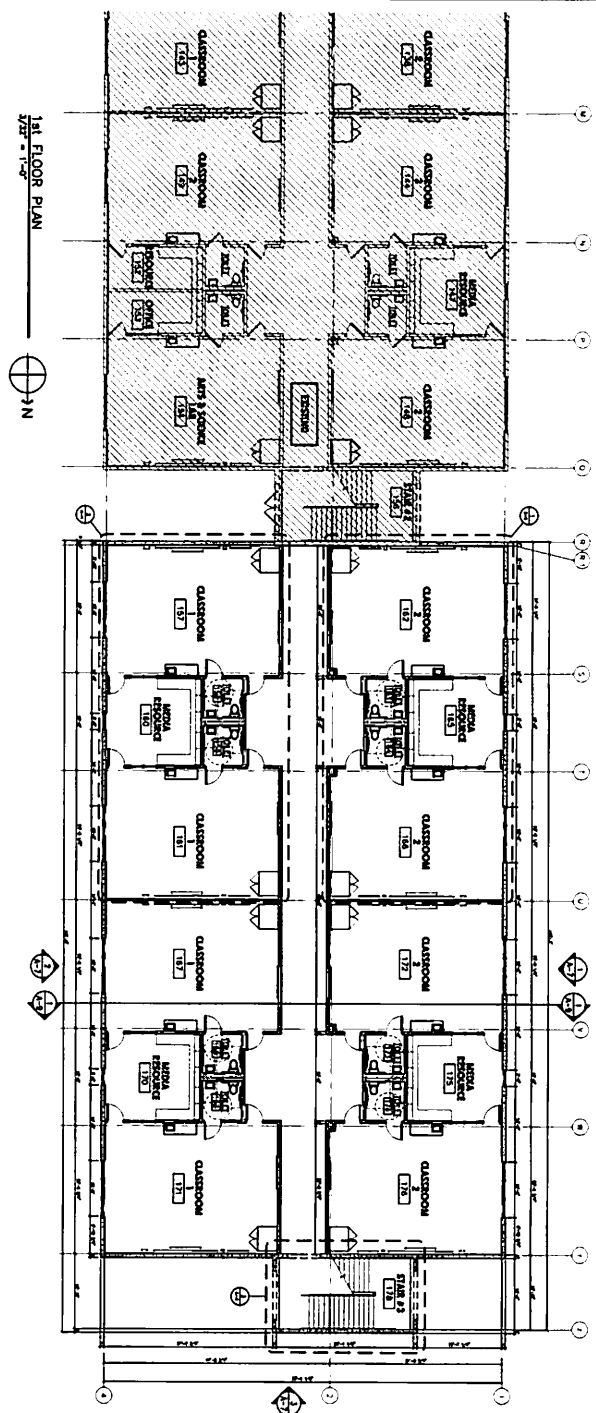
**CASTELLANOS  
+ TRAMONTE  
ARCHITECTS**

1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA


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1. INQUIRE ALL ROOM BOOKING ACTIVITY FROM THE CLERK/OWNER OF THE HOTEL. CLERK/OWNER MUST BE LIMITED TO STATE APPOINTMENT ONLY. CLERK/OWNER MUST BE LIMITED TO STATE APPOINTMENT ONLY. CLERK/OWNER MUST BE LIMITED TO STATE APPOINTMENT ONLY. CLERK/OWNER MUST BE LIMITED TO STATE APPOINTMENT ONLY.
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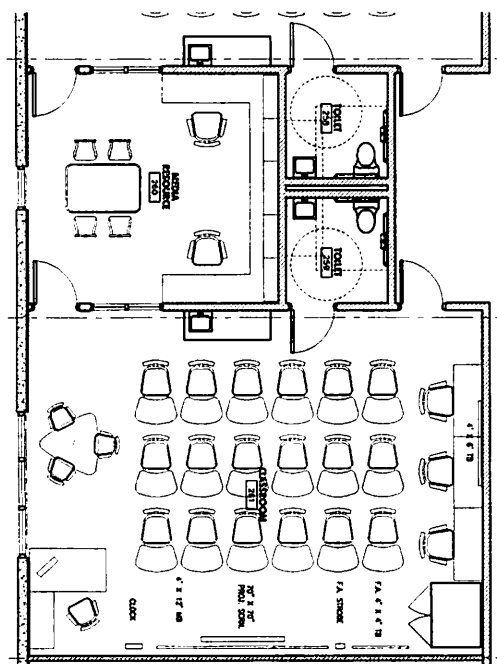
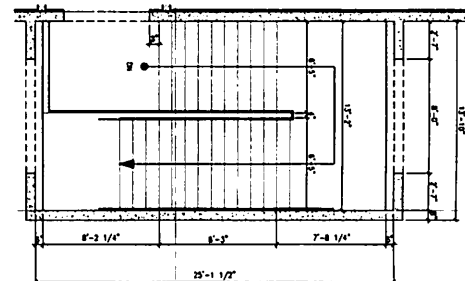
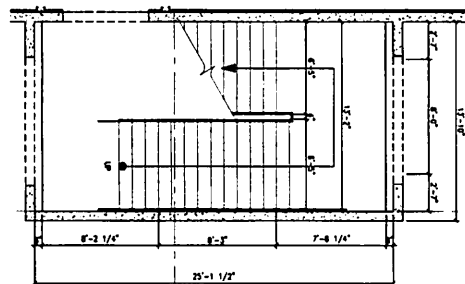
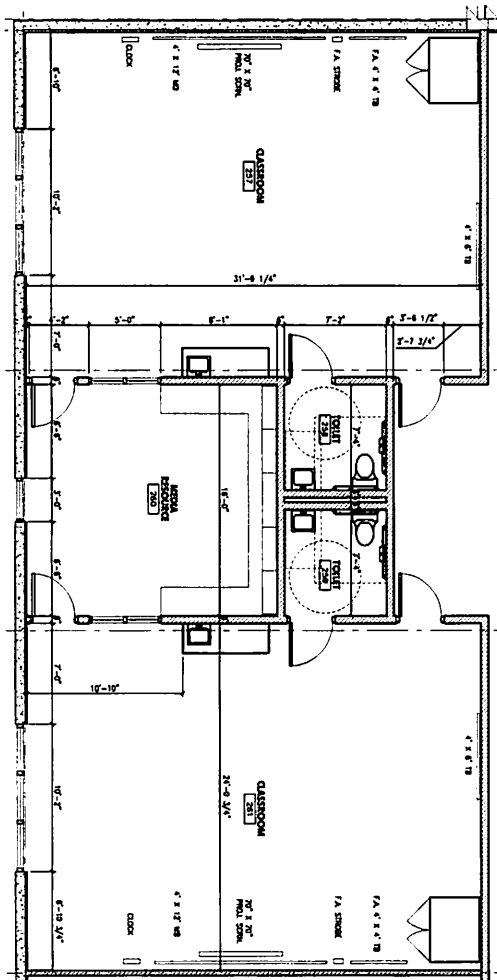
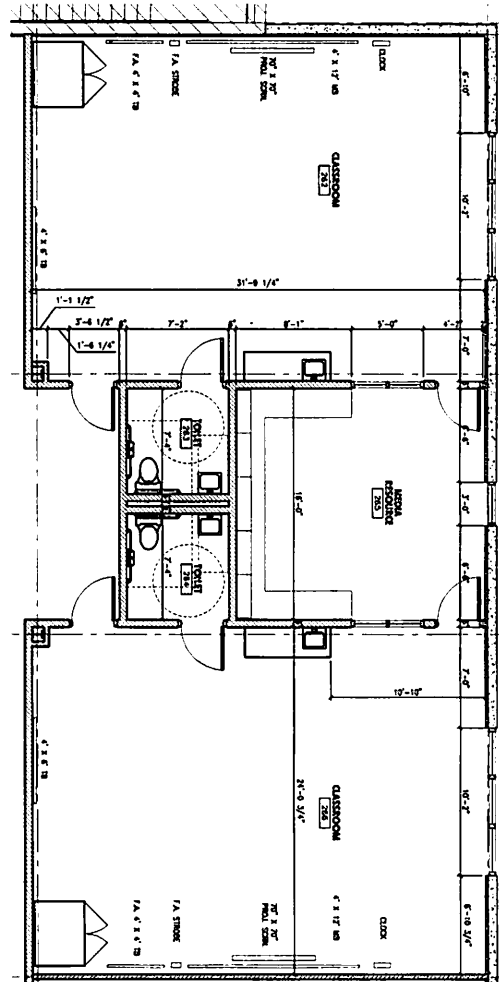

  
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PLANS HAVE BEEN IMPROVED IN COMPLIANCE WITH THE FLORIDA BUILDING CODE, SIXTH EDITION (2017) SECTION 609 FOR ITS WORKING SPACE AND THE FLORIDA FIRE PREVENTION CODE, FIFTH EDITION.

A-4

**SHEET**

DATE: \_\_\_\_\_

CLASSROOM: \_\_\_\_\_

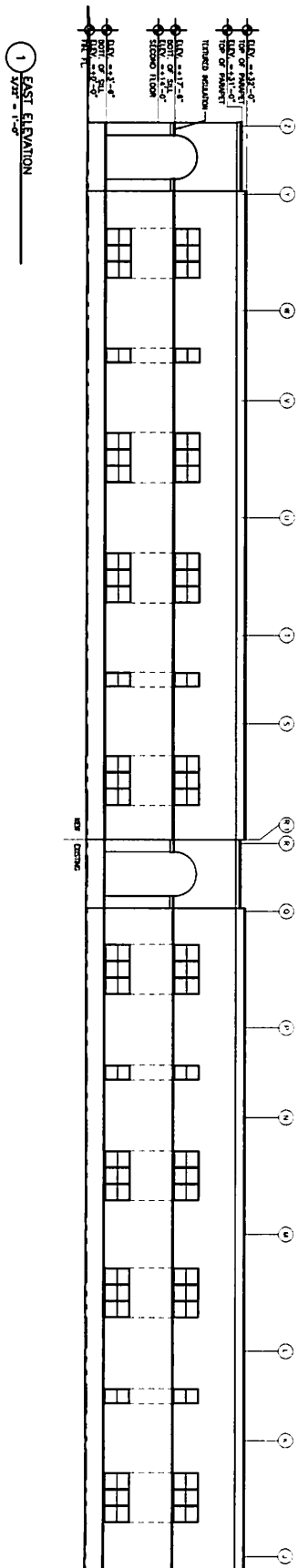
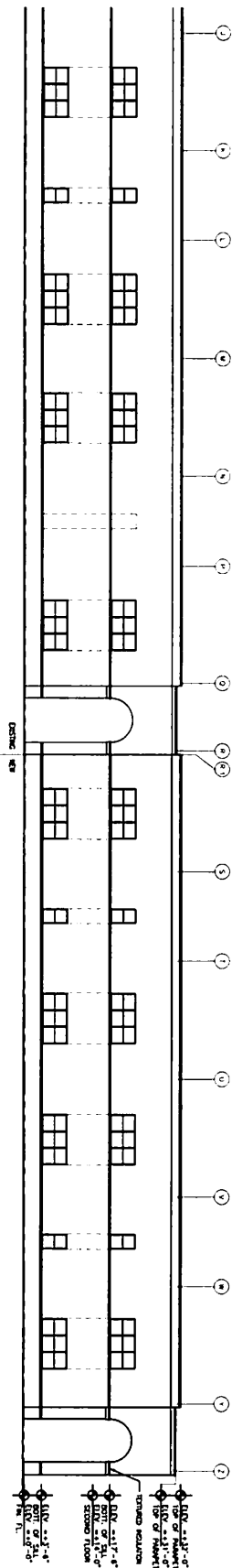
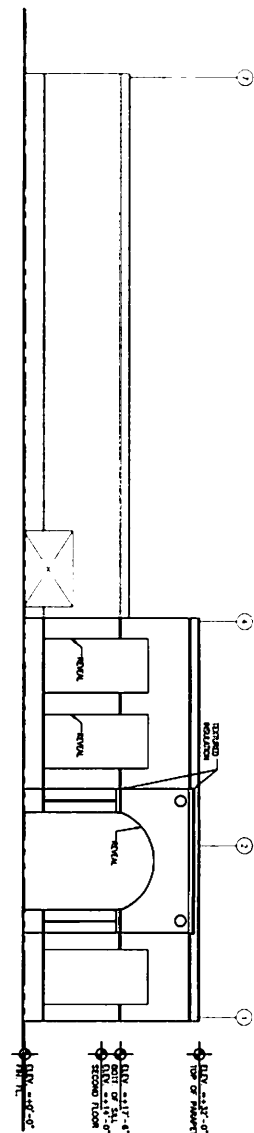
DESIGN BY	BVA
CHECKED BY	ANC
CALCULATED FOR	

**CASTELLANOS  
+ TRAMONTE  
ARCHITECTS**

1825 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003330

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

CAPE CORAL, FLORIDA



PLANS HAVE BEEN PREPARED IN CONFORMANCE WITH THE FLORIDA BUILDING CODE 6TH EDITION (2017) SECTION 1609 FOR 120 MPH WIND SPEED AND THE FLORIDA FIRE PREVENTION CODE 6TH EDITION.

ART & ASSOCIATES, INC. (NO. 000015475)

DRAFTING NAME: \_\_\_\_\_

EXTERIOR ELEVATIONS

ORDER BY	GL
ORDERED BY	ACC
RESULT FOR	



1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

has been a "big hit" for the company, and it is expected to be a big success. The company is currently in the process of developing a new product line, and it is expected that this will be a major factor in the company's growth.

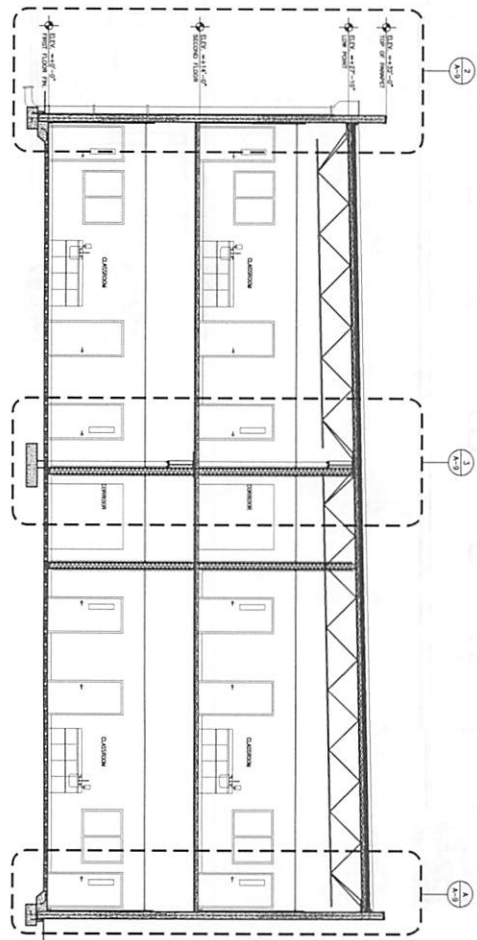


2 TYP. WALL SECTION  
1/2" = 1'-0"

3 TYP. WALL SECTION  
1/2" = 1'-0"

4 TYP. WALL SECTION  
1/2" = 1'-0"

1 BUILDING SECTION  
1/4" = 1'-0"



PLANS AND SECTIONS PREPARED IN COMPLIANCE WITH THE FLORIDA BUILDING CODE, AS AMENDED, AND THE FLORIDA FIRE PREVENTION CODE, BOTH ADOPTED BY THE BOARD OF BUILDING REGULATION, STATE OF FLORIDA.

DATE: 08/15/2013  
DRAWN BY: J. CASTELLANOS  
CHECKED BY: J. CASTELLANOS  
DESIGNED BY: J. CASTELLANOS  
SCALE: AS SHOWN

SHEET  
A-9

DRAWING NAME:  
SECTIONS & TYP  
WALL SECTIONS

DATE	08/15/2013
BY	J. CASTELLANOS
CHECKED BY	J. CASTELLANOS
DESIGNED BY	J. CASTELLANOS
SCALE	AS SHOWN



**CASTELLANOS + TRAMONTE ARCHITECTS**

1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

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A-11

SHEET

DRAWING NAME:

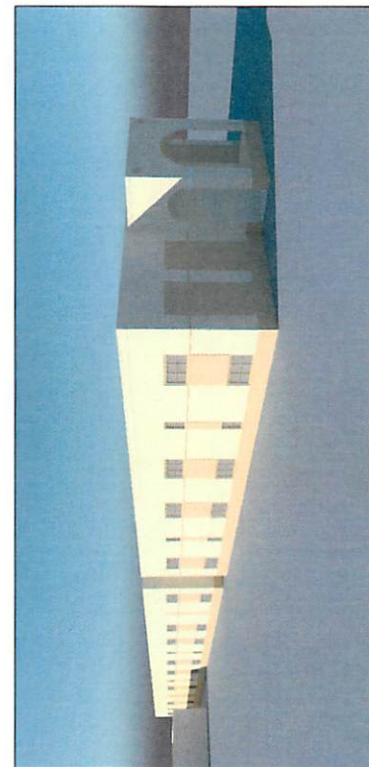
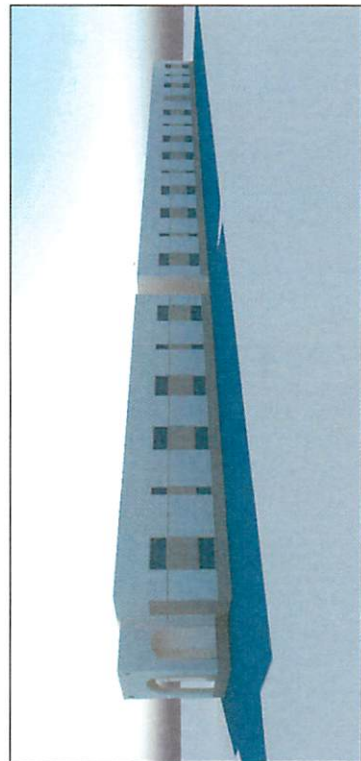
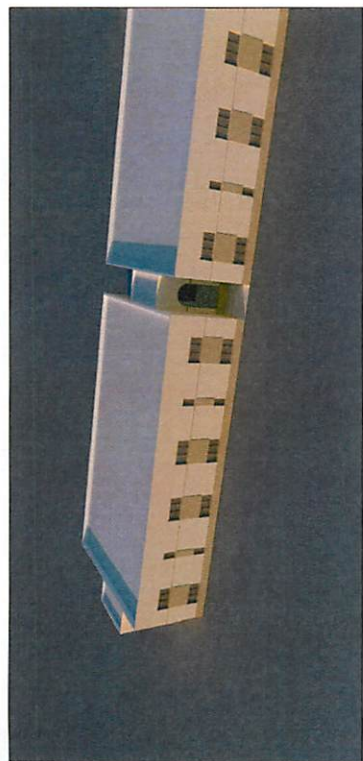
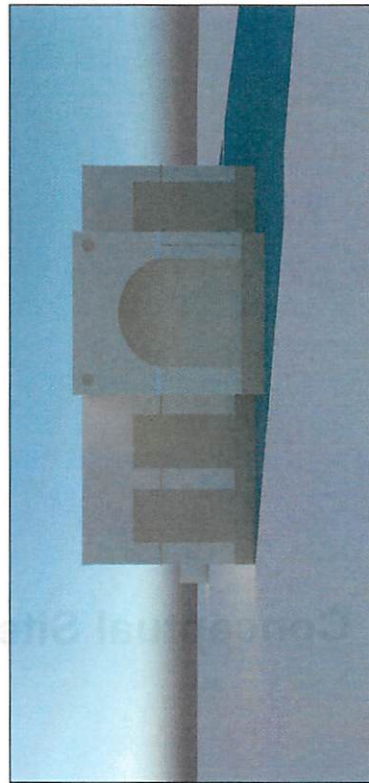
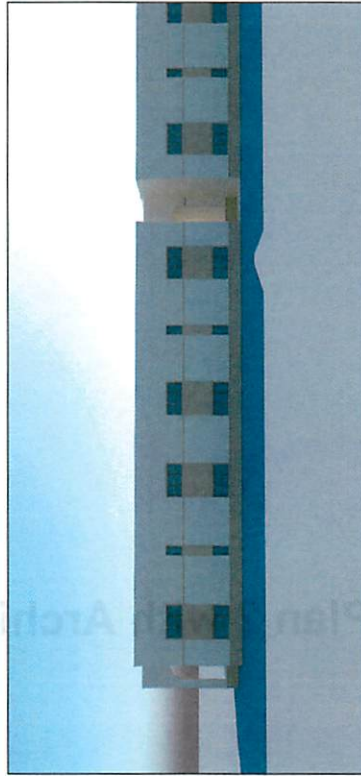
PERSPECTIVES

DESIGNED BY	DATE
ISSUED FOR	DATE

CASTELLANOS + TRAMONTE ARCHITECTS  
1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

