AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, August 14, 2018
City of Cape Coral Council Chambers
9:00 AM

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, Robert Miniaci, Jennifer I. Nelson, District 4, Angela Ticich, Russell Winstead

5. APPROVAL OF MINUTES:

A. Regular Governing Board Meeting Minutes, June 12, 2018
B. Special Governing Board Meeting Minutes, July 13, 2018

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Regular Governing Board Meeting , August 14, 2018

7. PUBLIC COMMENT:

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

8. CONSENT AGENDA:

A. Approval of NEOLA Policy Updates: Policy Numbers - 0100, 0172, 1121.01, 11128, 1129, 1130, 1210, 1220, 1242, 1419, 1419.03, 1420, 2260, 2261, 2280, 2417, 2421, 2431, 2431.01, 3120.08,

3121.01, 3128, 3130, 3210, 3220, 3419, 3419.03, 3420, 4129, 4130, 4210, 4419, 4411, 4419.03, 5111.01, 511.03, 5121, 5136, 5136.01, 5200, 5421.01, 5460, 5500, 5517.01, 5540, 5610.05, 5780, 5830, 6110, 6111, 6112, 6114, 6116, 6550, 6605, 7310, 7410, 7450, 7540, 7544, 8300, 8305, 8340, 8390, 8475, 8500, 8510, 8600, 8800, 9130, 9150, 9160.01

B. Approval of General Personnel Recommendations including administrative, certificated, support, and substitute staff appointments - Superintendent Collins

C. Approval of Transportation Agreement between Good Wheels Service, LLC and Cape Coral Charter School Authority for Student Transportation Services beginning August 7, 2018 - Superintendent Collins

9. SUPERINTENDENT REPORT:

A. Jacquelin Collins, Superintendent

10. CHAIRMAN REPORT:

A. Chairman Campbell

11. FOUNDATION REPORT:

A. Gary Cerny, Foundation President

12. STAFF COMMENT:

A. Dr. Christina Britton, Principal, Oasis High School

13. UNFINISHED BUSINESS:

A. Christa McAuliffe Elementary Expansion Project Proposal Options- Discussion of Expansion Options 1, 2, and 3, and Approval for Presentation to City Council - Superintendent Collins and Grady Minor & Associates, LLC

14. NEW BUSINESS:

A. Approval of FY2017-18 Budget Amendment No. 2 - Mary Anne Moniz, Business Manager

B. Approval of FY2019-FY2021 Adopted Operating Budget - MaryAnne Moniz, Business Manager

C. Approval of School Resource Officer Program Agreement between the City and the City of Cape Coral Charter School Authority System- Superintendent Collins

D. Approval of City of Cape Coral Charter School Internal Funds Operating Guide Updates, July 2018 - MaryAnne Moniz, Business Manager and Penny Faulkner, Bookkeeper

E. Approval of Custodial Outsourcing; RFP-Charter18-79-MM to United States Services Industries, Inc (USSI) - Danielle Jensen, Director of Procurement

F. Approval of Charter School Secretary Job Description and Salary - Superintendent Collins

G. Approval of Charter School Network Support Analyst Job Description and Salary - Superintendent Collins

H. Approval of Charter School Technical Support Specialist - 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, September 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 S.S. 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.

Item Number:	**1.A.**
Meeting Date:	**8/14/2018**
Item Type:	**CALL TO ORDER**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

POLICY NO.	POLICY ISSUE
6605	Crowdfunding (New Policy Vol. 17, No. 1)
7310	Disposition of Surplus Property (Revised Policy Vol. 17, No. 2)
7410	Maintenance
7450	