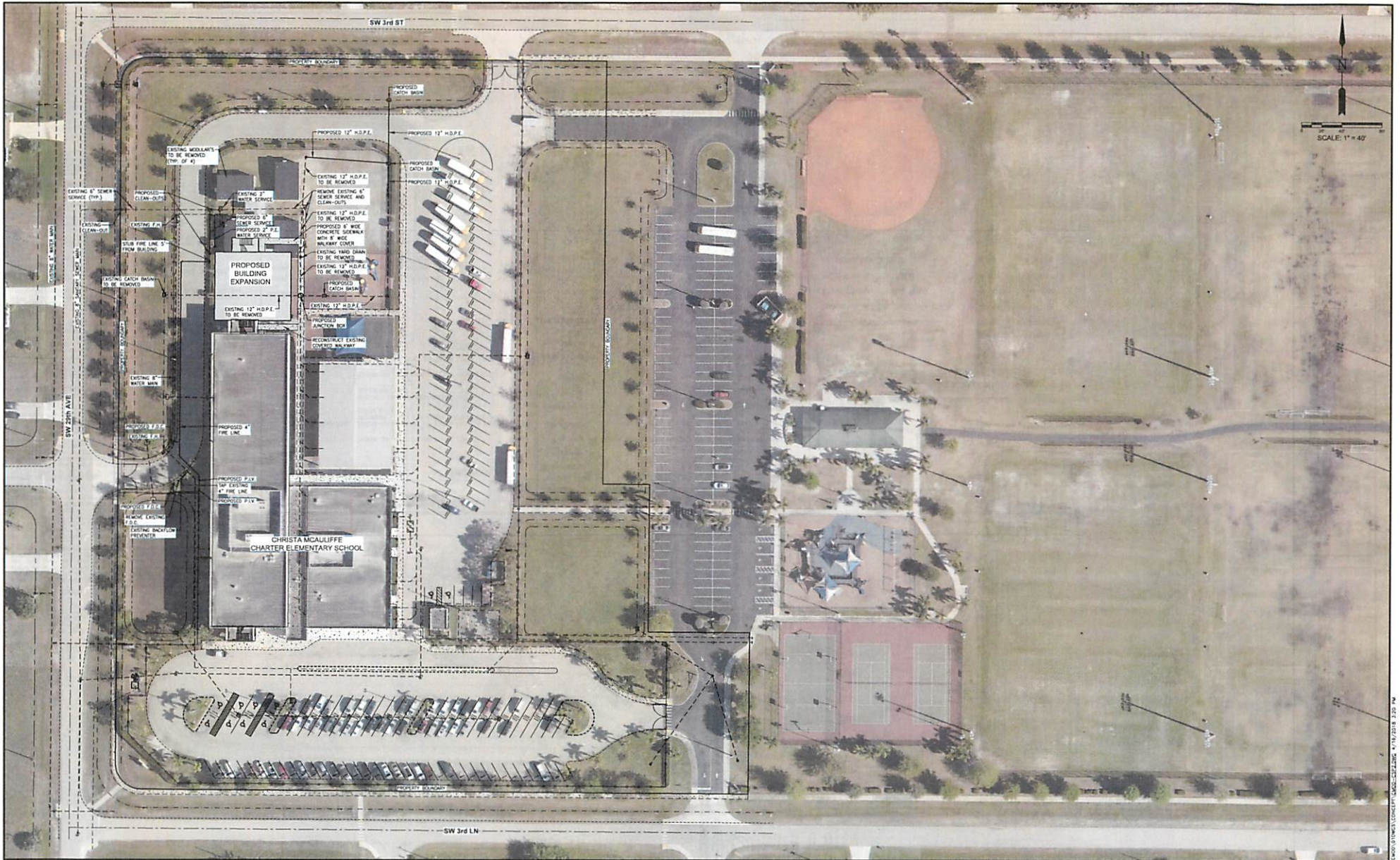
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PLANS HAVE BEEN PREPARED IN COMPLIANCE WITH THE FLORIDA  
STATE BOARD OF ARCHITECTURE AND PROFESSIONAL ENGINEERING  
AND THE FLORIDA FIRE PREVENTION CODE 2ND EDITION  
ART. 6, CASTELLANOS K. NO. A0011447

## **Conceptual Site Plan 2 with Architectural Plans**





LEGEND

Revision	Date	Description

DESIGNED BY:	D.W.F.
DRAWN BY:	K.L.M.
APPROVED:	D.W.F.
JOB CODE:	CW03
SCALE:	1" = 40'

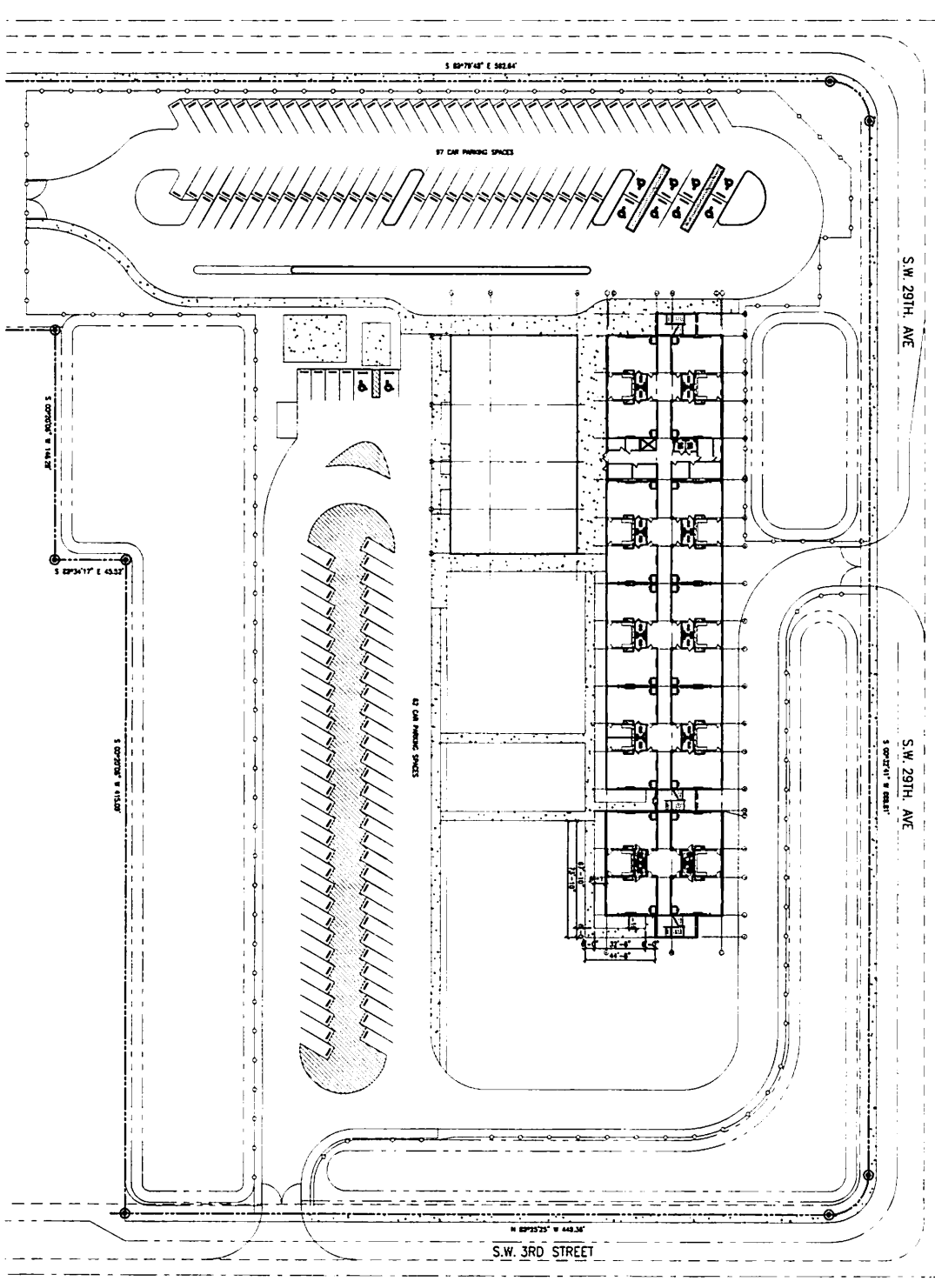
**GradyMinor**  
 Civil Engineers • Land Surveyors • Planners • Landscape Architects  
 Fort of Auth, EB 0005151 Fort of Auth, LB 0005151  
 Bontia Springs: 239.947.1144 www.GradyMinor.com Fort Myers: 239.690.4350

**Christa McAuliffe Charter Elementary School**  
 CONCEPTUAL SITE PLAN 2  
 2-STORY (8 TOTAL CLASSROOM ADDITION)

MUNICIPALITY: CITY OF CAPE CORAL  
 PREPARED BY: SEE/TW/MP/FRG  
 DATE: 12/14/2018  
 DATE: MARCH 2018  
 PROJECT TYPE: EXHIBIT  
 SHEET 1 OF 1



SITE PLAN  
1/8" = 1'-0"



PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE CHARTER ELEMENTARY SCHOOL NORTH, CAPE CORAL, FLORIDA. THE SITE PLAN AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE CHARTER ELEMENTARY SCHOOL NORTH, CAPE CORAL, FLORIDA, ARE HEREBY SUBMITTED FOR THE REVIEW AND APPROVAL OF THE BOARD OF COUNTY COMMISSIONERS, CAPE CORAL, FLORIDA.

A-1

SHEET

SITE PLAN

DRAWING NAME:

DATE	BY	CHK



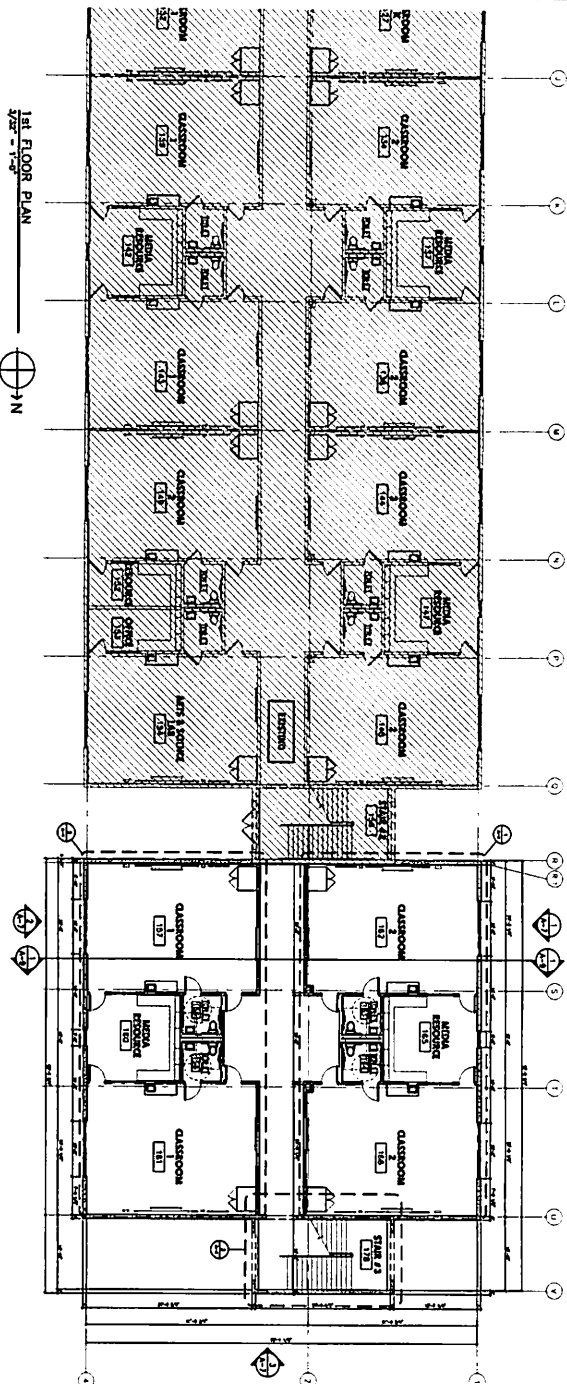
**CASTELLANOS  
+ TRAMONTE  
ARCHITECTS**

1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

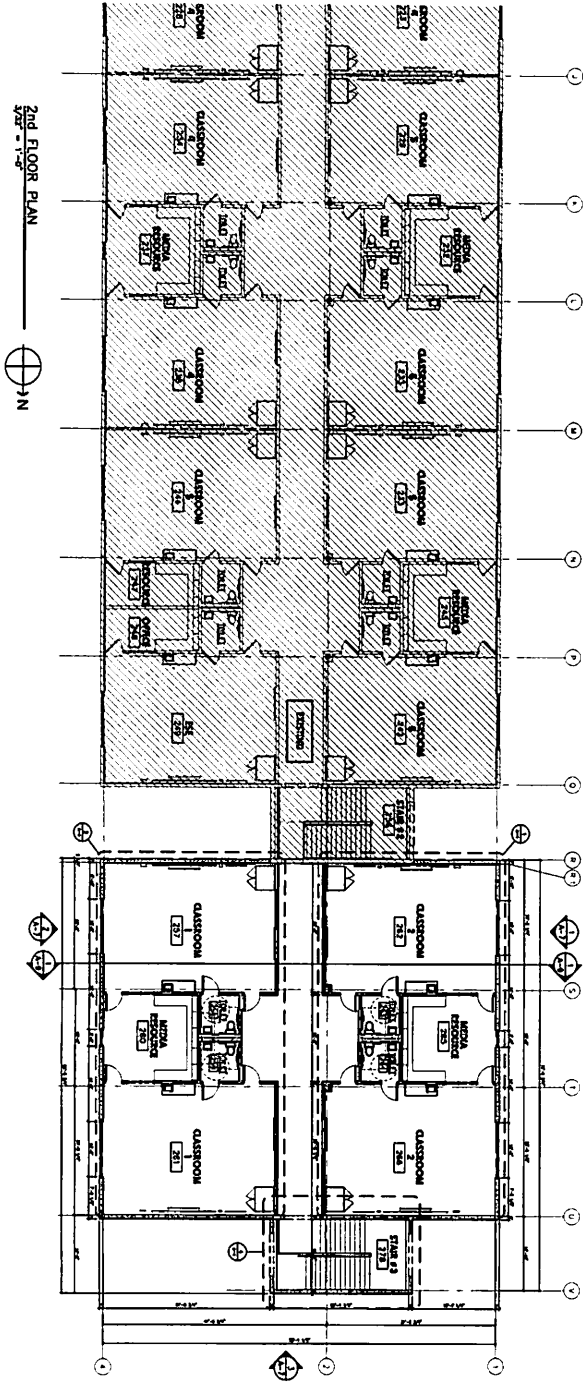
CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

THESE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE CHARTER ELEMENTARY SCHOOL NORTH, CAPE CORAL, FLORIDA, ARE HEREBY SUBMITTED FOR THE REVIEW AND APPROVAL OF THE BOARD OF COUNTY COMMISSIONERS, CAPE CORAL, FLORIDA.





- GENERAL NOTES:**
1. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  2. THE DIMENSIONS OF THE ROOMS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  3. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  4. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  5. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  6. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
  7. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.



- GENERAL NOTES:**
1. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.
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  7. ROOMS AND AREAS SHOWN ARE THE MINIMUM REQUIRED. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND PROVIDING THE NECESSARY INFORMATION TO THE OWNER AND THE CONTRACTOR.

DATE: 01/11/2011  
 DRAWN BY: J. L. CASTELLANOS  
 CHECKED BY: J. L. CASTELLANOS  
 SCALE: 1/8" = 1'-0"

**A-2**

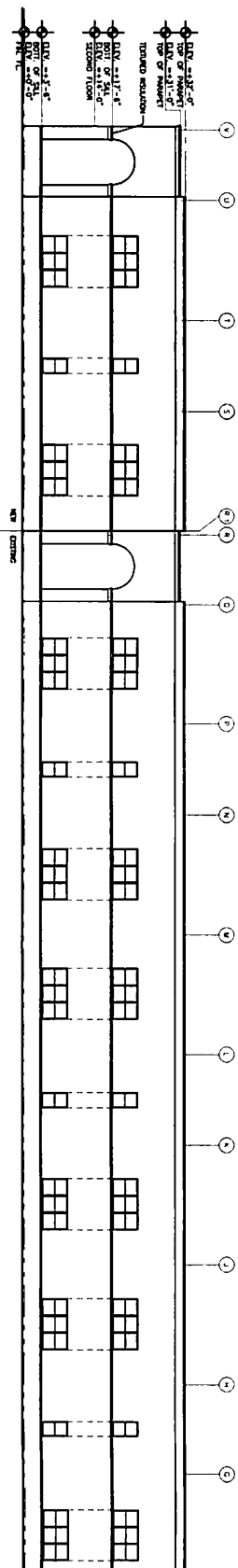
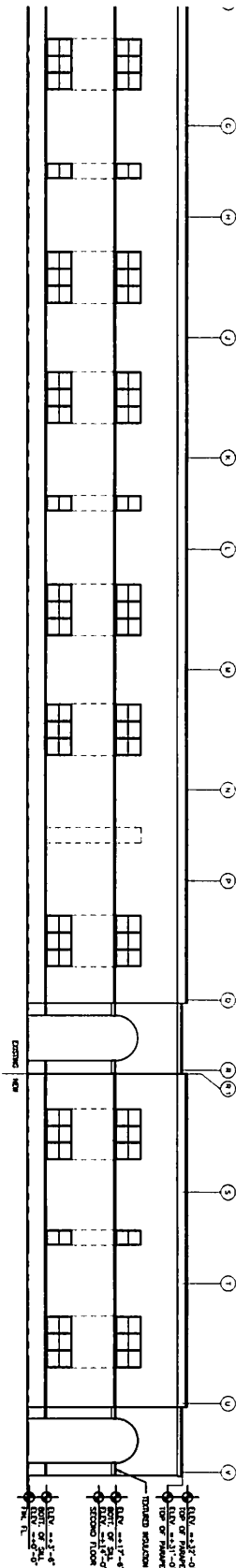
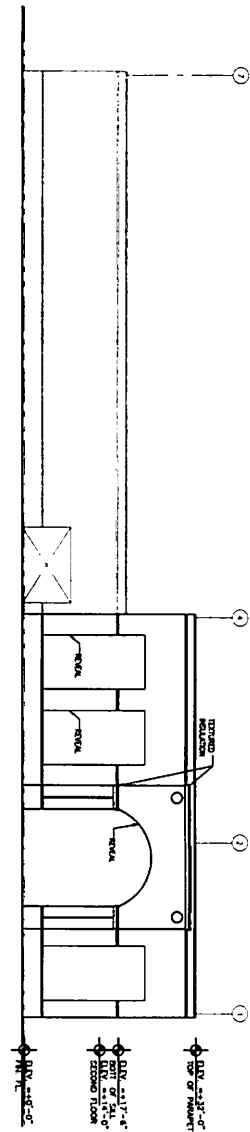
**CASTELLANOS + TRAMONTE ARCHITECTS**  
 1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
 (239) 549-0997

**CHARTER ELEMENTARY SCHOOL NORTH**  
 CAPE CORAL, FLORIDA

**CHARTER ELEMENTARY SCHOOL NORTH**  
 CAPE CORAL, FLORIDA

**CHARTER ELEMENTARY SCHOOL NORTH**  
 CAPE CORAL, FLORIDA





PLANS WERE BEING PREPARED IN COMPLIANCE WITH THE FLORIDA BUILDING CODE, 6TH EDITION (2017) SECTION 1609 FOR 170 MPH WIND SPEED AND THE FLORIDA FLOOD PREVENTION CODE 6TH EDITION AND A CASTILLONOS C. NO. A60019473

**SHETS**

A-7

DRAWING NAME:  
EXTERIOR ELEVATIONS

Drum by	DMA
Decoded by	MC
CSD FOR	

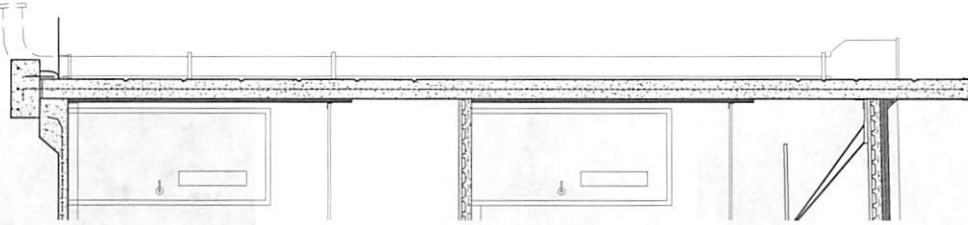


1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

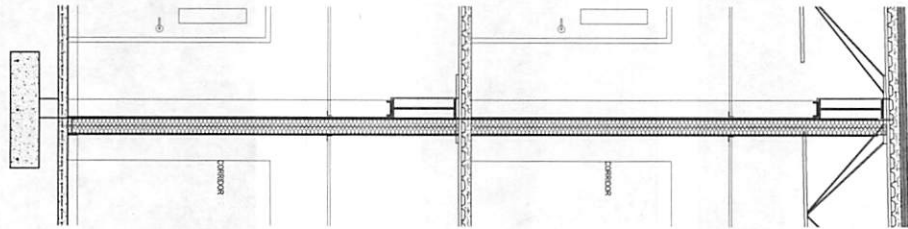
CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

has several of the best and most modern of facilities. The modernity of the plant and the security of the district and situation is a bonus for the investor or for the owner of the property for the fact that the property is in the best of the district and the best of the district is the best of the district.

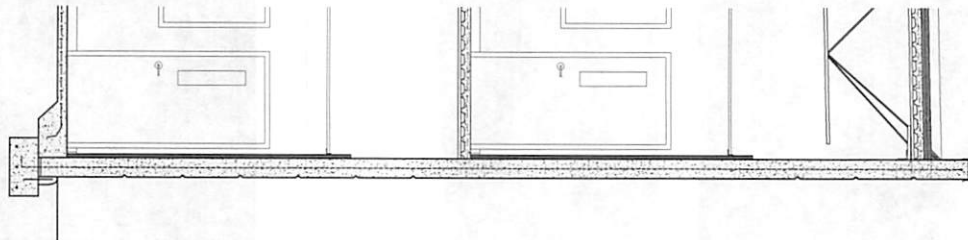
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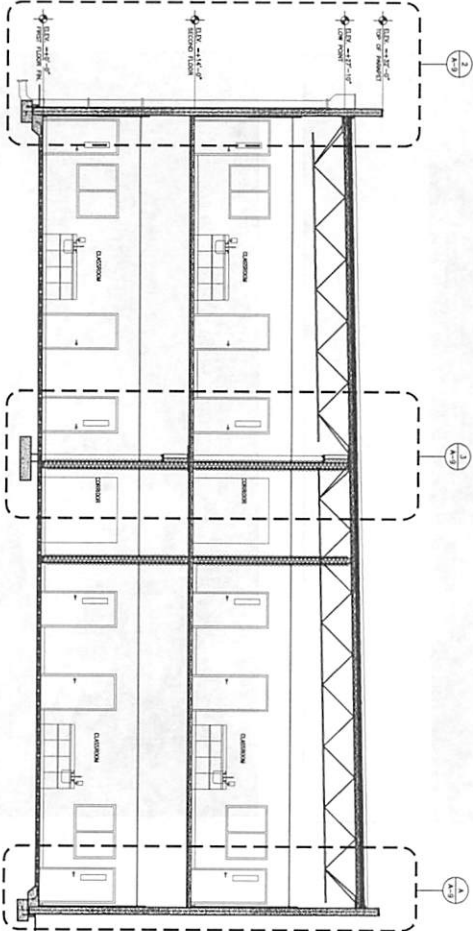
3 TYP. WALL SECTION  
1/2" = 1'-0"



4 TYP. WALL SECTION  
1/2" = 1'-0"



1 BUILDING SECTION  
1/4" = 1'-0"



PLANS HAVE BEEN PREPARED IN COMPLIANCE WITH THE FLORIDA BUILDING CODE, AS AMENDED, AND THE FLORIDA FIRE PREVENTION CODE. SEE SECTION 05100 FOR A. EXHIBITANTS.

A-9

SHEET

SECTIONS & TYP. WALL SECTIONS

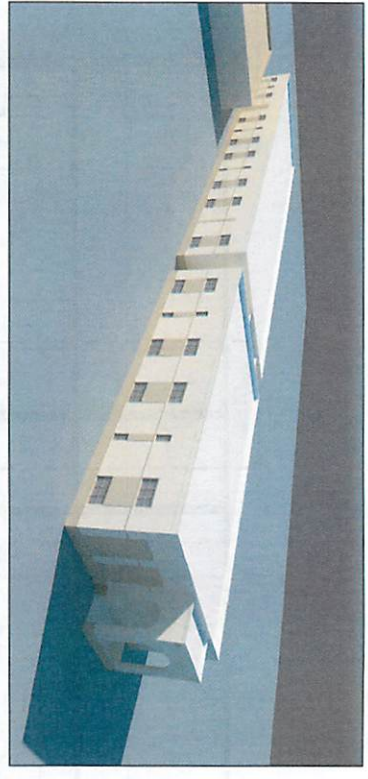
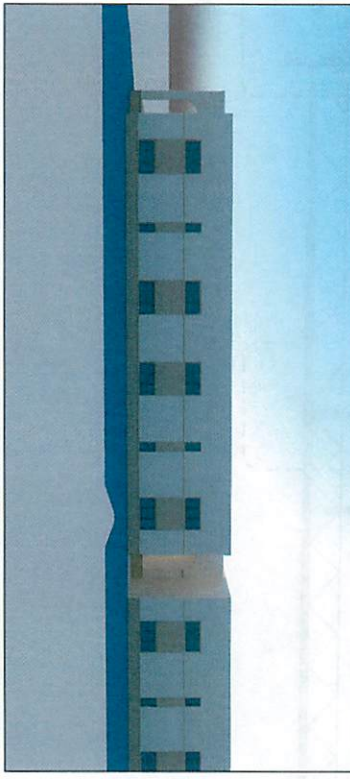
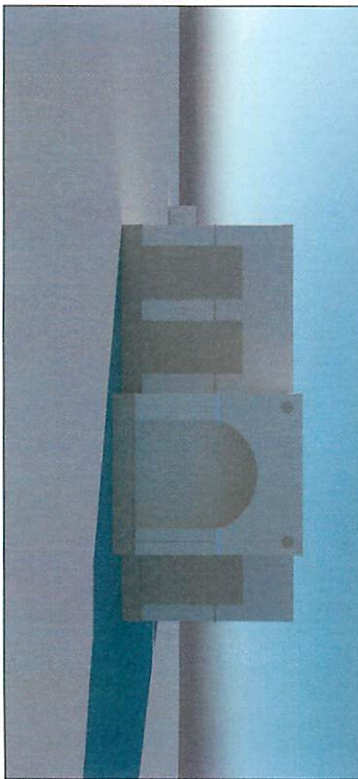
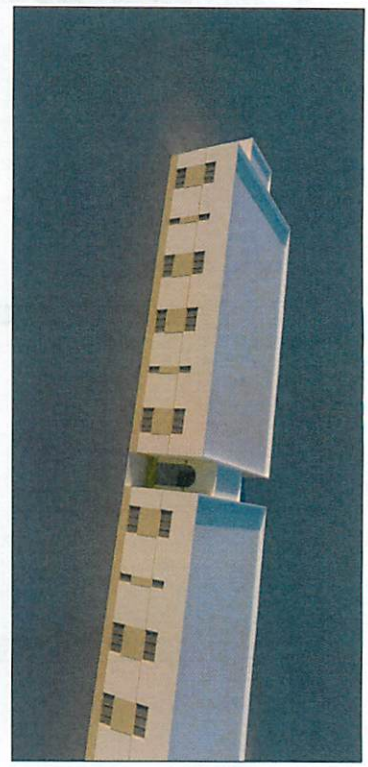
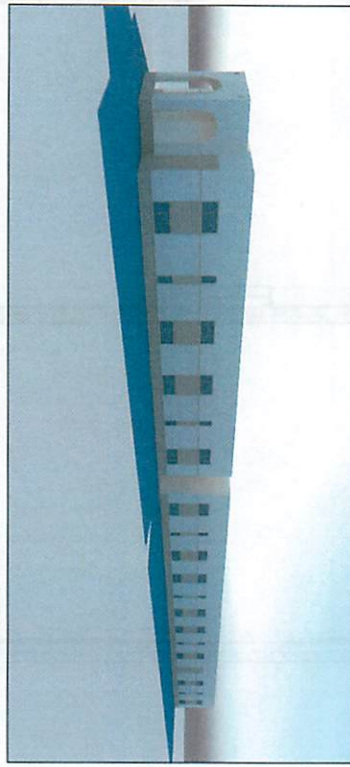
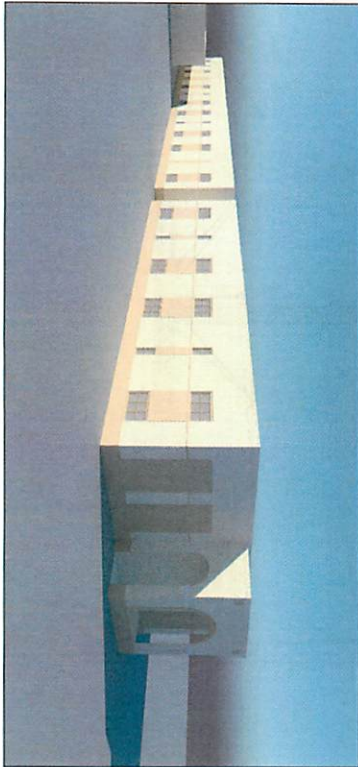
DRAWN BY	BM
CHECKED BY	MC
DESIGNED FOR	

**CASTELLANOS + TRAMONTE ARCHITECTS**

1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

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**A-11**

**CHARTER ELEMENTARY SCHOOL NORTH**  
CAPE CORAL, FLORIDA

DESIGNED BY	JAC
CHECKED BY	JAC
DATE	10/1/11
SCALE	1/8" = 1'-0"
PROJECT NO.	11-001

**CASTELLANOS + TRAMONTE ARCHITECTS**  
1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

**CHARTER ELEMENTARY SCHOOL NORTH**  
CAPE CORAL, FLORIDA

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## **Conceptual Site Plan 3 with Modular Building Details**





# LEGEND

Revision	Date	Description

DESIGNED BY	D.W.F.
DRAWN BY	D.W.F.
CHECKED BY	D.W.F.
DATE	04/14/2018
SCALE	1" = 47'



**GradyMinor**  
 Civil Engineers • Land Surveyors • Planners  
 3000 W. 1st St., Suite 100  
 Fort Myers, FL 33901  
 Phone: 239.937.1144  
 Fax: 239.937.1145  
 Website: www.GradyMinor.com

O Grady Minor and Associates, P.A.  
 3000 W. 1st St., Suite 100  
 Fort Myers, FL 33901  
 Phone: 239.937.1144  
 Fax: 239.937.1145  
 Website: www.GradyMinor.com

**Christa McAuliffe Charter Elementary School**  
 CONCEPTUAL SITE PLAN 3  
 2-MODULAR BUILDINGS (56'x64')  
 (8 TOTAL CLASSROOM ADDITION)

PROJECT NO.  
 CITY OF FORT MYERS  
 DATE  
 PROJECT TYPE  
 SHEET 1 OF 1



## SPECIFICATIONS

**3,584 sq. ft.**

Classroom Space

**56' x 64'**

With 4' removable tow  
hitch

**4**

Classrooms

**8'**

Ceiling

## DESCRIPTION

With 4 modular classrooms, our 56' x 64' modular school building has a total of 3,584 square feet of teaching space.

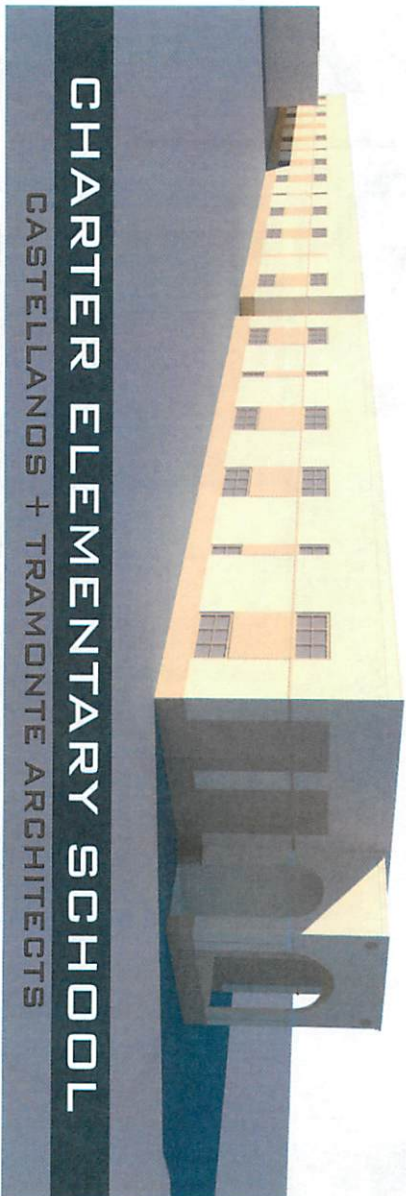
## FEATURES

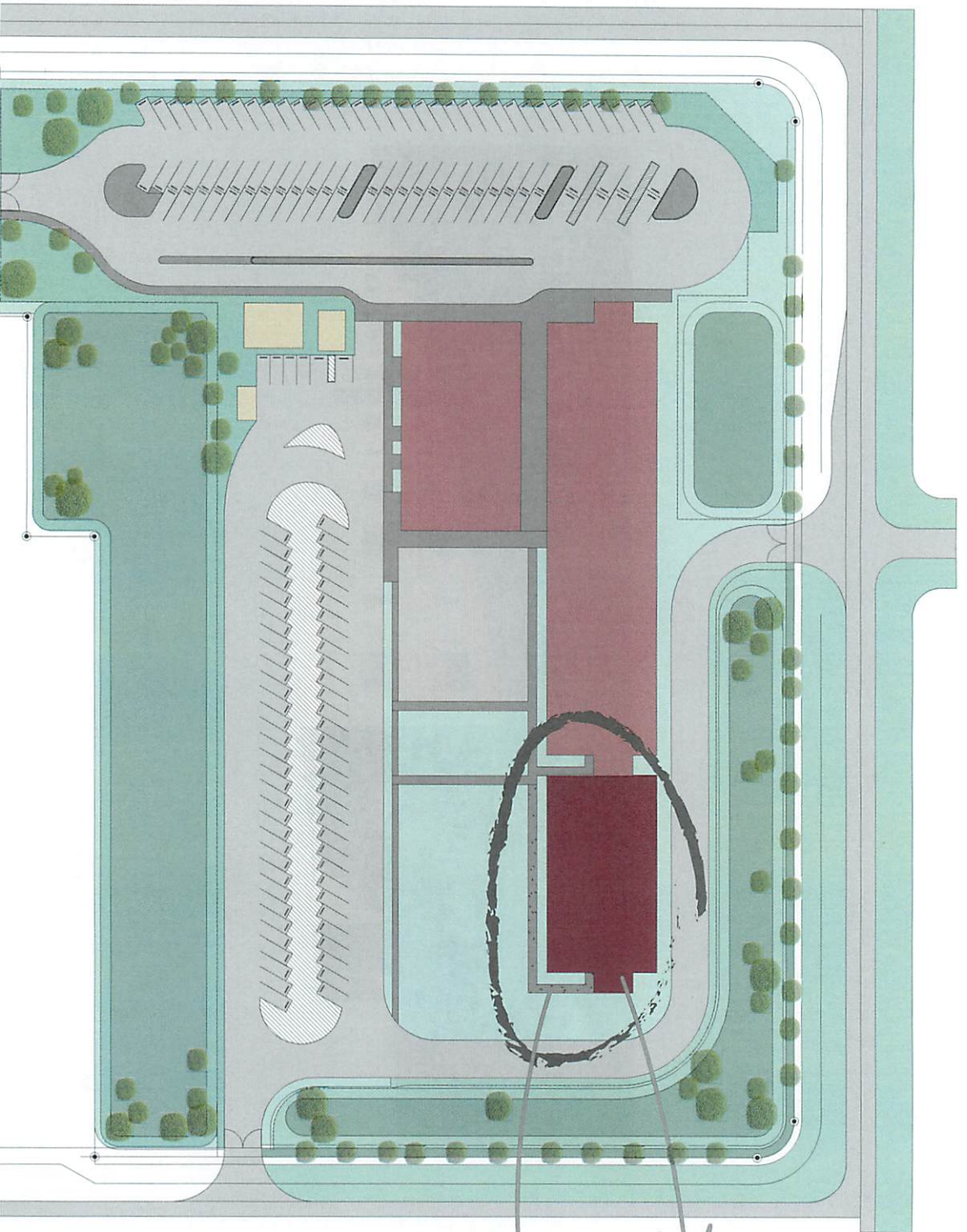
- EPDM Rubber Roof
- Smart panel wood exterior siding
- Low-E double-insulated glass windows
- Steel exterior doors with deadbolts & 10" x 10" vision window
- Central HVAC with programmable thermostats
- Acoustic or finished gypsum ceiling with fluorescent lighting
- Vinyl covered gypsum walls
- Commercial interior doors with steel jambs
- Commercial grade tile or carpet with base cove molding
- J-boxes & data closet
- ADA restrooms

All features noted are ModSpace standards. Specifications and floor plans may vary. All furniture shown is optional with the exception of built-ins as indicated in the individual specs. Wood, vinyl and metal exteriors, skirting and other custom features, options and finishes are available upon request.



## **Architectural Renderings**





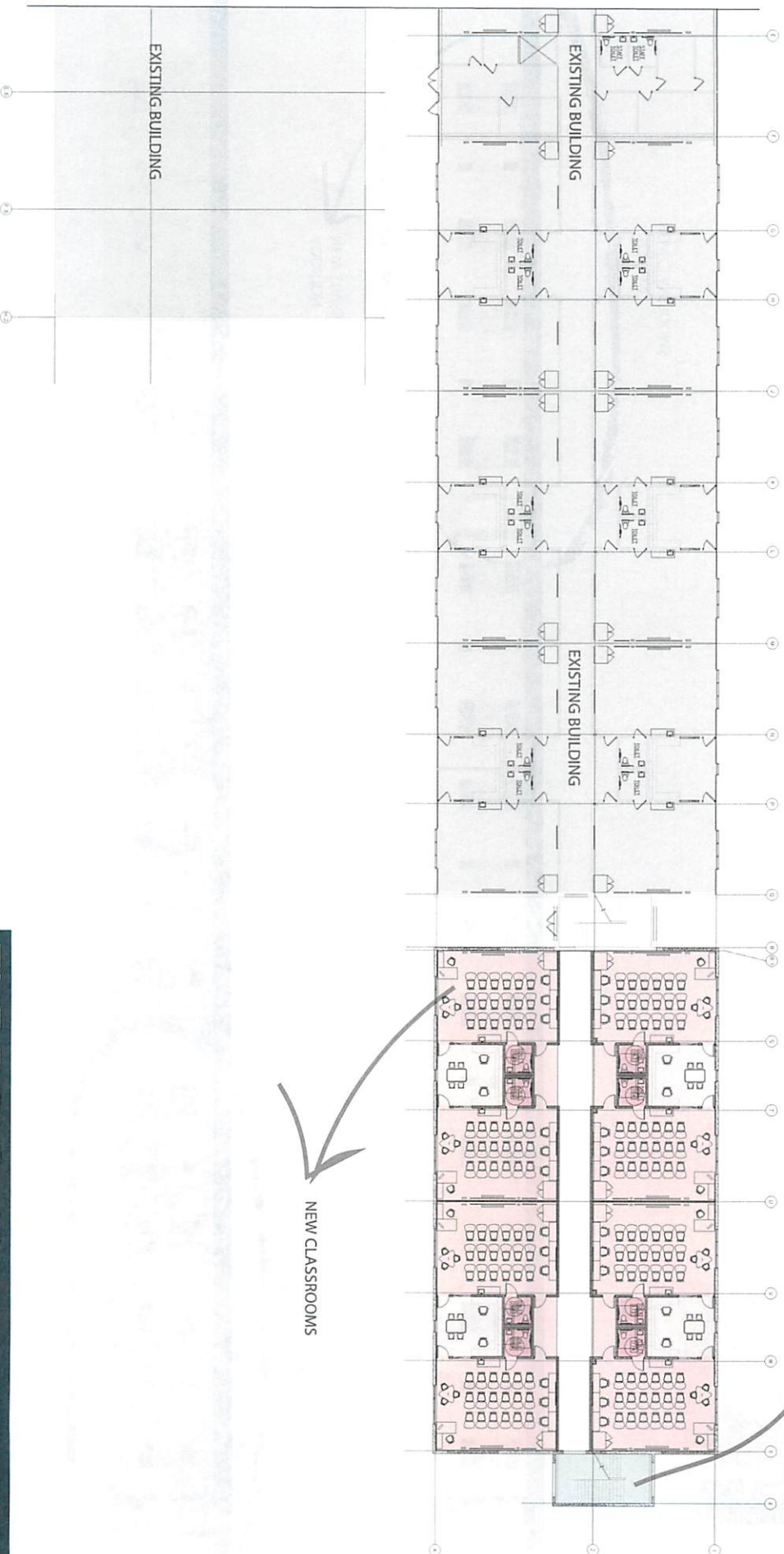
NEW ADDITION  
TO EXISTING

NEW CONCRETE  
SITEWALK

## SITE PLAN

CASTELLANOS + TRAMONTE ARCHITECTS



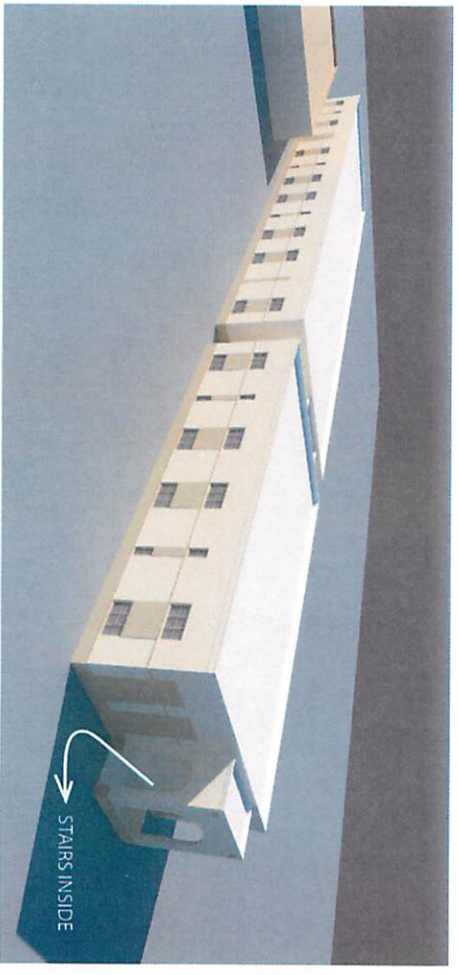
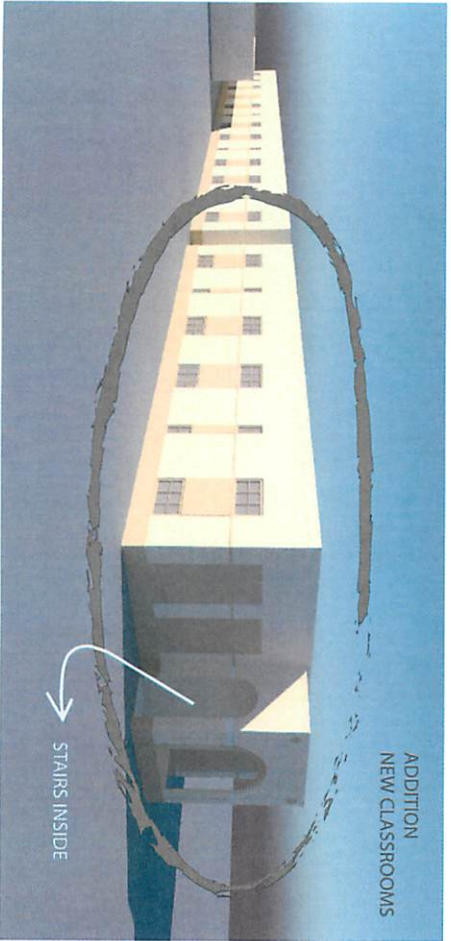
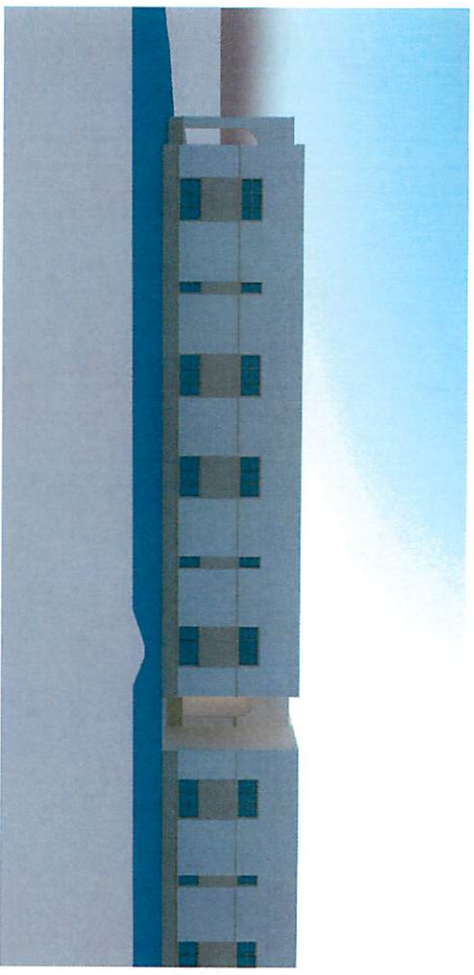
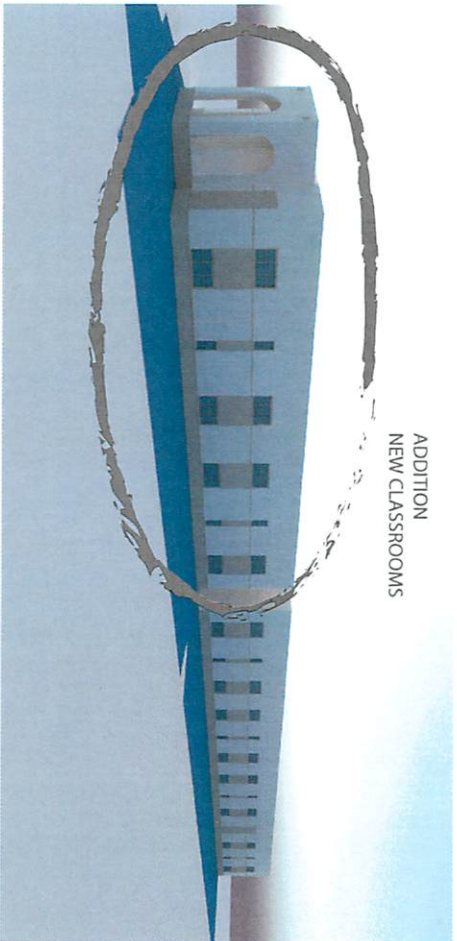


# FLOOR PLAN

CASTELLANDS + TRAMONTE ARCHITECTS







**Item Number: 13.C.**  
**Meeting Date: 11/13/2018**  
**Item Type: UNFINISHED BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Superintendent Performance Evaluation December 2018 - Vice Chair Traiger

**SUMMARY:**

On or Before NOVEMBER 23: Evaluation Deadline

On or Before NOVEMBER 30: Superintendent's Response Deadline

DECEMBER 11: Governing Board Approval

On or Before DECEMBER 14: Evaluation Appended to the Record

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Superintendent's Performance Evaluation	Backup Material



## Superintendent's Performance Rating for Standard 1: Information and Communication

<b>Check one box for each indicator and circle overall standard rating.</b>		<b>HE</b> <b>(4 pts)</b>	<b>E</b> <b>(3 pts)</b>	<b>NI</b> <b>(2 pts)</b>	<b>U</b> <b>(1 pt)</b>
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.				
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.				
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement				
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.				
I-F	Communicates overall Strategic Plan requirements to administrative staff.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:



Superintendent’s Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.				
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system’s Strategic Plan.				
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.				
2-D	Works effectively with City management and departments.				
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective                      E - Effective                      NI - Needs Improvement                      U - Unsatisfactory

Comments:







## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

<b>Check one box for each indicator and circle overall standard rating.</b>		<b>HE (4 pts)</b>	<b>E (3 pts)</b>	<b>NI (2 pts)</b>	<b>U (1 pt)</b>
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.				
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.				
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.				
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.				
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:



# Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous



# Improvement

<p><b>Check one box for each indicator and circle overall standard rating.</b></p> <p>Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4</p>		<p><b>HE</b> (4 pts)</p>	<p><b>E</b> (3 pts)</p>	<p><b>NI</b> (2 pts)</p>	<p><b>U</b> (1pt)</p>
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.				
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.				
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.				
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.				
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.				
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.				
<p>To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.</p>					

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

Superintendent’s Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication				
S-2	Leadership and Management				
S-3	Support for Teaching and Learning				
S-4	Strategic Planning and Continuous Improvement				
	Overall average (all four categories combined)				
	Overall Performance Assessment Rating (check box)				

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member

Date

<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>11/13/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

CAFR Auditor's Report for Year Ended June 30, 2018: Andrew Laflin, CPA, Principal,  
CliftonLarsonAllen LLP

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ CAFR 2018	Backup Material





# **FINANCIAL STATEMENTS**

## **FOR THE YEAR ENDED JUNE 30, 2018**

**CAPE CORAL CHARTER SCHOOL AUTHORITY**  
**City of Cape Coral, Florida**

Cape Coral Charter School Authority  
Cape Coral, Florida

## **FINANCIAL STATEMENTS**



For The Year Ended June 30, 2018

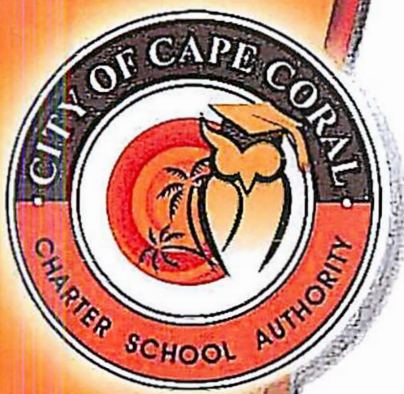
Prepared by:

City of Cape Coral  
Financial Services Accounting Department

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September 28, 2018

Honorable Chairperson and Members of the  
Charter School Authority Board  
City of Cape Coral, Florida

Dear Chairperson and Members of the Charter School Authority Board:

We are pleased to present to you the Financial Statements and Independent Auditors' Report of the Cape Coral Charter School Authority (Authority), Cape Coral, Florida for the year ended June 30, 2018. State law, the School District of Lee County, and the Cape Coral Charter School Authority Charter require that a complete set of financial statements be presented in conformance with generally accepted accounting principles in the United States of America (GAAP) and audited in accordance with auditing standards generally accepted in the United States of America by licensed independent certified public accountants.

Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the management of the City of Cape Coral. We believe the data, as presented, are accurate in all material respects and are presented in a manner designed to fairly set forth the financial position and the results of operations of the Authority. All disclosures necessary to enable the reader to gain an understanding of the financial activities have been included.

Management of the Authority is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Authority are protected from loss, theft or misuse and to ensure that sufficient, reliable, adequate accounting data is compiled for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. Internal accounting controls have been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgments by management. We believe that the Authority's internal controls adequately safeguard assets and provide reasonable assurance of properly recorded financial transactions.

In addition, the Authority maintains budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual budget adopted by the Authority and approved by the Cape Coral City Council.

In compliance with the laws of the State of Florida, the Cape Coral Charter School Authority's financial statements have been audited by CliftonLarsonAllen LLP, a firm of licensed certified public accountants. The independent auditor has issued an unmodified ("Clean") opinion that the Authority's financial statements for the fiscal year ended June 30, 2018 are fairly presented in conformity with GAAP. The independent auditors' report is presented as the first component of the financial section of this report.

Charter School  
Administration  
3519 Oasis Blvd.  
Cape Coral, FL 33914

Phone: (239) 424-6100  
Fax: (239) 541-1039

Oasis High School  
3519 Oasis Blvd.  
Cape Coral, FL 33914  
Phone: (239) 541-1167  
Fax: (239) 541-1580

Oasis Middle School  
3507 Oasis Blvd.  
Cape Coral, FL 33914  
Phone: (239) 945-1999  
Fax: (239) 540-7877

Christa McAuliffe  
Elementary School  
2817 SW 3rd Lane  
Cape Coral, FL 33991  
Phone: (239) 283-4511  
Fax: (239) 282-0378

Oasis Elementary School  
3415 Oasis Blvd.  
Cape Coral, FL 33914  
Phone: (239) 542-1577  
Fax: (239) 549-7862

[www.CapeCharterSchools.org](http://www.CapeCharterSchools.org)





Management's discussion and analysis (MD&A) immediately follows the independent auditors' report and provides a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this letter of transmittal and should be read in conjunction with it.

### **PROFILE OF THE CHARTER SCHOOL AUTHORITY**

In 2004, the Cape Coral City Council adopted ordinance 41-04 establishing Chapter 26 of the City of Cape Coral Code of Ordinances entitled "Cape Coral Charter School Authority."

The powers of the Authority are exercised through a governing board. The members of the Board are as follows: a City Councilmember, a member from the business community, a member from the education community, and three (3) members from the community at large shall be appointed by the City Council. The Charter School Superintendent shall serve as an "ex officio member" of the Board for so long as he/she holds the respective position without need for further vote of the City Council or the Board. Parent members from each school shall be chosen by and from parent organizations. The positions on the Board for parents from each charter school shall be "ex officio" positions. The Charter School Superintendent and the parent level members shall have the right to participate in all decisions of the Board but shall not have the right to vote on any matter.

According to the 2010 census data, 17.1% of Cape Coral's population was school-age children. The statistics from the 2010 census reflect an increase in the Cape's overall population of 51.87% from the prior decade. During the previous decade, the Cape's explosive population growth impacted the ability of the Lee County School District to provide a sufficient number of seats for the District's West Zone, which includes all of Cape Coral, Pine Island and parts of North Fort Myers and Fort Myers. The City of Cape Coral developed the Cape Coral Charter School Authority to provide for a municipal charter school system comprised of one elementary school which opened in August 2005; one elementary and one middle school which opened August 2006; and one high school which opened August 2007.

Since the initial years of operation, enrollment has increased to capacity at both elementary schools and the middle school facility. In the 2007-2008 school years, a freshman academy for ninth grade focusing on the Cambridge University accredited curriculum was established and housed at Oasis Middle School. In the 2008-2009 school years, both ninth and tenth grades were housed at Oasis Middle. On December 2, 2008, the Charter School Governing Board approved the design and construction of Oasis High School which was built adjacent to the existing Oasis campus and opened in early August 2009. Oasis High was occupied by grades 8 through 11 for the 2009-2010 school year and grades 8 through 12 for the 2010-2011 school year. The first senior class graduated from Oasis High School in June 2011.

In June 2010, City Council approved an additional expansion plan for the Oasis campus to accommodate enrollment demands of up to 3,200 students system-wide. The plan included twelve additional classrooms at Oasis Elementary, twelve additional classrooms at Oasis Middle, six additional classrooms and a gymnasium for Oasis High School as well as administrative offices. The expansion was completed in August 2011.

In March 2011, a special obligation revenue bond was issued to cover the initial building cost for Oasis High School as well as the 2011 Oasis campus expansion. The 30-year bond obligation of \$17.69M included a two-year capitalized payment feature. The Charter School Authority began payments for this bond in January 2013.



As a result of consistent high academic achievement on the Florida Standardized Assessment (FSA), as well as the efforts of the Cape Coral Charter School Authority Board, school staff, and current students, the projected enrollment for the four schools for the 2018-2019 school year is estimated to be 3,110 students

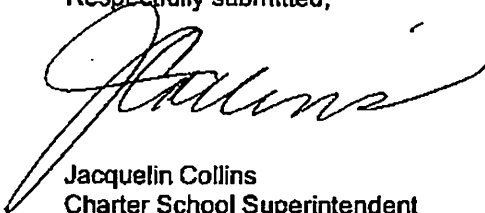
In January of 2007, Christa McAuliffe Elementary School began operating a Voluntary Pre-Kindergarten Program (VPK) funded by the State using available classroom space. In January 2009, this program was supplemented by a pair of portable classroom facilities at the Christa McAuliffe campus for enrollment to 40 full time students. In August 2010, additional portable classroom space was added to accommodate up to 54 students. Since 2014, the VPK program has been offered at both Oasis Elementary and Christa McAuliffe Elementary for 80 part-time students. There are no planned changes for the 2018-2019 school years for this program, however, the administration will discontinue the program for the 2019-2020 school year.

The Charter School facilities have been built and are owned by the City. They are leased to the Charter School Authority with lease payments based on the construction debt plus one dollar. In addition, charges for facilities maintenance and building insurance are also obligations of the Charter School Authority. City Council has structured lease payments on the construction debt to coincide with the required debt payments of the City. Lease payments began in July 2008 for the 2007 Special Obligation Bond and all payments have been made in full in accordance with the terms of the debt. In January 2013, lease payments began for the remainder of the facilities occupied by schools in accordance with the terms of the 2011 Special Obligation Bond.

### **ACKNOWLEDGEMENTS**

The preparation of this report could not be accomplished without the efficient and dedicated service of the Financial Services Department staff of the City of Cape Coral. Their continuing effort toward improving the accounting and financial reporting systems improves the quality of the information reported to the Cape Coral Charter School Authority, City Council, School District of Lee County, State and Federal Agencies, and the citizens of the City of Cape Coral. We sincerely appreciate and commend them for their contributions.

Respectfully submitted,



Jacquelin Collins  
Charter School Superintendent  
Charter School Authority



Victoria L. Bateman, CPA, CGFM  
Financial Services Director  
City of Cape Coral

# **CAPE CORAL CHARTER SCHOOL AUTHORITY CAPE CORAL, FLORIDA**

## **Board Members**

Michael Campbell, Chair

Tami Trager, Vice Chair

Sam Fisher

Vanessa Metzger

Jennifer I. Nelson, City Council Member Liaison

Angela Ticich

Russell Winstead

Dolores Menendez, City Attorney

Robert Miniaci (ex officio)

Vacant (ex officio)

Vacant (ex officio)

Vacant (ex officio)

Jacquelin Collins, Charter School Superintendent

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Cape Coral Charter School Authority  
Cape Coral, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the general fund, and the aggregate remaining fund information of the Cape Coral Charter School Authority (the Authority), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the aggregate remaining fund information of the Authority as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules of the Authority's proportionate share of the net pension liability and of its contributions – pension plans, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

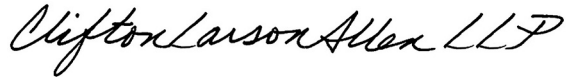
#### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2018, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

**CliftonLarsonAllen LLP**

Fort Myers, Florida  
September 28, 2018





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## MANAGEMENT'S DISCUSSION AND ANALYSIS

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The City of Cape Coral Charter School Authority's (the "Charter School") Management Discussion and Analysis (MD&A) is a narrative overview and analysis of the financial activities of the Charter School for the fiscal year ended June 30, 2018. It is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Charter School's financial activity, and (c) identify changes in the Charter School's financial position.

Since the MD&A is designed to focus on the current year's activities, resulting changes and current known facts, please read it in conjunction with the Cape Coral Charter School Authority's financial statements (beginning on page 13) and letter of transmittal.

Comparative data presentation is provided; however, results may be significantly impacted due to changes in per pupil funding, student enrollment, or legislative mandates.

### HIGHLIGHTS

#### Financial Highlights

- At the close of fiscal year 2018, the Cape Coral Charter School Authority's assets exceeded its liabilities by \$2,802,468 (net position). This is an increase of \$2,564,466 from the prior year's balance of \$238,002 at June 30, 2018, or an increase of 1077.5% in comparison to the prior year.
- Total revenues for fiscal year 2018 were \$26,509,986 as compared to \$24,976,474, for fiscal year 2017, or a 6.1% increase in comparison to the prior year.
- Total expenses for fiscal year 2018 were \$23,945,520 as compared to \$23,781,077 for fiscal year 2017, or a 0.69% increase in comparison to the prior year.

#### Overview of the Charter School Financial Statements

This discussion and analysis is intended to serve as an introduction to the Cape Coral Charter School Authority's financial statements. The financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to statements.

The **Government-wide Financial Statements** distinguish the functions of the Cape Coral Charter School Authority as being principally supported by local revenues (FTE dollars through the Lee County School District) (governmental activities) as opposed to business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. The Cape Coral Charter School Authority has no business-type activities and no component units for which they are financially accountable. The government-wide financial statements can be found on pages 12-14 of this report.

The **Statement of Net Position** presents information on the Cape Coral Charter School Authority's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the charter schools is improving or deteriorating.

The **Statement of Activities** presents information for all of the current year's revenues and expenses regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will eventually result in cash flows in future fiscal periods.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Cape Coral Charter School Authority, like other state and local governments, use fund accounting to ensure and demonstrate compliance with finance-related requirements. The Cape Coral Charter School Authority

General Fund is reported as a governmental fund and it is used to account for the operating financial resources of the Authority.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions.

Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Cape Coral Charter School Authority maintains a general fund (governmental funds). Information is presented for the general fund in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances. The Cape Coral Charter School Authority adopts an annual appropriated budget. Budgetary comparison schedules and notes have been provided to demonstrate compliance with these budgets. The governmental funds financial statements can be found on pages 14-17 of this report.

**Fiduciary funds.** The Fiduciary Fund financial statements (see page 18) are not presented as part of the Government-wide Financial Statements because the resources of these funds are not available to support the Cape Coral Charter School Authority operations. Fiduciary (School Internal Funds) Funds represent trust responsibilities of the government; however, these assets are restricted as to purpose and do not represent discretionary assets of the Authority.

**Notes to the financial statements.** The notes provide additional information that is essential to a complete understanding of the data provided in the government-wide and funds financial statements. The notes to the financial statements can be found on pages 19-41 of this report.

**Required Supplementary Information.** The information in this section is required by the Governmental Accounting Standards Board (GASB). It consists of the Management's Discussion and Analysis (MD&A) comprising pages 3-11, the budgetary comparison schedules and notes, and the pension related schedules and the notes which can be found on pages 43-44.

**Supplementary Auditors' Reports.** This section includes the following:

- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, which can be found on pages 47-49.
- Management Letter in Accordance with the Rules of the Auditor General of the State of Florida, which can be found on pages 50-56.

### **Government-wide Financial Analysis**

For the fiscal year ended June 30, 2018 revenues exceeded expenses by \$2,564,466 increasing net position to \$2,802,468. This change in part is attributable to the discretionary capital funding received in fiscal year 2018. These funds are currently being held in restricted net position until final determination of availability has been made.

The administrative team, consisting of the superintendent, four school principals and a business manager, continue to focus on sound financial planning to sustain the system far into the future. With an additional 1% per student funding increase for the 2017-2018 school year, the system is expected to continue to improve net position year over year.

As was the case for the last four fiscal years, all teacher and certified staff contracts which extended through July 28, 2018 were fully paid in four additional payroll cycles on June 14, 2018. This eliminated the accrual requirement for these contracts that was required prior to fiscal year 2011.

### Summary of Net Position

The following table reflects a Summary of Net Position for fiscal years 2018 and 2017.

#### Cape Coral Charter School Authority Summary of Net Position

	2018	2017	Change
<b>Assets</b>			
Current assets	\$ 10,348,758	\$ 6,971,335	\$ 3,377,423
Capital assets, net	1,271,231	1,490,473	(219,242)
Total assets	<u>11,619,989</u>	<u>8,461,808</u>	<u>3,158,181</u>
<b>Deferred outflows related to pension</b>	<u>4,441,464</u>	<u>3,740,226</u>	<u>701,238</u>
<b>Liabilities</b>			
Current and other liabilities	698,409	431,510	266,899
Noncurrent liabilities	11,774,404	11,182,213	592,191
Total liabilities	<u>12,472,813</u>	<u>11,613,723</u>	<u>859,090</u>
<b>Deferred inflows related to pension</b>	<u>786,172</u>	<u>350,309</u>	<u>435,863</u>
<b>Net position</b>			
Net investment in capital assets	729,871	655,259	74,612
Restricted	1,697,980	-	1,697,980
Unrestricted	374,617	(417,257)	791,874
Total net position	<u>\$ 2,802,468</u>	<u>\$ 238,002</u>	<u>\$ 2,564,466</u>

Current assets are 89.1% of total assets; current assets are comprised of cash and cash equivalents and receivables. The Charter School's capital assets (net of accumulated depreciation) of \$1,271,231 are 45.4% of total net position.

Current and other liabilities of \$698,409 are 5.6% of total liabilities. Outlined below are the explanations for significant changes.

- Accounts payable and other accrued liabilities of \$349,550 are scheduled vendor payments for products and services received by the end of the fiscal year but were unpaid as of June 30, 2018.
- Accrued payroll of \$309,389 reflect payments to administration and support staff for the final payroll cycle in June 2018 which was paid to employees on July 14, 2018.

Noncurrent liabilities of \$11,774,404 consists of compensated absences, net pension liability and capital leases payable as of June 30, 2018. Compensated absences increased \$19,797 or 3.0% in comparison to the prior year. Net pension liability increased \$866,249 from \$9,681,863 to \$10,548,112 or 9.0% in comparison to the prior year.

## Changes in Net Position

The following table reflects a comparison of the Revenues, Expenses and Changes in Net Position for fiscal years 2018 and 2017.

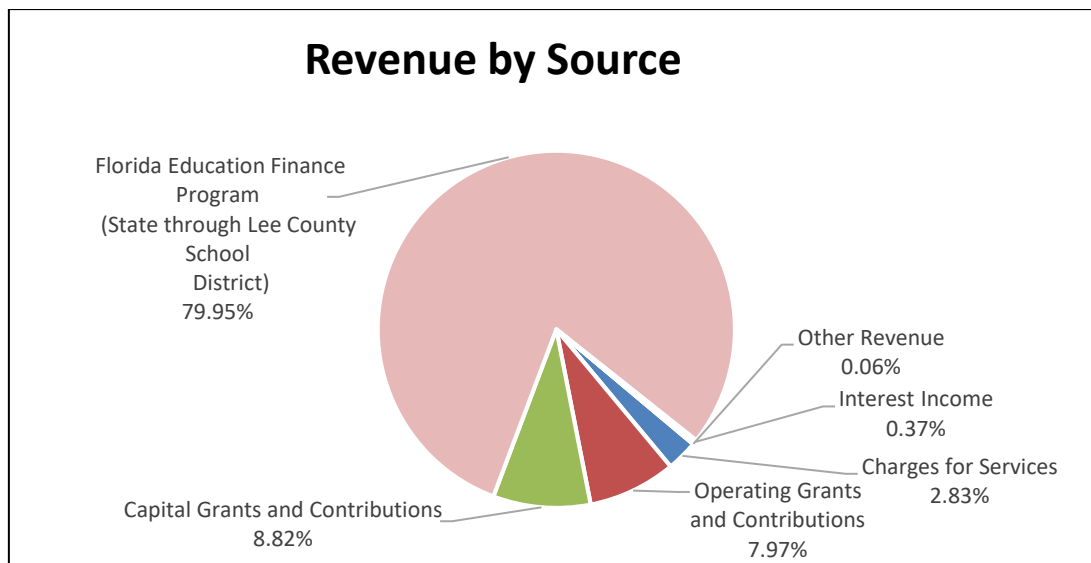
### Cape Coral Charter School Authority Summary of Changes in Net Position

	2018	2017	Change
<b>REVENUES:</b>			
<b>Program Revenues:</b>			
Charges for Services	\$ 750,666	\$ 1,092,757	\$ (342,091)
Operating Grants and Contributions	2,113,224	1,743,209	370,015
Capital Grants and Contributions	2,338,906	887,939	1,450,967
<b>General Revenues:</b>			
Florida Education Finance Program	21,192,427	21,204,909	(12,482)
Interest Income	97,592	30,308	67,284
Other Revenue	17,171	17,352	(181)
<b>Total Revenues</b>	<u>26,509,986</u>	<u>24,976,474</u>	<u>1,533,512</u>
<b>EXPENSES:</b>			
<b>Program Activities:</b>			
Instruction Basic (FEFP K-12)	12,769,788	12,214,366	555,422
Exceptional Education Services	271,053	231,445	39,608
Pupil Personnel Services	308,326	361,905	(53,579)
Health Services	70,034	110,313	(40,279)
Other Pupil Personnel Services	217,331	194,718	22,613
Instructional Media Services	155,217	179,989	(24,772)
Instructional Staff Training Services	49,874	31,860	18,014
Board	34,252	18,170	16,082
General Administration	594,209	510,704	83,505
School Administration	2,030,740	1,968,368	62,372
Facilities Acquisition & Construction	41,679	17,342	24,337
Fiscal Services	177,670	295,601	(117,931)
Food Services	1,049,978	1,015,448	34,530
Data Processing Services	323,248	538,639	(215,391)
Pupil Transportation Services	1,059,510	966,647	92,863
Operation of Plant	4,190,707	4,638,336	(447,629)
Maintenance of Plant	438,376	269,108	169,268
Voluntary Pre-Kindergarten Program	151,304	194,502	(43,198)
Interest on Capital Lease	12,224	23,616	(11,392)
<b>Total Expenses</b>	<u>23,945,520</u>	<u>23,781,077</u>	<u>164,443</u>
<b>Change in Net Position</b>	<u>2,564,466</u>	<u>1,195,397</u>	<u>1,369,069</u>
<b>Net Position - beginning</b>	<u>238,002</u>	<u>(957,395)</u>	<u>1,195,397</u>
<b>Net Position - ending</b>	<u>\$ 2,802,468</u>	<u>\$ 238,002</u>	<u>\$ 2,564,466</u>



## Revenue

The following is a chart of revenues by major source for the Charter School for fiscal year 2018.



Total revenue increased \$1,533,512 or 6.14% in comparison to prior year. Outlined below are the explanations for the significant revenue changes.

Charges for Services decreased by \$342,091 or 31.3%.

- Food service sales paid by parents or guardians of \$571,366 reflected a decrease of \$70,702 (-11.01%) from \$642,068 in the prior fiscal year. All student meals were considered free as a result of Hurricane Irma during the period of September 2017 through November 2017 and were reimbursed through the National School Breakfast and Lunch Program.

Operating Grants and Contributions increased by \$370,015 or 21.2%.

- Funding from the Florida Department of Education for the Advanced International Certificate of Education (AICE) Program at Oasis High School was \$565,492 as compared to \$651,050 for the prior fiscal year. This was a decrease of \$85,558 (-13.14%). This program funds teacher bonuses and additional costs to operate the Cambridge curriculum program. Funding is determined by the number of students participating in the program and the AICE testing results. In fiscal year 2018, there were less students taking the exams and less students which passed compared to the prior year.
- School Recognition Funds for the 2017-2018 school year were \$157,957 for high achievement on the Florida Standardized Assessment (FAS) as compared to \$157,454 for the prior year. This was an increase of \$503 (0.003%). Schools are eligible for the funding if they receive a grade of "A," rating of "Commendable," improve at least one performance grade or rating category, or schools that improve more than one letter grade and sustain the improvement the following year. This funding level was approved by the Florida legislature for schools with an A grade. Christa McAuliffe Elementary and Oasis Middle School qualified for these funds which were fully paid out as employee bonuses in the spring of 2018.
- State funded Teachers Classroom Supply Assistance Program stipends of \$45,722 as appropriated by the Florida legislature decreased slightly by \$1,934 (4.05%) from \$47,656 in the prior fiscal year. This funding is fully distributed to all eligible teachers for the purchase of classroom supplies.

- Best and Brightest awards were awarded to teachers with exceptional credentials in the amount of \$171,200 in fiscal year 2018. This is an increase of \$116,665 over last year's amount of \$54,535 or an increase of 213.93%. In fiscal year 2018, the rules changed awarding teachers who are no longer classroom teachers also eligible for this funding.
- Funding from the US Army to offset approximately 50% of the cost of the three JROTC instructors' salaries was \$88,491 which reflects an increase of \$27,138 (44.23%) from \$61,353 in fiscal year 2017. Funding increased due to one additional instructor for the JROTC program in fiscal year 2018.
- Donations of \$199,534 from PTO and other local organizations increased by \$161,566 (425.53%) from \$37,968 the prior fiscal year. These donations were designated to support technology purchases and operations.
- Funding for Title II-A eligible instructional staff training and associated travel of \$51,336 increased by \$18,585 (56.75%) from \$32,751 in the prior year. The funding level increased providing a larger allocation in fiscal year 2018.
- Reimbursements through the Florida Department of Education for the National School Breakfast and Lunch Program of \$639,407 which is an increase of \$132,062 (26.03%) from the prior \$507,345 in fiscal year 2017. The increase is due to all students receiving free breakfast and lunch due during the period of September 2017 through November 2017 as a result of Hurricane Irma.
- The funding from the State for the Voluntary Pre-Kindergarten (VPK) Program of \$194,085 represents 0.7% of total revenue. The VPK program realized a slight increase in the revenue from the prior year of \$988 (0.5%) due to an increase in the State funding rate for fiscal year 2018. This program has remained unchanged at both elementary schools with 20 full time equivalent students enrolled at each program.

Capital Grants and Contributions increased by \$1,450,967 or 163.4%.

- Funding from the Florida Department of Education for local capital improvement (section 1013.62, Florida Statutes, (F.S.)) was received in the amount of \$1,697,980. The funds are currently restricted and unavailable for use pending finalization of a class action suit on the distribution of the funds.
- The Cape Coral Charter School Authority is eligible to receive Public Education Capital Outlay (PECO) funding from the State of Florida Department of Education. Capital Outlay funding is based on enrollment and is intended to help offset the cost of the school buildings. The amount received for fiscal year 2018 was \$640,926 which represents 2.4% of the total revenue. The Florida legislature's fiscal year 2018 appropriation for statewide Capital Outlay funding of \$50 million was \$25 million (33.3%) less than the prior fiscal year. In combination with an increasing number of charter schools sharing this funding source, Capital Outlay funding to the Authority for fiscal year 2018 realized an overall decrease of \$247,013 (-27.81%).

General Revenues increased by \$54,621 or 0.3%.

- The major source of revenue for the Charter Schools is the funding from the Florida Education Finance Program (FEFP) of \$21,192,427 which represents 80.0% of the total revenue of \$26,509,986. FEFP funding decreased \$12,482 (0.1%) from the prior fiscal year. FEFP decreased due to a slight decline in student enrollment from fiscal year 2017.
- Interest income of \$97,592 represents 0.4% of total revenue. Current fiscal year interest income was \$67,284 (222.0%) higher than the \$30,308 earned in the prior fiscal year reflecting



Contractual services, materials and supplies of \$6,598,805 represent 27.55% of total expenses. Contractual services decreased by \$167,006 (-2.6%) from \$6,765,811 in the prior fiscal year as a result of cost containment efforts by the leadership team.

Depreciation expense of \$305,975 represents 1.28% of total capital expenses. Depreciation expense increased from \$268,695 the prior fiscal year by \$37,280 (13.87%). Capital assets of \$86,733 were added in 2018.

### Capital Assets

The Cape Coral Charter School Authority's investment in capital assets as of June 30, 2018, is \$1,271,231 (net of accumulated depreciation).

The following table provides capital asset information as of June 30, 2018.

	2018	2017
Equipment	\$ 358,202	\$ 380,789
Buildings	21,200	26,000
Vehicles	787,367	955,725
Leasehold Improvements	104,462	127,959
Totals	<u>\$ 1,271,231</u>	<u>\$ 1,490,473</u>

Total capital assets decreased by \$219,242 or 14.7% during the current fiscal year. The overall decrease is a result of an increase of \$86,733 for the purchase an air handler at Christa McAuliffe Elementary, a steam table for Christa McAuliffe Food Service, a cargo van for use by the Authority and depreciation expense of \$305,975.

### Long-Term Debt

At June 30, 2018, the Cape Coral Charter School Authority had \$541,360 in capital lease obligations. The following is a schedule of outstanding capital leases as of June 30, 2018 and 2017:

	2018	2017	Percentage Change
Capital Leases	<u>\$ 541,360</u>	<u>\$ 835,215</u>	-35.2%

Total debt decreased by \$293,855, or 35.2%, during the current fiscal year. The decrease is due to scheduled debt service payments of \$287,889 and premium amortization of \$5,966.

### Economic Factors and Next Year's Budget

Unlike a taxing authority, the Cape Coral Charter School Authority must consider factors specific to the operation of the schools in establishing next year's budget.

For fiscal year 2018, the Authority realized an increase of \$2,564,466 in net position from the prior fiscal year. The primary funding source for the Charter School is the FEFP which yearly establishes a Full Time Equivalent (FTE) student allocation. Therefore, one of the most important considerations must be student enrollment. In addition, state and federal budget legislation can have significant impact on the funding level per student. System-wide enrollment increased by 18 students to 3,171 as well as an increase in per student funding. For the 2018-2019 school year, an additional \$124 in per student

FEFP funding is anticipated based on the Special Legislative Session. In the 2018/2019 budget it is estimated that the funding increase from fiscal year 2018 will remain. However, a decrease in enrollment will affect this funding source.

Capital outlay revenue from the Florida Department of Education is intended to help offset the debt service on the charter school buildings which is projected at \$3,179,871 for fiscal year 2019. In fiscal year 2018, this funding source decreased by \$536,125 from the previous fiscal year to \$516,451 as a result of a reduction in the statewide appropriation from \$75 million to approximately \$50 million by the Florida legislature and an increasing number of charter schools which share the funding pool. In fiscal year 2019, PECO is estimated to increase by \$900,363 providing additional relief to offset the current debt.

The state funded Voluntary Pre-Kindergarten Program realized \$194,085 in revenue in fiscal year 2018 against \$151,304 of operating expense. For fiscal year 2019, the VPK programs at Christa McAuliffe Elementary and Oasis Elementary will enroll 20 full time equivalent students with no change in per student rate expected. The 2018/2019 school year will be the last for the VPK program; the Authority plans on discontinuing this program with the 2019/2020 school year.

Teacher contracts for basic student education, exceptional education, guidance, and instructional media services are important considerations, along with the administrative cost of the operations of the schools.

Since fiscal year 2009, the expense for maintenance services, custodial services, and pupil transportation services have been significantly reduced by “in-sourcing” these activities with charter school employees. However, consideration is also given to the cost of employee benefits, the future impact of the Affordable Health Care Act and the cost of the outside service contracts which remain for landscape maintenance, and technical and professional services provided through the City of Cape Coral. In fiscal year 2019, the Authority is considering the outsourcing of the custodial services to provide a cleaner, safer environment for all students and staff.

In January 2013, the charter schools began paying the debt service to the City of Cape Coral for the 2011 Special Obligation Bond which funded the building of Oasis High School and the Oasis High gymnasium, as well as the expansion of Oasis Elementary and Oasis Middle. For fiscal year 2019, all debt service will be once again paid in equal monthly payments to meet the City’s debt requirement.

All of these factors are considered in preparing the Cape Coral Charter School Authority’s budget for fiscal year 2019.

### **Request for Information**

This financial report is designed to present users with a general overview of the Cape Coral Charter School Authority’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to the Cape Coral Charter School Authority through the Financial Services Department of the City of Cape Coral, 1015 Cultural Park Blvd., Cape Coral, FL 33990.





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**CAPE CORAL CHARTER SCHOOL AUTHORITY**

**STATEMENT OF NET POSITION**

JUNE 30, 2018

**ASSETS**

Cash and cash equivalents	\$ 10,148,761
Accounts receivables	48,166
Intergovernmental receivables	98,123
Prepaid expense	53,708
Capital assets (net of accumulated depreciation)	
Equipment	358,202
Buildings	21,200
Vehicles	787,367
Leasehold Improvements	104,462
Total capital assets	<u>1,271,231</u>
Total assets	<u>11,619,989</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred outflows related to pension	<u>4,441,464</u>
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**LIABILITIES**

Current Liabilities	
Accounts payable and other accrued liabilities	349,550
Accrued payroll	309,389
Due to City of Cape Coral	15,985
Unearned Revenue	23,485
Noncurrent liabilities:	
Due within one year	399,246
Due in more than one year	11,375,158
Total liabilities	<u>12,472,813</u>

**DEFERRED INFLOWS OF RESOURCES**

Deferred inflows related to pension	<u>786,172</u>
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**NET POSITION**

Net investment in capital assets	729,871
Restricted	1,697,980
Unrestricted	374,617
Total net position	<u>\$ 2,802,468</u>

The accompanying notes to the financial statements are an integral part of this statement.

**CAPE CORAL CHARTER SCHOOL AUTHORITY**

**STATEMENT OF ACTIVITIES**  
FOR THE YEAR ENDED JUNE 30, 2018

FUNCTIONS	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
					Unit Activities
Instruction Basic (FEFP K-12)	\$ 12,769,788	\$ 153,301	\$ 1,228,396	\$ -	\$ (11,388,091)
Exceptional Education Services	271,053	-	-	-	(271,053)
Pupil Personnel Services	308,326	-	-	-	(308,326)
Health Services	70,034	-	-	-	(70,034)
Other Pupil Personnel Services	217,331	-	-	-	(217,331)
Instructional Media Services	155,217	-	-	-	(155,217)
Instructional Staff Training Services	49,874	-	51,336	-	1,462
Board	34,252	-	-	-	(34,252)
General Administration	594,209	19,093	-	-	(575,116)
School Administration	2,030,740	-	-	-	(2,030,740)
Facilities Acquisition & Construction	41,679	-	-	-	(41,679)
Fiscal Services	177,670	-	-	-	(177,670)
Food Services	1,049,978	571,366	639,407	-	160,795
Data Processing Services	323,248	-	-	-	(323,248)
Pupil Transportation Services	1,059,510	6,906	-	-	(1,052,604)
Operation of Plant	4,190,707	-	-	2,338,906	(1,851,801)
Maintenance of Plant	438,376	-	-	-	(438,376)
Voluntary Pre-Kindergarten Program	151,304	-	194,085	-	42,781
Interest on Capital Lease	12,224	-	-	-	(12,224)
Totals	<u>\$ 23,945,520</u>	<u>\$ 750,666</u>	<u>\$ 2,113,224</u>	<u>\$ 2,338,906</u>	<u>\$ (18,742,724)</u>
General Revenues:					
Florida Education Finance Program (State through Lee County School District)				\$ 21,192,427	
Interest income				97,592	
Miscellaneous				17,171	
Total general revenues				<u>21,307,190</u>	
Change in net position				2,564,466	
Net position - beginning				238,002	
Net position - ending				<u>\$ 2,802,468</u>	

The accompanying notes to the financial statements are an integral part of this statement.

CAPE CORAL CHARTER SCHOOL AUTHORITY

**BALANCE SHEET**  
**Governmental Funds**  
June 30, 2018

<b>ASSETS</b>	<b>General Fund</b>
Cash and cash equivalents	\$ 10,148,761
Receivables, net	48,166
Intergovernmental receivable	98,123
Prepaid items	53,708
Total assets	<u>10,348,758</u>
 <b>LIABILITIES AND FUND BALANCES</b>	
Liabilities:	
Accounts payable and other accrued liabilities	349,550
Accrued wages and benefits	309,389
Due to City of Cape Coral	15,985
Unearned revenue	23,485
Total liabilities	<u>698,409</u>
Fund balances:	
Nonspendable	53,708
Restricted	1,697,980
Committed	1,766,161
Assigned	2,193,757
Unassigned	3,938,743
Total fund balances	<u>9,650,349</u>
Total liabilities and fund balances	<u>\$ 10,348,758</u>

The accompanying notes to the financial statements are an integral part of this statement.

CAPE CORAL CHARTER SCHOOL AUTHORITY

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION**

June 30, 2018

**Total fund balances - governmental funds** **\$ 9,650,349**

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. These assets consist of:

Capital Assets	\$ 3,798,537	
Accumulated depreciation	<u>(2,527,306)</u>	1,271,231

Deferred outflows of resources related to pension liability are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting. 4,441,464

Long-term liabilities, including debt payable, are not due and payable in the current period and therefore not reported in the fund statements.

Compensated absences	\$ (684,932)	
Net Pension Liability	(10,548,112)	
Capital leases payable	<u>(541,360)</u>	(11,774,404)

Deferred inflows of resources related to pension liability are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting. (786,172)

**Net position of governmental activities** **\$ 2,802,468**

The accompanying notes to the financial statements are an integral part of this statement.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
For the Fiscal Year Ending June 30, 2018

<b>Revenues:</b>	<u><b>General Fund</b></u>
<b>Federal Direct Sources</b>	
JROTC reimbursable charges	\$ 88,491
<b>Federal through State Sources</b>	
NSLP Lunch Reimbursement	545,799
NSLP Breakfast Reimbursement	93,608
<b>Federal through Local Sources</b>	
Title II-A funding	51,336
<b>State through Local Sources</b>	
Florida Education Finance Program	21,192,427
Florida Teachers Classroom Supply Assistance Program	45,722
School recognition funds	157,957
VPK Program	194,085
Public Education Capital Outlay (PECO)	640,926
Discretionary Capital	1,697,980
Advanced International Certificate of Education (AICE Diploma Program)	565,492
Best and Brightest Scholarship	171,200
<b>Local Sources</b>	
Food service sales	571,366
Intergovernmental revenue	124,895
Charges for services	28,406
Transportation service charges	6,906
Contributions and donations	199,534
Interest income	97,592
Other revenue	36,264
<b>Total Revenues</b>	<u><b>26,509,986</b></u>
<b>Expenditures:</b>	
Instruction Basic (FEFP K-12)	12,433,544
Exceptional Education Services	261,286
Guidance Services	306,676
Health Services	67,190
Other Pupil Personnel Services	210,306
Instructional Media Services	144,935
Instructional Staff Training Services	49,874
Board	34,252
School Administration	522,177
General Administration	1,995,684
Fiscal Services	181,724
Food Services	1,016,712
Data Processing Services	285,757
Pupil Transportation Services	861,413
Operation of Plant	4,184,569
Maintenance of Plant	426,214
Facilities Acquisition & Construction	24,337
Capital Outlay	86,733
Debt Service:	
Principal	287,889
Interest and fiscal charges	18,190
<b>Total Expenditures</b>	<u><b>23,399,462</b></u>
<b>Net change in Fund Balance</b>	<u><b>3,110,524</b></u>
Fund balance - beginning	6,539,825
Fund balance - ending	<u><u><b>\$ 9,650,349</b></u></u>

The accompanying notes to the financial statements are an integral part of this statement.



CAPE CORAL CHARTER SCHOOL AUTHORITY

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Fiscal Year Ending June 30, 2018

**Net change in fund balance - total governmental funds** **\$ 3,110,524**

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.

Capital outlay	\$	86,733	
Depreciation		(305,975)	(219,242)

Changes to long-term compensated absences (19,797)

The issuance of leases provides current financial resources to governmental funds, while the repayment of the principal of the lease consumes the current financial resources of the governmental funds.

Principal on capital lease	\$	287,889	
Amortization of premium		5,966	293,855

Net effect of pension related expenses which decrease net position:

Contribution subsequent to measurement date	\$	803,486	
Authority's share of collective pension amounts for the measurement period		(1,404,360)	(600,874)

<b>Change in net position of governmental activities</b>		<b>\$ 2,564,466</b>
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The accompanying notes to the financial statements are an integral part of this statement.

CAPE CORAL CHARTER SCHOOL AUTHORITY

**STATEMENT OF FIDUCIARY NET POSITION  
SCHOOL INTERNAL FUNDS**

JUNE 30, 2018

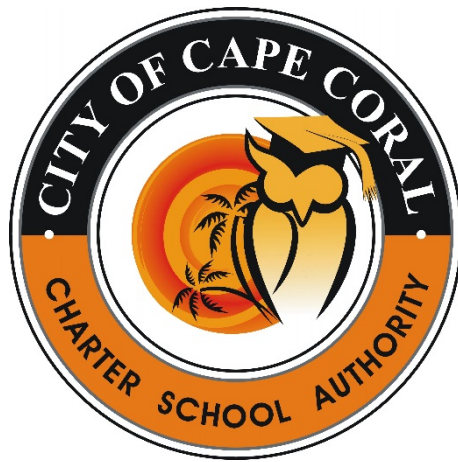
**ASSETS**

Cash and cash equivalents	\$	477,873
Accounts receivable		508
	\$	<u>478,381</u>

**LIABILITIES**

Accounts payable and other accrued liabilities	\$	11,662
Due to others		466,719
	\$	<u>478,381</u>

The accompanying notes to the financial statements are an integral part of this statement.



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# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

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### **NOTE I. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **1. Organization**

The Cape Coral Charter School Authority ("Authority") was created for the purpose of operating and managing, on behalf of the City of Cape Coral ("City"), all charter schools for which a charter is held by the City. The powers of the Authority are exercised through a governing board, which is known as the Cape Coral Charter School Authority Board which provides governance of the charter schools. Seven (7) members of the governing board are appointed by City Council including one member of the City Council. The charter school superintendent serves as an "ex officio member" of the board. The parent members from each school level also serve as "ex officio" members of the board. The Charter School Superintendent and parent members are non-voting members. The City Council approves the Charter School Authority's budget and must approve any debt issuances. The Cape Coral Charter School Authority will be presented as a discretely presented component unit within the City of Cape Coral's Comprehensive Annual Financial Report. The Charter School Authority has no component unit of its own.

#### **2. Related Organization**

The Cape Coral Municipal Charter Schools Foundation ("Foundation") was established in October 2004 as the fundraising arm of the City of Cape Coral Municipal Charter Schools system. The Foundation is a legally separate 501(c)3 nonprofit organization with a separate governing board. Because the Authority does not appoint a voting majority of the Foundation's governing body, and the Foundation is not fiscally dependent upon the Authority, the financial information of the Foundation has not been included within these financial statements of the Authority since the Foundation does not meet the requirements of a component unit for financial reporting purposes.

#### **3. Summary of Significant Accounting Policies**

The financial statements of the Cape Coral Charter School Authority have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The Cape Coral Charter School Authority is reported as a governmental fund and it is used to account for the operating financial resources of the Authority. In addition, there is an agency fund used to account for the resources held for school activities.

#### **Basic Financial Statements**

The basic financial statements include the Statement of Net Position, Statement of Activities, Balance Sheet, and Statement of Revenues, Expenditures, and Changes in Fund Balance as well as a Statement of Fiduciary Net Position for the agency fund related to school internal funds. These statements report all assets, liabilities, revenues, and expenses providing a financial picture of the Cape Coral Charter School Authority as a whole.

The Statement of Net Position reports all non-fiduciary financial and capital resources and obligations of the Authority as a whole. The difference between assets and liabilities is reported as net position.

The Statement of Revenues, Expenditures and Changes in Fund Balance reports revenues and expenses resulting in a change in fund balance for the period and total ending fund balance.

# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

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### **Measurement Focus and Basis of Accounting**

Basis of accounting refers to when revenues and expenses are recognized and reported in the Financial Statements. The Cape Coral Charter School Authority's Government-wide Financial Statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements, a reconciliation is presented which briefly explains the adjustments necessary to transform the fund based financial statements into the governmental activities of the government-wide presentation.

### **Assets, Liabilities and Net Position, Revenues, and Expenditures/Expenses**

#### **1. Cash and Investments**

Section 218.415, Florida Statutes, limits the types of investments that a government can invest in unless specifically authorized in an investment policy. On August 8, 2011, the City of Cape Coral adopted a revised comprehensive investment policy pursuant to Section 218.415, Florida Statutes that established permitted investments, asset allocation limits, issuer limits, credit rating requirements, and maturity limits to protect cash and investment assets. This policy is adopted as the Cape Coral Charter School Authority Board's investment policy as stipulated in section 6144 of the Charter School bylaws. The Charter School Authority maintains a common cash and investment pool for the use of all funds. The investment policy applies to all cash and investments held or controlled by the Charter School Authority.

The cash deposits are held by a bank that qualifies as a public depository under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes.

As of June 30, 2018, the Authority's investment portfolio did not include any investments that are required to be held by a third-party custodian.

Detailed information on allowable investments and actual holdings can be found in Note III, Detailed Notes 1: Cash and Investments.

#### **2. Accounts and Intergovernmental Receivables**

Receivables are monies due to the Cape Coral Charter School Authority at the end of the fiscal year. Receivables are distinguished between those due from other governmental agencies including the City of Cape Coral and those due from non-governmental sources (accounts receivable). Both are described in Note III, Detailed Notes 2 Receivables.

The Authority has the following types of receivables:

##### **Accounts Receivable**

The receivable from Universal Service Administrative Company (E-Rate) is for telephone expense reimbursement as of June 30, 2018. This receipt was received in July 2018. One student food service payment was deemed an NSF at year end. There was also a refund of purchase from B&H Photo/Video for a camera that was purchased and returned in fiscal year 2018.

## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS

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#### Intergovernmental

An intergovernmental receivable has been recorded for the May reimbursement of the State funded Voluntary Pre-Kindergarten (VPK) program operating at Oasis Elementary and Christa McAuliffe Elementary Schools. Oasis and Christa McAuliffe elementary schools each have 20 full time equivalent students enrolled in the program.

The charter schools work closely with the City's Parks & Recreation Department to provide children's services to the community. These services include before and after school programs, and summer youth programs which are operated at the charter school facilities and utilize the charter school busses. A receivable has been recorded for the cost of bussing for the after-school programs and the custodial services necessary for the programs for the period of April-June, 2018.

An intergovernmental receivable is recorded for Funding from the US Army to offset approximately 50% of the cost of the three JROTC instructors' salaries. Oasis High School receives reimbursements from the Army Junior Reserve Officer (JROTC) program which is a program that teaches students character education, student achievement, wellness, leadership, and diversity.

The June 2018 Public Education Capital Outlay (PECO) payment, funded by State of Florida Department of Education, was recorded as an intergovernmental receivable. PECO is based on enrollment and is intended to help offset the cost of the school buildings.

After School Revenue for fiscal year 2018 to cover the cost of staffing was recorded as an intergovernmental receivable.

All receivables are considered to be collectible. No allowances for uncollectible amounts are recorded.

### 3. Capital Assets

Capital assets are defined by the Authority as assets with an initial, individual cost of \$5,000 or more and a useful life in excess of one year. Capital assets are recorded at historical cost. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized but are expensed as incurred.

Capital assets are depreciated using the straight-line method of depreciation over the useful lives of the related assets. The depreciable life of each asset is determined by City of Cape Coral Administrative Regulation 51 and complies with generally accepted accounting principles.

<b><u>Asset</u></b>	<b><u>Years</u></b>
Equipment	3-5
Buildings	3-10
Vehicles	3-10
Computer Software	3
Leasehold Improvements	3-13

### 4. Long-term Liabilities

Compensated Absences - The Authority permits employees to accumulate earned but unused leave, which will be paid to the employee upon separation if they meet certain criteria. These benefits plus the related taxes are classified as compensated absences.



## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS

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During the fiscal year ended June 30, 2015 the Cape Coral Charter School Authority adopted GASB Statement No. 68, Accounting and Financial Reporting for Pensions, and the related GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68. Net Pension Liability is also included in the Long-term liability category.

In July 2012, the City purchased 15 new school busses for pupil transportation. Since that date the Authority has reimbursed the City on a monthly basis for its debt service requirements for this purchase as a capital lease. This obligation will continue each month through December 2019. In April 2015, an additional 4 busses were purchased to accommodate increasing student enrollment and ridership. The Authority began payments to the City for the additional 4 busses in June 2015. The total of the Capital Lease for the additional busses will be repaid over 76.5 months. The Authority recognized the lease of buses from the City of Cape Coral as a capital lease during the fiscal year ended June 30, 2016. This is recorded as a long-term liability in the Statement of Net Position.

In February 2017, the Authority entered into a lease agreement for 620 Chromebooks to be used for state standardized testing at both elementary schools and the middle school. The lease term is 3 years and the Authority intends on returning the equipment at the expiration date. The Authority recognized this lease from the City of Cape Coral as a capital lease during the fiscal year ended June 30, 2017. This is recorded as a long-term liability in the Statement of Net Position.

#### **5. Operating Leases**

A master lease agreement for all charter school facilities was negotiated in October 2011 which replaced all previous agreements. This master lease requires payments by the Authority equal to the debt service on the long-term debt from the 2011 and 2017 Special Obligation bonds, plus the cost of commercial general liability insurance, and one dollar. The amount of future insurance premiums is not known and is not included in the schedule of operating lease obligations. In fiscal year 2009, capital outlay revenue became available based on current Florida State Statute 1013.62 to offset a portion of the building lease obligations.

The Charter School Authority has entered into various lease agreements for copiers and school bus dispatch equipment. These leases are accounted for as operating leases and are for a term of one to five years and include renewal options. Additional information on Operating Leases can be found in Note III, Detailed Notes 5: Operating leases.

#### **6. Fund Balance**

The following classifications describe the relative strength of the spending constraints within the Authority's fund balance.

**Non-Spendable Fund Balance** - Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as the long-term amount of loans and notes receivable, as well as property acquired for resale. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

**Restricted Fund Balance** - Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed Fund Balance** - Amounts that can be used only for the specific purposes determined by a formal action of the Governing Board; the Charter Authority's highest level of decision making authority. Commitments may be changed or lifted only by the Board taking the same formal action.

## CAPE CORAL CHARTER SCHOOL AUTHORITY NOTES TO THE FINANCIAL STATEMENTS

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that imposed the constraint originally, which is by resolution.

**Assigned Fund Balance** – Portion that reflects a government's intended use of resources. Includes spendable fund balance amounts established by management of the Authority that are intended to be used for specific purposes that are neither considered restricted or committed.

**Unassigned Fund Balance** - Unassigned fund balance is the residual classification for the general fund. This classification represents a fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

**Unrestricted Fund Balance** – The total of committed fund balance, assigned fund balance, and unassigned fund balance.

The Authority uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Authority would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

The Authority established restricted fund balances in the General Fund for Local Capital Improvement Revenue (1013.62, Florida Statutes, (F.S.). These fund balances are restricted by Florida Statute as set forth in the annual budget and any amendments thereto.

The Authority established committed fund balances in the General Fund for the replacement of air conditioners for all buildings, security project for all buildings and potential building upgrades. These fund balances are committed by the Board as set forth in the annual budget and any amendments thereto.

In the general fund, the Authority strives to maintain an unassigned balance of 5% of annual resources of the general fund. This is the target that the unassigned fund balance should not fall below without establishing a replenishment plan. Detailed information on fund balances can be found in Note III, Detailed Notes 6: Fund Balances.

### **7. Intergovernmental Revenue**

#### **Federal Revenue Sources**

Cape Coral Charter Schools Authority receives Federal monies distributed through the Florida Department of Education for the National School Lunch Program. In September 2017, Southwest Florida was devastated by Hurricane Irma. In an effort to assist the community to get back on their feet, the Department of Education declared a state of emergency and all students were provided breakfast and lunch free of charge from September through November 2017. All breakfasts were reimbursed at \$2.09 per meal served and all lunches were reimbursed at \$3.31 per meal served during this time-period.

The Authority receives Title II-A funding which is designed to increase student academic achievement through strategies such as improving teacher and principal quality; increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools; hold local educational agencies and schools accountable for improvements in student academic achievement.

Oasis High School receives reimbursement from the Army Junior Reserve Officer (JROTC) program. This funding is to offset approximately 50% of the cost of the three JROTC instructors'

## CAPE CORAL CHARTER SCHOOL AUTHORITY NOTES TO THE FINANCIAL STATEMENTS

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salaries. The program is offered to high schools that teach students character education, student achievement, wellness, leadership, and diversity. It is a cooperative effort between the Army and the high schools to produce successful students and citizens, while fostering in each school a more constructive and disciplined learning environment.

### State Revenue Sources

Revenue from State sources for current operations is primarily from the Florida Education Finance Program, administered by the Florida Department of Education under the provisions of Section 1011.62, Florida Statutes. In accordance with the law, the Cape Coral Charter School Authority determines and reports to the Lee County School District the number of full-time equivalent students (FTE). The Department performs certain edit checks on the reported number of FTE students and remits funding based on the Department's current year adopted allocations.

The Cape Coral Charter School Authority is eligible to receive Public Education Capital Outlay (PECO) funding from the State of Florida Department of Education. Capital Outlay funding is based on enrollment and is intended to help offset the cost of the school buildings.

The Authority receives funding from the State for Voluntary Pre-Kindergarten (VPK) Program. The Cape Coral Charter School Authority has a VPK program at both elementary buildings where there are twenty FTE enrolled in each program.

Funding is received from the Florida Department of Education for the Advanced International Certificate of Education Program at Oasis High School. This program funds teacher bonuses and additional costs to operate the Cambridge curriculum program. Funding is determined by the number of students participating in the program and the AICE testing results.

School recognition funds for the 2017-2018 school year for high achievement on the Florida Comprehensive Assessment Tests (FCAT), were approved by the Florida Legislature for schools with an A grade. Two schools qualified for these funds which were fully paid out as employee bonuses in the spring of 2018.

The Authority receives funding for Local Capital Improvement Revenue under section 1013.62, Florida Statutes, (F.S.), which requires that school districts distribute to eligible charter schools, by February 1<sup>st</sup>, local capital improvement revenue (LCIR) from the discretionary millage authorized in section 1011.71(2), F.S.

Other state revenue sources included the Florida Teachers Classroom Supply Assistance Program, and the Best and Brightest Scholarship. Florida's Teacher Classroom Supply Assistance Program provides funding to teachers for the purchase of classroom supplies. This funding is provided in September for teachers of record by a specified date after the start of the school year. Florida's Best and Brightest Teacher Scholarship Program rewards Florida's teachers who have been evaluated as highly effective and who have earned college entrance exam scores that indicate they were exceptionally well prepared for college level coursework. Both programs were again funded by the Florida legislature for the 2017-2018 school year. Future funding is contingent upon legislative approval.

### 8. Pensions

In the government-wide statement of net position, liabilities are recognized for the Authority's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) and additions to/deductions from FRS's and HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and HIS plans. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds of employee contributions are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS

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#### **9. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The deferred outflows of resources reported in the Authority's statement of net position pertain to the Authority's participation in the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The deferred inflows of resources reported in the Authority's statement of net position pertain to the Authority's participation in the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program.

The potential components of deferred inflows or outflows relating to pensions include differences between expected and actual economic experience, changes in actuarial assumptions, the net difference between projected and actual earnings on pension plan investments, changes in proportion between Authority contributions and the proportionate share of contributions, and the Authority's contributions subsequent to the measurement date.

#### **10. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

#### **11. Unearned Revenue**

Certain revenue transactions have been reported as unearned revenue. Revenue cannot be recognized until it has been earned and is available to finance expenditures of the current fiscal period. Revenue that is earned but not available is reported as deferred inflow of resources until such time as the revenue becomes available.

Unearned revenue recorded relates to school lunch accounts held at fiscal year-end that represent breakfast/lunches not yet provided to the students.

#### **12. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

### **NOTE II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

#### **Compliance with Finance-Related Legal and Contractual Provisions**

The Authority believes it is not in violation of any finance-related legal or contractual provisions.

CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS

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**NOTE III. DETAILED NOTES**

**1. Cash and Investments**

As of June 30, 2018, the Cape Coral Charter School Authority had the following cash and investment amounts:

<u>Category</u>	<u>Fair Value</u>
Checking and savings accounts	\$ 3,617,003
Cash on hand	181
Local Government Investment Pool - Florida Prime (SBA)	3,972,590
Intergovernmental Investment Pool - Florida Class	2,558,987
Total	<u>\$ 10,148,761</u>

**A. Cash and Cash Equivalents**

The cash deposits are held by a bank that qualifies as a public depository under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes.

**B. Investment Portfolio**

Section 218.415, Florida Statutes, limits the types of investments that a government can invest in unless specifically authorized in an investment policy. On August 8, 2011, the City of Cape Coral adopted a revised comprehensive investment policy pursuant to Section 218.415, Florida Statutes that established permitted investments, asset allocation limits, issuer limits, credit rating requirements, and maturity limits to protect cash and investment assets. This policy is adopted as the Cape Coral Charter School Authority Board's investment policy as stipulated in section 6144 of the Charter School bylaws. The Charter School Authority maintains a common cash and investment pool for the use of all funds. The investment policy applies to all cash and investments held or controlled by the Charter School Authority.

The Charter School Authority's investment policy allows for the following investments:

- Florida PRIME
- United States Government Securities, unconditionally guaranteed by the United States Government
- United States Government Agencies, issued or guaranteed by the United States Government agencies
- Federal Instrumentalities, issued or guaranteed by United States Government sponsored agencies
- Non-Negotiable Interest Bearing Time Certificates of Deposit or Saving Accounts, in banks organized under the laws of the state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida
- Repurchase Agreements
- Commercial Paper, of any United States company that is rated at the time of purchase
- Bankers' Acceptances, issued by a domestic bank or a federally chartered domestic office of a foreign bank
- State and/or Local Government Taxable and/or Tax-Exempt Debt
- Registered Investment Companies (Mutual Funds), that are registered under the Federal Investment Company Act of 1940 and operated in accordance with 17 C.F.R § 270.2a-7

# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

- Intergovernmental Investment Pools, that are authorized pursuant to the Florida Inter-local Cooperation Act, as provided in Section 163.01, Florida Statutes Intergovernmental Investment Pools. A maximum of 25% of available funds may be invested in the intergovernmental investment pools.
- Corporate Notes, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States
- Corporate Obligations, issued by financial institutions that participate in the FDIC's Temporary Liquidity Guarantee Program and are fully insured by the FDIC a guaranteed by the United States Government
- Mortgage-Backed Securities (MBS) that are based on mortgages that are guaranteed by a government agency or GSE for payment
- Asset-Backed Securities (ABS) that are backed by financial assets
- Bond Funds

As of June 30, 2018, the Charter School Authority had the following investment types and effective duration presented in terms of years:

<u>Security Type</u>	<u>Fair Value</u>	<u>Weighted Average Duration (Years)</u>
Local Government Investment Pool - Florida Prime (SBA)	\$ 3,972,590	0.08
Intergovernmental Investment Pool - Florida Class	2,558,987	0.18
Total Fair Value	\$ 6,531,577	
Portfolio Weighted Average Duration		0.12

### C. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available. Market approach – This uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE. Cost approach – This technique determines the amount required to replace the current asset. This approach may be ideal for valuating donations of capital assets or historical treasures. Income approach – This approach converts future amounts (such as cash flows) into a current discounted amount. Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs should be maximized in fair value measures, and unobservable inputs should be minimized.

As of June 30, 2018, the Authority had the following investment measurements by security type:

	<u>Total Fair Value</u>
<b><u>Investments Measured at Net Asset Value (NAV)</u></b>	
LGIP - FLCLASS	\$ 2,558,987
Total Investments Measured at NAV	2,558,987
<b><u>Investment Measured at Amortized Cost</u></b>	
LGIP - Florida PRIME	3,972,590
Total Investments	\$ 6,531,577

# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

Other information for investments measured at the NAV or its equivalent follows:

	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redempti on Frequency</u>	<u>Redemption Notice Period</u>
Pooled/Common/Comngled Finds:				
FLCLASS	\$ 2,558,987	\$ -	Daily	1 Day
Total Investments Measured at NAV	<u>\$ 2,558,987</u>			

The FLCLASS investment pool seeks to generate competitive market returns in a manner that will provide safety of principal while meeting the liquidity needs of Participant.

The SBA Pool Florida PRIME manages billions of dollars for Florida local governments and purchases investments consistent with Chapter 215.47, Florida Statutes. Florida PRIME currently meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost. Thus, the pool operates essentially as a money market fund, but is classified as an external investment pool.

Qualifying local government investment pools in the state of Florida must comply with applicable Florida statutory requirements. Chapter 218.409(8)(a), Florida Statutes state that the principal balance within a LGIP trust fund is subject to withdrawal at any time. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest in the monies entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council.

With regard to liquidity fees, Chapter 208.409(4) provides authority for an LGIP to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made by the SBA.

### **D. Interest Rate Risk**

The Charter School Authority's investment policy sets limits for investment maturities to match known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months. Investments of bond reserves, construction funds, and other non-operating funds, "core funds", shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

The Authority utilizes "effective duration" as a measurement of interest rate risk and as of June 30, 2018 the investment portfolio had an effective duration of .12 years

### **Credit Risk**

The Authority's investments on June 30, 2018 are limited to credit quality ratings from nationally recognized rating agencies as follows:

#### Registered Investment companies (Mutual Funds)

- Rated AAAM by Standard & Poor's or the equivalent by another rating agency.



# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

- Are in open-end, no-load provided such funds are registered under the Federal Investment Company Act of 1940 and operated in accordance with 17 C.F.R. § 270.2a-7.
- In addition, the Financial Services Director may invest in other types of mutual funds provided such funds are registered under the Federal Investment Company Act of 1940, invest exclusively in the securities specifically permitted under this investment policy, and are similarly diversified.

### Intergovernmental Investment Pools

- Rated AAAM by Standard & Poor's or the equivalent by another rating agency.
- Are authorized pursuant to the Florida Inter-local Cooperation Act, as provided in Section 163.01, Florida Statutes and provided that said funds contain no derivatives.

As of June 30, 2018, the Authority had the following credit exposure as a percentage of total investments:

<u>Security Type</u>	<u>S&amp;P Credit Rating</u>	<u>% of Portfolio</u>
Local Government Investment Pool - Florida Prime (SBA)	AAAm	60.82%
Intergovernmental Investment Pool - Florida Class	AAAm	39.18%
		<u>100.00%</u>

### **E. Custodial Credit Risk**

The Authority's investment policy, pursuant to Section 218.415(18), Florida Statutes, requires securities, with the exception of certificates of deposits, shall be held with a third-party custodian; and all securities purchased by, and all collateral obtained by the Authority should be properly designated as an asset of the Authority. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

As of June 30, 2018, the Authority's investment portfolio did not include any investments that are required to be held by a third-party custodian.

### **F. Concentration of Credit Risk**

The Authority's investment policy has established asset allocation and issuer limits on certain investments, which is designed to reduce concentration of credit risk of the Authority's investment portfolio. Since the Authority is invested in Florida PRIME which is a local government investment pool, a maximum of 75% of available funds may be invested in this investment category. The Authority is also invested in Florida Class which is categorized as an Intergovernmental Investment Pool, which allows for a maximum of 75% investment in this category. Additionally, the Authority utilizes the United Bank checking account as an investment tool, unlimited investing may be done to this account.

As of June 30, 2018, the Authority had the following issuer concentration based on fair value:

<u>Issuer</u>	<u>Fair Value</u>	<u>Percentage of Portfolio</u>
Local Government Investment Pool - Florida Prime (SBA)	\$ 3,972,590	60.82%
Intergovernmental Investment Pool - Florida Class	2,558,987	39.18%
	<u>\$ 6,531,577</u>	<u>100.00%</u>

CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS

**2. Receivables**

**Accounts Receivable**

Universal Service Administrative Company	\$ 47,638
Student Food Service Payment - NSF check	30
Refund B&H Photo/Video	498
<b>Total Accounts Receivable</b>	<b><u>\$ 48,166</u></b>

**Intergovernmental Receivable**

Voluntary Pre-Kindergarten Program	\$ 24,378
Custodial/Bus Usage by Parks & Recreation	10,441
JROTC funding from US Army	3,347
Public Education Capital Outlay (PECO)	57,903
After School Revenue	2,054
<b>Total Intergovernmental Receivables</b>	<b><u>\$ 98,123</u></b>

**4. Capital Assets**

Capital asset activity for the year ended June 30, 2018 was as follows:

<b>Capital Assets</b>	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
Capital assets, being depreciated				
Equipment	\$ 1,418,645	\$ 81,733	\$ -	\$ 1,500,378
Buildings	255,289	-	-	255,289
Vehicles	1,755,403	5,000	-	1,760,403
Leasehold Improvements	282,467	-	-	282,467
Capital assets, being depreciated	<u>3,711,804</u>	<u>86,733</u>	<u>-</u>	<u>3,798,537</u>
<b>Less Accumulated Depreciation for:</b>				
Equipment	(1,037,856)	(104,320)	-	(1,142,176)
Buildings	(229,289)	(4,800)	-	(234,089)
Vehicles	(799,678)	(173,358)	-	(973,036)
Leasehold Improvements	(154,508)	(23,497)	-	(178,005)
Total accumulated depreciation	<u>(2,221,331)</u>	<u>(305,975)</u>	<u>-</u>	<u>(2,527,306)</u>
Total capital assets, net	<u>\$ 1,490,473</u>	<u>\$ (219,242)</u>	<u>\$ -</u>	<u>\$ 1,271,231</u>

**Depreciation expense was charged to functions/programs of the primary government as follows:**

**Governmental Activities:**

Instruction Basic (FEFP K-12)	\$ 54,357
Instructional Media Services	407
School Administration	8,647
Facilities Acquisition & Construction	17,342
Fiscal Services	10,201
Food Services	25,889
Data Processing Services	173,357
Pupil Transportation Services	14,829
Operation of Plant	946
<b>Total depreciation expense</b>	<b><u>\$ 305,975</u></b>

CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS

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**5. Long-Term Liabilities**

Long-term liability activity for the year ended June 30, 2018, was as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>	<b>Due Within One Year</b>
Capital leases	\$ 811,350	\$ -	\$ (287,889)	\$ 523,461	\$ 292,625
Lease premium	23,865	-	(5,966)	17,899	-
Total capital leases	835,215	-	(293,855)	541,360	292,625
Compensated absences	665,135	155,800	(136,003)	684,932	106,621
Net pension liability	9,681,863	6,388,893	(5,522,644)	10,548,112	-
Total	<u>\$11,182,213</u>	<u>\$6,544,693</u>	<u>\$(5,952,502)</u>	<u>\$ 11,774,404</u>	<u>\$ 399,246</u>

Capital Leases –The Authority leases school buses from the City, under a capital lease. The school buses were reported within capital assets at \$782,366, net of accumulated depreciation, as of June 30, 2018. Current year depreciation expense of the leased school buses was \$173,359. The Authority entered into a three-year capital lease agreement for 620 Chromebooks. The Chromebooks were reported within capital assets at \$86,064, net of accumulated depreciation, as of June 30, 2018. Current year depreciation expense of the leased Chromebooks was \$54,358.

The capital leases are recorded at the present value of future minimum lease payments. The following schedule shows the present value of these payments at June 30, 2018.

<b>For the Year ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2019	\$ 292,625	\$ 13,486	\$ 306,111
2020	151,990	7,713	159,703
2021	62,934	3,942	66,876
2022	15,912	796	16,708
Total	523,461	<u>\$ 25,937</u>	<u>\$ 549,398</u>
Plus unamortized premium	17,899		
Total capital lease balance	<u>\$ 541,360</u>		

CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS

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**5. Operating Leases**

The following schedule reflects the operating lease obligations for the Charter School Authority for the terms of the leases.

Year ending June 30,	Total
2019	\$ 3,179,871
2020	3,158,950
2021	3,158,550
2022	3,158,843
2023	3,154,625
2024-2028	15,713,750
2029-2033	15,722,488
2034-2038	15,641,088
2039-2041	3,514,436
	<u>\$ 66,402,601</u>

For fiscal year 2018, lease payments totaled \$2,322,805. In fiscal year 2009, capital outlay revenue became available based on current Florida State Statute 1013.62 to offset a portion of the building lease obligations. In fiscal year 2018, capital outlay revenue received was \$640,926.

**6. Fund Balances**

Fund balances for governmental funds at June 30, 2018 are as follows:

	<u>Total</u>
<b>Fund balances:</b>	
Nonspendable	
Prepaid Items	\$ 53,708
Restricted	
Discretionary Capital	1,697,980
Committed	
Air conditioning project	1,235,511
Security Project	530,650
Total Committed	1,766,161
Assigned	
Encumbrances	317,086
Budgeted Shortfall	1,876,671
Total Assigned	2,193,757
Unassigned	3,938,743
Total fund balances	<u>\$ 9,650,349</u>

## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS

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#### 7. Other Revenue

Other revenue consists of the following:

	Total
Rents and royalties	\$ 4,645
Lost damaged/sold library and textbooks	1,558
Recovery Workers Comp	16,171
Refund Wage Works	3,220
Other revenue	10,670
Total other revenue	<u>\$ 36,264</u>

#### 8. Risk Management

The Charter School Authority is exposed to various risks of loss related to torts, theft of, damage to and the destruction of assets; errors and omissions; injury to employees; and natural disasters. Commercial property insurance coverage for the buildings leased by the Authority is provided by the City and reimbursed by the Authority as part of the annual lease payment. The Charter School Authority has purchased insurance coverage through Preferred Governmental Insurance Trust for property (contents) and casualty with combined limits of \$1,000,000 per person / \$2,000,000 per accident, statutory workers compensation coverage, and other commercial insurance for the other exposures identified. No accrual has been provided for claims and incidents not reported to insurers. All known claims have been reported to the insurers. Claims made have not exceeded the insurance coverage for the past three fiscal years.

#### 9. Defined Benefit Pension Plans

##### Background

The Florida Retirement System (FRS) was created by Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the Authority are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

## CAPE CORAL CHARTER SCHOOL AUTHORITY NOTES TO THE FINANCIAL STATEMENTS

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The Authority's pension expense totaled \$1,404,361 for both the FRS Pension Plan and HIS Plan for the fiscal year ended June 30, 2018.

### **Florida Retirement System Pension Plan**

#### **Plan Description**

The Florida Retirement System Pension Plan (FRS Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Elected County Officers Class* – Members who hold specified elective offices in local government.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are special risk employees, such as law enforcement officers, meet the criteria to qualify for this class.

Employees enrolled in the FRS Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the FRS Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the FRS Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Employees enrolled in the FRS Plan may include up to 4 years of credit for military service toward creditable service. The FRS Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The FRS Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under FRS Plan to defer receipt of monthly benefit payments while continuing employment with an FRS participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

#### **Benefits Provided – Florida Retirement System Pension Plan**

Benefits under the FRS Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by

# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

<b><u>Class, Initial Enrollment, and Retirement Age/Years of Service:</u></b>	<b><u>% Value</u></b>
<b>Regular Class members initially enrolled before July 1, 2011</b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement up to age 63 or up to 31 years of service	1.63
Retirement up to age 64 or up to 32 years of service	1.65
Retirement up to age 65 or up to 33 years of service	1.68
<b>Regular Class members initially enrolled on or after July 1, 2011</b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement up to age 66 or up to 34 years of service	1.63
Retirement up to age 67 or up to 35 years of service	1.65
Retirement up to age 68 or up to 36 years of service	1.68
<b>Elected County Officers</b>	3.00
<b>Senior Management Service Class</b>	2.00
<b>Special Risk Regular</b>	
Service from December 1, 1970, through September 30, 1974	2.00
Service on or after October 1, 1974	3.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. FRS Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

### **Contributions – Florida Retirement System Pension Plan**

The Florida Legislature establishes contribution rates for participating employers and employees. Effective July 1, 2011, all FRS Plan members (except those in DROP) are required to make 3% employee contributions on a pretax basis. The contribution rates attributable to the Authority, effective July 1, 2017, were applied to employee salaries as follows: regular employees 5.8%, county elected officials 40.75%, senior management 20.05%, and DROP participants 11.33%. The Authority's contributions to the FRS Plan were \$613,795 for the year ended June 30, 2018.

### **Pension Costs – Florida Retirement System Pension Plan**

At June 30, 2018, the Authority reported a liability of \$6,578,176 for its proportionate share of the FRS Plan's net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The Authority's proportion of the net pension liability was based on the Authority's contributions received by FRS during the measurement period for employer payroll paid dates from July 1, 2016, through June 30, 2017, relative to the total employer contributions received from all of FRS's



**CAPE CORAL CHARTER SCHOOL AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**

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participating employers. At June 30, 2017, the Authority's proportion was 0.0222%, which was an increase of 0.0007% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Authority recognized pension expense of \$1,078,671 for its proportionate share of FRS's pension expense. In addition, the Authority reported its proportionate share of FRS's deferred outflows of resources and deferred inflows of resources from the following sources:

<b>Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences Between Expected and Actual Economic Experience	\$ 603,718	\$ 36,440
Changes in Actuarial Assumptions	2,210,732	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	163,024
Changes in Proportion and Differences Between District Contributions and Proportionate Share of Contributions	112,991	183,547
Authority Contributions Subsequent to the Measurement Date	613,795	-
Total	<u>\$ 3,541,236</u>	<u>\$ 383,011</u>

\$613,795 reported as deferred outflows of resources related to pensions resulting from Authority contributions to the FRS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

<b>Year Ended June 30</b>	<b>Amount</b>
2019	\$ 324,356
2020	890,245
2021	611,618
2022	106,912
2023	440,163
Thereafter	171,136

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS**

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**Actuarial Assumptions – Florida Retirement System Pension Plan**

The total pension liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60% per year
Salary Increases	3.25%, Average, Including Inflation
Investment Rate of Return	7.10%, Net of Pension Plan Investment

Mortality rates were based on the Generational RP-2000 with Projection Scale BB. The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study completed in 2014 for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation, as outlined in the FRS Plan's investment policy, and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Annual Arithmetic Return</b>	<b>Compound Annual (Geometric) Return</b>	<b>Standard Deviation</b>
Cash	1%	3.0%	3.0%	1.8%
Fixed Income	18%	4.5%	4.4%	4.2%
Global Equity	53%	7.8%	6.6%	17.0%
Real Estate (Property)	10%	6.6%	5.9%	12.8%
Private Equity	6%	11.5%	7.8%	30.0%
Strategic Investments	12%	6.1%	5.6%	9.7%
Totals	100%			

Assumed Inflation - Mean	2.6%	1.9%
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**Discount Rate – Florida Retirement System Pension Plan**

The discount rate used to measure the total pension liability was 7.10% for the FRS Plan. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Pension Liability Sensitivity – Florida Retirement System Pension Plan**

The following presents the Authority's proportionate share of the net pension liability for the FRS Plan, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate one

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS**

percentage point lower or one percentage point higher than the current discount rate:

Description	1% Decrease	Current Discount Rate	1% Increase in Discount Rate
FRS Plan Discount Rate	6.10%	7.10%	8.10%
Authority's Proportionate Share of the FRS Plan Net Pension Liability	\$ 11,906,103	\$ 6,578,176	\$ 2,154,778

**Pension Plan Fiduciary Net Position – Florida Retirement System Pension Plan**

Detailed information about the FRS Plan's fiduciary's net position is available in a separately-issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report. That report may be obtained through the Florida Department of Management Services website at <http://www.dms.myflorida.com>.

**Retiree Health Insurance Subsidy Program**

**Plan Description – Retiree Health Insurance Subsidy Program**

The Retiree Health Insurance Subsidy Program (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

**Benefits Provided – Retiree Health Insurance Subsidy Program**

For the fiscal year ended June 30, 2018, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

**Contributions – Retiree Health Insurance Subsidy Program**

The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2018, the contribution rate was 1.66 percent of payroll pursuant to section 112.363, Florida Statutes. The Authority contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled. The Authority's contributions to the HIS Plan were \$189,691 for the year ended June 30, 2018.

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS**

**Pension Costs – Retiree Health Insurance Subsidy Program**

At June 30, 2018, the Authority reported a liability of \$3,969,936 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017. The Authority's proportion of the net pension liability was based on the Authority's contributions received during the measurement period for employer payroll paid dates from July 1, 2016, through June 30, 2017 relative to the total employer contributions received from all participating employers. At June 30, 2017, the Authority's proportion was 0.0371%, which was an increase of 0.0007% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2018, the Authority recognized pension expense of \$325,690 for its proportionate share of HIS's pension expense. In addition, the Authority reported its proportionate share of HIS's deferred outflows of resources and deferred inflows of resources from the following sources:

<b>Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences Between Expected and Actual Economic Experience	\$ -	\$ 8,266
Changes in Actuarial Assumptions	558,037	343,285
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	2,202	-
Changes in Proportion and Differences Between District Contributions and Proportionate Share of Contributions	150,298	51,610
Authority Contributions Subsequent to the Measurement Date	189,691	-
Total	<u>\$ 900,228</u>	<u>\$ 403,161</u>

\$189,691 reported as deferred outflows of resources related to pensions resulting from Authority contributions to the FRS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

<b>Year Ended June 30</b>	<b>Amount</b>
2019	\$ 88,788
2020	88,371
2021	88,171
2022	53,539
2023	19,652
Thereafter	(31,145)

## CAPE CORAL CHARTER SCHOOL AUTHORITY NOTES TO THE FINANCIAL STATEMENTS

### Actuarial Assumptions – Retiree Health Insurance Subsidy Program

The total pension liability in the July 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60% per year
Salary Increases	3.25%, Average, Including Inflation
Municipal Bond Rate	3.58%

Mortality rates were based on the Generational RP-2000 with Projection Scale BB. The actuarial assumptions used in the July 1, 2017, valuation were based on the results of an actuarial experience study for the FRS Plan for the period July 1, 2008, through June 30, 2013.

### Discount Rate – Retiree Health Insurance Subsidy Program

The discount rate used to measure the total pension liability was 3.58% for the HIS Plan. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

### Pension Liability Sensitivity – Retiree Health Insurance Subsidy Program

The following presents the Authority's proportionate share of the net pension liability for the HIS Plan, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

Description	1% Decrease	Current Discount Rate	1% Increase in Discount Rate
HIS Plan Discount Rate	2.58%	3.58%	4.58%
Authority's Proportionate Share of the HIS Plan Net Pension Liability	\$ 4,530,224	\$ 3,969,936	\$ 3,503,249

### Pension Plan Fiduciary Net Position – Retiree Health Insurance Subsidy Program

Detailed information about the HIS Plan's fiduciary's net position is available in a separately-issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report. That report may be obtained through the Florida Department of Management Services website at <http://www.dms.myflorida.com>.

### 10. Defined Contribution Plan

The Florida State Board of Administration (SBA) administers the defined contribution plan officially titled

## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS

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the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. Authority employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2017-18 fiscal year were as follows:

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2018, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Authority.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The Authority's Investment Plan pension expense totaled \$213,659 for the fiscal year ended June 30, 2018. Employee contributions to the Investment Plan totaled \$80,901 for the fiscal year ended June 30, 2018.

#### **11. Contingencies**

The Authority is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency and which may result in disallowed expense amounts. These amounts, if any, constitute a contingent liability of the Authority. Accordingly, such liabilities are not reflected within the financial statements. The Authority does not believe any contingent liabilities are material.

The Authority is subject to various litigation for personal injury, workers compensation and discrimination claims. The Authority intends to vigorously defend any claims through insurance or legal avenues. Management does not believe there will be a material liability as a result of these claims.





# Required Supplementary Info

**CAPE CORAL CHARTER SCHOOL AUTHORITY**  
**BUDGETARY COMPARISON SCHEDULE**  
**General Fund**  
For the Fiscal Year Ending June 30, 2018

<b>REVENUE</b>	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>(Budgetary Basis)</b>	<b>Final Budget (Negative)</b>
<b>Federal Direct Sources</b>				
JROTC reimbursable charges	\$ 102,094	\$ 88,491	\$ 88,491	\$ -
<b>Federal through State Sources</b>				
NSLP Lunch Reimbursement	437,750	545,797	545,799	2
NSLP Breakfast Reimbursement	66,950	93,608	93,608	-
<b>Federal through Local Sources</b>				
Title II-A funding	34,691	51,337	51,336	(1)
<b>State through Local Sources</b>				
Florida Education Finance Program	20,670,372	20,977,072	21,192,427	215,355
Florida Teachers Classroom Supply Assistance	47,656	45,723	45,722	(1)
School Recognition Funds	-	157,957	157,957	-
VPK Program State Shared	212,052	194,085	194,085	-
Public Education Capital Outlay (PECO)	582,762	634,162	640,926	6,764
Discretionary Capital	-	-	1,697,980	1,697,980
Advanced International Certificate of Education	627,100	565,492	565,492	-
Best and Brightest Scholarship	739,045	171,200	171,200	-
<b>Local Sources</b>				
Student lunch service	654,050	573,757	571,366	(2,391)
Intergovernmental revenue	35,938	124,895	124,895	-
Charges for services	-	27,572	28,406	834
Transportation service charges	12,400	12,400	6,906	(5,494)
Contributions and donations private	80,520	199,537	199,534	(3)
Short term investment interest	24,775	97,592	97,592	-
Other miscellaneous sales	48,500	18,942	36,264	17,322
Restricted Balances	-	1,697,980	-	(1,697,980)
Committed balances	-	1,730,650	-	(1,730,650)
Assigned Balances	253,779	217,502	-	(217,502)
Cash balances brought forward	6,334,137	6,343,932	-	(6,343,932)
<b>Total Revenue</b>	<b>30,964,571</b>	<b>34,569,683</b>	<b>26,509,986</b>	<b>(8,059,697)</b>
<b>EXPENDITURES</b>				
Instruction Basic (FEFP K-12)	12,222,719	12,652,983	12,433,544	219,439
Exceptional Education Services	270,795	257,821	261,286	(3,465)
Guidance Services	381,919	305,784	306,676	(892)
Health Services	137,985	101,290	67,190	34,100
Other Pupil Personnel Services	214,032	215,426	210,306	5,120
Instructional Media Services	169,680	154,118	144,935	9,183
Instructional Staff Training Services	34,701	65,716	49,874	15,842
Board	43,799	35,071	34,252	819
School Administration	529,300	593,416	522,177	71,239
General Administration	1,967,261	1,957,979	1,995,684	(37,705)
Fiscal Services	416,013	121,833	181,724	(59,891)
Food Services	1,063,620	1,052,027	1,016,712	35,315
Data Processing Services	283,467	296,482	285,757	10,725
Pupil Transportation Services	808,399	937,128	861,413	75,715
Operation of Plant	4,425,444	4,392,397	4,184,569	207,828
Maintenance of Plant	638,429	440,851	426,214	14,637
Facilities Acquisition & Construction	7,500	-	24,337	(24,337)
Capital Outlay	292,642	134,497	86,733	47,764
Debt Service				
Principal	233,532	287,897	287,889	8
Interest and fiscal charges	18,679	17,758	18,190	(432)
<b>Total Expenditures</b>	<b>24,159,916</b>	<b>24,020,474</b>	<b>23,399,462</b>	<b>621,012</b>
Budget Reserves	6,804,655	10,549,209	-	10,549,209
<b>Total Expenditures</b>	<b>\$ 30,964,571</b>	<b>\$ 34,569,683</b>	<b>\$ 23,399,462</b>	<b>\$ 11,170,221</b>
<b>Excess of Revenues over(under) Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,110,524</b>	<b>(3,110,524)</b>
Net change in Fund Balance			3,110,524	
Fund Balance - Beginning			6,539,825	
Fund Balance - Ending			<b>\$ 9,650,349</b>	

There are no differences in Actual Amounts between the Budgetary basis and GAAP basis of Revenues and Expenditures.  
The accompanying notes to the required supplementary information-budget comparisons are an integral part of this schedule.

## CAPE CORAL CHARTER SCHOOL AUTHORITY

### NOTES TO THE BUDGETARY COMPARISON SCHEDULE

June 30, 2018

#### **Budgetary Basis**

The Cape Coral Charter School Authority approves an annual budget for the Charter School special revenue fund. The Authority's Business Manager develops the budget with information received from the school's administrative team. The primary fiscal goal of the Authority's administration is to create an environment in which the system will be self-sufficient well into the future. This goal will be achieved by continued review and refinement of operating policies and procedures. The budget was approved by the Authority Board on August 8, 2017 and adopted by City Council on October 2, 2017. For the 2018-2019 school year, the budget was approved by the Authority Board on August 14, 2018 and will be adopted by the City Council in September 2018.

#### **Budgetary Information**

The following procedures are used in establishing the adopted budgetary data reflected in the financial statements.

1. Throughout the school year, the Charter School Business Manager keeps abreast of state and federal funding issues which impact per student funding levels. This includes state budgetary changes which impact funding levels of the Florida Education Finance Program (FEFP); changes in capital outlay funding; reimbursement rates for the state funded VPK programs; changes to the Florida Retirement System (FRS); and any other special legislation at the state or federal level.
2. Beginning in May and June, the Business Manager works closely with the Principals and the Superintendent to project enrollment for the upcoming school year at each school and grade level. This projection reflects consideration of available classroom space, progression of students to the next grade level, and current waitlist status at each school.
3. The Business Manager analyzes current revenue and expenditure trends when developing the budget. To project a conservative estimate of revenue, the primary revenue sources are generally budgeted at 95 percent of expectation. Expenditures are based on the prior year trends with necessary modifications resulting from staffing and program changes that were implemented by the Authority Board. Salary and benefit expense is budgeted at the employee level based on the current and proposed salary step rate.
4. In early August, the proposed budget is presented to the Charter School Authority Board for review and approval.
5. Once approved, the budget is presented and adopted by Cape Coral City Council and included in the City's budget.
6. During the school year, the adopted budget may be amended to reflect changes in expected revenue or expense to more accurately reflect the financial position of the Authority. Budget amendments are approved by the Charter School Authority Board and included in the City's budget amendments to City Council.

**Schedule of the Authority's Proportionate Share of the Net Pension Liability  
Florida Retirement System Pension Plan  
Last Ten Measurement Periods <sup>1</sup>**

	2014	2015	2016	2017
Authority's Proportion of the Net Pension Liability	0.023436771%	0.023294317%	0.021519187%	0.0222391010%
Authority's Proportionate Share of the Net Pension Liability	\$ 1,429,988	\$ 3,008,773	\$ 5,433,611	\$ 6,578,176
Authority's Covered-Employee Payroll	\$ 8,458,253	\$ 8,397,828	\$ 8,234,468	\$ 9,066,544
Authority's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	16.91%	35.83%	65.99%	72.55%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	96.09%	92.00%	84.88%	83.89%

\*The Amounts Presented for Each Measurement Period were Determined as of June 30.

**Schedule of Authority Contributions  
Florida Retirement System Pension Plan  
Last Ten Fiscal Years <sup>1</sup>**

	2014	2015	2016	2017	2018
Contractually Required Contribution	\$ 513,365	\$ 567,935	\$ 524,780	\$ 578,939	\$ 613,795
Contributions in Relation to the Contractually Required Contribution	(513,365)	(567,935)	(524,780)	(578,939)	(613,795)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's Covered-Employee Payroll	\$ 8,458,253	\$ 8,397,828	\$ 8,234,468	\$ 9,066,544	\$ 8,754,199
Contributions as a Percentage of Covered Employee Payroll	6.07%	6.76%	6.37%	6.39%	7.01%

1. Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for only those years for which information is available.

**Schedule of the Authority's Proportionate Share of the Net Pension Liability**  
**Retiree Health Insurance Subsidy Program**  
**Last Ten Measurement Periods <sup>1</sup>**

	2014	2015	2016	2017
Authority's Proportion of the Net Pension Liability	0.037154649%	0.036173026%	0.036451335%	0.037128371%
Authority's Proportionate Share of the Net Pension Liability	\$ 3,474,050	\$ 3,689,080	\$ 4,248,252	\$ 3,969,936
Authority's Covered-Employee Payroll	\$ 11,039,186	\$ 10,974,283	\$ 11,252,742	\$ 11,834,557
Authority's Proportionate Share of the Net Pension Liability				
(Asset) as a Percentage of its Covered-Employee Payroll	31.47%	33.62%	37.75%	33.55%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	0.99%	0.50%	0.97%	1.64%

\*The Amounts Presented for Each Measurement Period Year were Determined as of June 30.

**Schedule of Authority Contributions**  
**Retiree Health Insurance Subsidy Program**  
**Last Ten Fiscal Years <sup>1</sup>**

	2014	2015	2016	2017	2018
Contractually Required Contribution	\$ 127,279	\$ 138,276	\$ 186,836	\$ 196,494	\$ 189,691
Contributions in Relation to the Contractually Required Contribution	(127,279)	(138,276)	(186,836)	(196,494)	(189,691)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's Covered-Employee Payroll	\$ 11,039,186	\$ 10,974,283	\$ 11,252,742	\$ 11,834,557	\$ 11,427,706
Contributions as a Percentage of Covered Employee Payroll	1.15%	1.26%	1.66%	1.66%	1.66%

1. Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Authority will present information for only those years for which information is available.

# Single Audit

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Cape Coral Charter School Authority  
Cape Coral, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, general fund, and the aggregate remaining fund information of Cape Coral Charter School Authority (the Authority), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated September 28, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Fort Myers, Florida  
September 28, 2018

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
Cape Coral Charter School Authority  
Cape Coral, Florida

**Report on Compliance for Each Major Federal Program**

We have audited the Cape Coral Charter School Authority's (the Authority) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2018. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

## Report on Internal Control Over Compliance


Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002 that we consider to be significant deficiencies.

The Authority's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Authority's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Fort Myers, Florida  
September 28, 2018

CAPE CORAL CHARTER SCHOOL AUTHORITY

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended June 30, 2018

<b>Federal Agency/Program Title</b>	<b>CFDA Number</b>	<b>Grant Identification</b>	<b>Passed through to Subrecipients</b>	<b>Expenditures</b>
UNITED STATE DEPARTMENT OF AGRICULTURE				
Passed through Florida Department of Agriculture and Consumer Services				
National School Lunch Program	10.555	18086	\$ -	\$ 545,799
School Breakfast Program	10.553	18086	-	93,608
Total Child Nutrition Cluster			-	639,407
Total Department of Agriculture				639,407
UNITED STATES DEPARTMENT OF EDUCATION				
Passed through Florida Department of Education				
Title II Teacher and Principal Training and Recruiting Fund	84.367	N/A	-	51,336
UNITED STATES DEPARTMENT OF DEFENSE				
Army Junior Reserve Officers Training Corps	None	N/A	-	88,491
Total Expenditures of Federal Awards			\$ -	\$ 779,234

# CAPE CORAL CHARTER SCHOOL AUTHORITY

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2018

### Note 1. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) is a supplementary schedule to the Authority's basic financial statements and is presented for purpose of additional analysis. The Schedule is required by Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements*, Cost Principles, and *Audit Requirements for Federal Awards* (Uniform Guidance).

The Schedule includes all federal financial assistance programs administered by the Authority and included in the Authority's financial statements.

### Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Authority has not elected to use the 10-percent de minimus indirect rate as allowed under the Uniform Guidance.

### NOTE 3: RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal financial assistance expenditures are included in the Authority's basic financial statements as follows:

	<u>Expenditures</u>
General Fund:	
Instructional Basic	\$ 88,491
Instructional Staff Training Services	51,336
Food Services	639,407
	<u>\$ 779,234</u>

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

**Part I - Summary of Auditors' Results**

**Financial Statement Section**

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiencies identified not considered to be a material weakness(es)	None Reported
Noncompliance material to financial statements noted?	No

**Federal Awards Section**

Internal control over compliance:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be a material weakness(es)?	Yes
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a)	Yes

Identification of major federal programs:

CFDA Number	Name of Federal Program or Cluster
10.553, 10.555	Child Nutrition Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

**Part II - Financial Statement Findings**

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*

**Part III – Findings and Questioned Costs - Major Federal Programs**

**2018-001 – Review of Suspension and Debarment**

Federal agency: US Department of Agriculture

Passed Through Agency: State of Florida, Department of Agriculture

Federal program title: Child Nutrition Cluster

CFDA Number: 10.553, 10.555

Grant Award Numbers: 018086

Grant Award Year: 2017-2018

Type of Finding: Significant Deficiency in Internal Control over Compliance

**Criteria:** The Authority's management is responsible for establishing and maintaining internal controls to ensure that federal awards are not presented for payment to vendors for the provision of goods or services if those vendors are on the Excluded Parties List System as being suspended or debarred.

**Condition:** The Authority was not able to provide evidence that a verification was performed to ensure that vendors were not suspended or debarred for contracts over \$25,000.

**Cause:** The Authority does not have procedures in place for review of vendors for suspension or debarment prior to approval of a covered transaction.

**Effect:** The Authority did not contract with a party that was suspended or disbarred; therefore the Authority is in compliance with the program requirements. However, if the Authority would have contracted with a suspended or debarred party, the federal agency may disallow costs or take other remedies as appropriate.

**Questioned costs:** None

**Context:** Of the five vendor contracts selected, no documentation evidencing a suspension and debarment check was available for four of the five contracts. The other was a piggyback from a contract with a school district, and a suspension/debarment certification clause from the vendor was included within the files reviewed for that particular contract.

**Repeat finding:** No



**CAPE CORAL CHARTER SCHOOL AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

**Part III – Findings and Questioned Costs - Major Federal Programs (Continued)**

**2018-001 – Review of Suspension and Debarment (Continued)**

**Recommendation:** We recommend that the Authority include a step in the vendor solicitation process requiring suspension and debarment checks to be performed for all vendor contracts that use federal funds valued over \$25,000 on the Excluded Parties List System site ([www.sam.gov](http://www.sam.gov)) and maintain documentation of the search within the vendor contract files. Periodically, those files should be reviewed to verify that such documentation is included for those vendors who are recipients of federal funds.

**Views of responsible officials:** The Charter School has developed a new purchase order check list to ensure the staff checks new vendors against the State's list of suspended or debarred vendors. The check list will be distributed to all principals, assistant principals, administrators, department managers and CABs to ensure everyone has the same information. When a new vendor is set up, the vendor will be checked against the suspended and debarred vendor lists. In addition, quarterly, the suspended and debarred vendor list will be reviewed by the Director of Procurement and Food Service.

**2018-002 – Review of Monthly Claim Submissions**

Federal agency: US Department of Agriculture

Passed Through Agency: State of Florida, Department of Agriculture

Federal program title: Child Nutrition Cluster

CFDA Number: 10.553, 10.555

Grant Award Numbers: 018086

Grant Award Year: 2017-2018

Type of Finding: Significant Deficiency in Internal Control over Compliance

**Criteria:** Per the requirements under the National School Lunch Program and School Breakfast Program, the Authority is responsible for submitting Florida Automated Nutrition System (FANS) claim reports to the State at the end of each month.

**Condition:** There is no independent review process evident relating to the Florida Automated Nutrition System (FANS) monthly claims submission prepared by the Director of Procurement and Food Services.

**Cause:** The Authority has relied on the Director of Procurement and Food Services to perform a self-review prior to submission.

**Effect:** A failure to submit accurate and timely reporting of meal counts to the grantor could result in a delay in receiving payments or other punitive measures.

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2018**

**Part III – Findings and Questioned Costs - Major Federal Programs (Continued)**

**2018-002 – Review of Monthly Claim Submissions (Continued)**

**Questioned costs:** None

**Context:** We reviewed three monthly claim submission reports to FANS, noting that none of the reports contained evidence of an independent review prior to submission.

**Repeat finding:** No

**Recommendation:** We recommend the Authority implement procedures for secondary review for all Florida Automated Nutrition System (FANS) reports prepared by the Director of Procurement and Food Services prior to submission to the State to ensure that reports are accurate and fulfill the compliance requirements of this award. The reviewer should be a responsible individual that is familiar with the grant and its requirements. In addition, the reviewer should document his or her review.

**Views of responsible officials:** The Charter School will update the procedures to review monthly claim submissions. Currently, each cafeteria staff prints out the daily meal report and completes a production report that is submitted and reviewed by the OHS café lead. At the end of the month, each manager verifies if there are any meal corrections, such as new student meals, that need to be adjusted. Once confirmation is completed, the claims report from Newton is entered into FANS which is the State's program for claim submissions. To enhance the Charter School procedures, once data is entered into FANS, a report will be printed and issued to the business manager to compare to Newton's data. Once verified, the FANS data will be certified and sent to the state for payment. Then the two reports will be sent to the accountant for backup to verify against the check once it is received. Then the dollar amounts will be allocated through a journal entry into JDE.

# Management Letter

Board of Directors  
Cape Coral Charter School Authority  
Cape Coral, Florida

## Report on the Financial Statements

We have audited the financial statements of the Cape Coral Charter School Authority (Authority), a component unit of the City of Cape Coral, Florida, as of and for the fiscal year ended June 30, 2018, and have issued our report thereon dated September 28, 2018.

## Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.850, Rules of the Auditor General.

## Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated September 28, 2018, should be considered in conjunction with this management letter.

## Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. See Appendix A for the current year status of findings and recommendations made in the preceding annual financial audit report.

## Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires the name or official title of the entity. The official title of the entity is Cape Coral Charter School Authority.

## Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the Authority has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Authority did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the Authority. It is management's responsibility to monitor the Authority's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. Refer to Appendix B – Current Year Findings and Recommendations.

### **Transparency**

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require that we apply appropriate procedures and communicate the results of our determination as to whether the Authority maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Authority maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes with the following exception:

- Two schools did not identify the appointed representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Section 1002.33(9)(p)2, Florida Statutes, requires that the contact information of this appointed representative be posted on a charter school's Web site.

### **Additional Matters**

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors, applicable management, and Lee County District School Board and is not intended and should not be used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Fort Myers, Florida  
September 28, 2018

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
BOARD OF DIRECTORS  
APPENDIX A – STATUS OF PRIOR YEAR’S FINDINGS AND RECOMMENDATIONS  
YEAR ENDED JUNE 30, 2018**

Prior Year Findings		Current Year Status		
Finding Reference #	Comment	Cleared	Partially Cleared	Not Cleared
2016-003	Donor Acknowledgements	X		
2017-001	Review of Accrued Leave Balances			X (see below)
2017-002	Capital Asset Policy Compliance		X (see below)	

**2017-001: Review of Accrued Leave Balances**

**Condition and Recommendation**

During our audit procedures we noted that an employee had accumulated 680 hours of leave time and was paid for those vacation leave days upon separation of employment. No used vacation hours were reported during this employee’s tenure. We recommend that the Authority supplement its current review and approval process over employee vacation requests to include a periodic analysis of all employee leave balances, including all principals and the superintendent, to ensure that all employees are reporting leave taken over a reasonable period of time.

**Current Year Status**

During the current year, the Authority did not implement a formal periodic review process to ensure employee leave balances are accurate.

**Management’s Response**

The Authority will ensure there is a review of leave balances as follows:

Both the Human Resources Liaison and Payroll Supervisor perform a monthly review of leave balances to ensure accuracy. This report is initiated by the Human Resources Liaison and given to the Payroll Supervisor to review. Since the report is done monthly, the Payroll Supervisor maintains that copy logging additional hours taken on the latest report to keep track of hours used until the next report is provided. At that time, hours are reviewed in the new month to ensure that the balances are correct. In addition, the Payroll Supervisor maintains a calendar log as well as copies of all Request for Leave slips signed by the respective employee and supervisor.

Both the Human Resources Liaison and Payroll Supervisor have been reminded of the importance of this being reviewed and documented on a quarterly basis. The Human Resource Liaison will provide the Payroll Supervisor a report on a quarterly basis for review. At that time, any discrepancies will be identified, documented, and reviewed for correction. In addition, anyone who has not taken leave during the quarter will be identified and a review completed to ensure accuracy.

All findings will be documented in a summary format and signed by both the Human Resources Liaison and Charter School Payroll Supervisor and provided to the Superintendent for final signature and forwarded to the Business Manager where the original copy will be filed.

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
BOARD OF DIRECTORS  
APPENDIX A – STATUS OF PRIOR YEAR’S FINDINGS AND RECOMMENDATIONS  
YEAR ENDED JUNE 30, 2018**

**2017-002: Capital Asset Policy Compliance**

**Condition and Recommendation**

During our internal control walkthrough procedures, we selected a capital acquisition during fiscal year 2017 and noted that no standardized purchase form was completed for this selected item. Additionally, we observed through inspection of documentation that an annual inventory was performed for various departments and locations subjected to audit testing. However, the standardized annual inventory form was not consistently used, and in other instances, the director signature was not evident. We recommend that the Authority provide education and training to all employees covering all the requirements of the existing capital assets policy. Furthermore, the Authority should perform monitoring activities to ensure all requirements are met. For example, the Authority’s existing review and approval process over capital equipment purchases should include a step to verify that the standardized form required by the policy accompanies the acquisition documentation.

**Current Year Status**

During our internal control walkthrough procedures during fiscal year 2018, we selected a capital asset addition in the current year and obtained a completed Purchase of New Asset form for this selection. However, when we requested support for annual inventory procedures performed by the Authority in fiscal year 2018, we noted that the Standardized Asset Inventory form was not completed timely with respect to when the inventory count procedures occurred.

**Management’s Response**

The Charter Schools are currently using the same capital asset forms as the City of Cape Coral. Annual inventories are being performed for various departments; however, due to the turnaround in staff, employees were not familiar with the inventory process. Due to the lack of knowledge in this area, inventories were completed but due to the delay, forms were not signed by the director in a timely fashion.

The Business Manager and City Accountant perform a monthly review and are working with individual departments to ensure capital items are accounted for at the time of purchase and disposed of as necessary. Employees will be trained on the Capital Asset Policy, completion of forms, and inventory procedures. While inventory lists are released at year-end, the City Accountant will distribute the form at least 60 days in advance to ensure departments have sufficient time to complete.



**CAPE CORAL CHARTER SCHOOL AUTHORITY  
BOARD OF DIRECTORS  
APPENDIX B – CURRENT YEAR FINDINGS AND RECOMMENDATIONS  
YEAR ENDED JUNE 30, 2018**

**2018-001: Voided Transactions**

**Criteria**

Authorized employees periodically need to void transactions relating to food service sales in the cafeteria through use of the Authority's Point of Sale (POS) system. The Authority should adhere to proper internal controls surrounding limiting user access, performing reviews, and maintaining management oversight of voids, refunds, and other similar adjustment transactions, especially involving the exchange of cash.

**Condition**

An employee had initiated adjustments within the POS system in order to provide free meals to students which did not appear to contain a legitimate purpose or reason.

**Cause**

There was not effective oversight being performed by the Authority's management over voided transactions within the system.

**Effect**

Charges for service revenues may be susceptible to misstatement, either by error of fraud, if food service sales or other similar transactions may be altered without management review and oversight.

**Recommendation**

We recommend implementing additional review and documentation procedures related to voided transactions to include the following steps:

- Require that employees document (in the comment field within the POS system, if possible) an explanation of the reason for any voids or other adjustments initiated within a particular day.
- Perform periodic "audits" of the voided transactions for a defined period (such as weekly or monthly) and maintain evidence that these periodic audits have occurred. For example, the system generated report used to conduct the review could be initialed, dated and retained within the Authority's files.
- Ensure that user access to the POS system is removed for former employees immediately after termination.

**Management's Response**

The Charter School cafeteria staff will follow these procedures. Whenever a cashier must void or edit a transaction on the point of sale line, a note is entered at the time of the void or edit. Daily, each lead will print the Void and Edit Comment report once lunch is completed. If a staff member forgets to make a comment on the line then the manager can have the staff member write it on the report and then the manager will initial the report. If there are no edits then the void and edit report will not print because there are no transactions. At the end of the month, the daily reports will be attached to the monthly report that shows all voids and comments for the month. This way, it ensures that all days there were actually voids or edits will be accounted for during the month. Each café lead will initial the Void and Edit report and submit it to the Director of Procurement and Food Services. In addition to the

**CAPE CORAL CHARTER SCHOOL AUTHORITY  
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YEAR ENDED JUNE 30, 2018**

state reviews and annual on-site checks, there will be periodic point of sale line checks to ensure the cashiers are running the line appropriately. There will also be a schedule of the rotation of cashiers. This way the Charter School will ensure the same cashiers are not always on the line.

**2018-002: Evaluating Florida Retirement System (FRS) Plan Changes**

**Criteria**

Upon a change in an individual's plan status in the Florida Retirement System (FRS), such as from regular employee to DROP status, the Authority is responsible for adjusting the individual's benefit deductions as soon as administratively possible after the change becomes effective.

**Condition**

We noted that when an employee's FRS plan status was changed, the individual's contribution deduction was not adjusted timely during payroll processing. The contribution amounts were subsequently corrected and refunded to the employee upon discovery.

**Cause**

There did not appear to be a reliable method to timely track updates of plan changes affecting FRS participation.

**Effect**

If personnel status changes in the FRS plan are not timely acted upon, the employer and employee contributions remitted to FRS may be inaccurate.

**Recommendation**

We recommend that a reliable system be developed to track FRS plan changes when incurred and also ensure that the timing of such changes are continually reviewed and monitored.

**Management's Response**

All employee status changes are originated at the school level by the respective principal. The principals are responsible for completing the Status Change Notice Form and submit to the Human Resources Liaison for update in the Kronos System. We will evaluate the possibility of an electronic notification system so that changes are reported immediately. However, in this finding the delay is with the notification between Human Resources and Payroll. To avoid delay, the Human Resources Liaison will notify City Payroll via e-mail for all status changes pertaining to changes with FRS and a copy of such e-mail placed in the employee file.

<b>Item Number:</b>	<b>14.B.</b>
<b>Meeting Date:</b>	<b>11/13/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Strategic Plan Goals 2019-2020 - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ STRATEGIC PLAN GOALS 2019	Backup Material

## **GOAL 2: BECOME AN ORGANIZATION OF CONTINUOUS IMPROVEMENT**

**Target 1:** The Authority will create operational efficiencies and develop five year projections for infrastructure development.

**Strategy 1:** System departments will develop and maintain accurate reporting systems for operational efficiency.

*Objective 1: Facilities Maintenance and IT Departments will make three to five year projections of anticipated needs from specific inventories, and develop operations to efficiently update and proactively maintain inventories.*

*Objective 2: Develop a system wide operation to standardize IT hardware.*

*Objective 3: The system's Finance Department will adopt the City of Cape Coral's finance policies and procedures with notable exceptions to policy/procedures for schools.*

*Objective 4: The system's Human Resources Department will develop employee relations procedures to include teacher certification status, recruitment initiatives and retention strategies that reflect the system's core values. This objective may require the hiring of additional HR staff to provide this service.*

**Strategy 2:** Engage in a system wide cost savings initiative plan

*Objective 1: Each school will establish a facilities cost savings plan (2017 baseline year).*

**Target 2:** Increase teacher/employee retention by 10% per year over next three years.

**Strategy 1:** Engage in a systematic process to recruit, employ and retain a sufficient number of qualified professional and support staff to fulfill roles and responsibilities, and support the purpose and direction of the system, and educational programs.

*Objective:1: Maintain a teacher pay parity and merit pay plan.*

## **GOAL I: INCREASE STUDENT ACHIEVEMENT**

**Target 1** Student achievement milestones will continue to increase within the next three years (achievement scores, learning gains in ELA, Math, Science).

Strategy 1: Build an institutional capacity for data driven decision making by analyzing and acting on data to improve student's performance.

*Objective 1: Administration will train staff on the identification, analyzation and application of data as it applies to the learning environment*

Strategy 2: Increase teacher effectiveness by the development, refinement and acquisition of teacher's pedagogical skills.

*Objective 1: Administration will develop internal mechanisms that show increased professional knowledge and expertise through the use of observation, coaching and mentoring.*

Strategy 3: Enhance curricular development to improve academic achievement.

*Objective 1: Develop a system wide collaborative process to horizontally and vertically align curriculum*

*Objective 2: Align student curriculum with the system's vision and mission.*

**Target 3:** Increase system resource opportunities of support to affect educational outcomes by \$25,000.00 each year for next three years.

Strategy 1: Investigate and pursue grant opportunities, partnerships and endowments to supplement and enhance existing fiscal resources to support instructional programs.

*Objective 1: Increase the number of specific business partnerships.*

**Target 4:** Ensure that all schools are safe and secure and conducive to learning.

Strategy:1: The school system will maintain and update existing security systems

*Objective 1: The school system will address all corrective maintenance requirements on fire/safety inspections that are not cost prohibitive to the system on a yearly basis.*

*Objective 2: The system will update the "Check - In" software for volunteers.*

*Objective 3: Threat assessment training for all personnel will be developed and implemented yearly.*

*Objective 4: Implement a mobile "suspicious activity" reporting tool*

### **GOAL 3: INCREASE COMMUNITY ENGAGEMENT**

**Target 1:** The percentage of parent/guardians who agree or strongly agree with the statement, *The school engages families in meaningful ways in their children's education and keeps them informed of their children's learning progress, and the course of the system's Vision and Mission* will increase 5% per school, per year (baseline year is 2015 AdvancED).

Strategy 1: Develop a clear system-wide purpose that communicates a common direction for the organization to be communicated to all stakeholders.

*Objective 1: Open stakeholder involvement in the process of Vision/Mission statement goal setting.(stakeholder involvement groups)*

*Objective 2: Development of system wide recruitment and network campaign to include system branding, marketing and promotion, and social media platforms.*



Item Number:	16.A.
Meeting Date:	11/13/2018
Item Type:	TIME AND DATE OF NEXT MEETING

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

The next Regular Governing Board Meeting will be held on Tuesday, December 11, 2018 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**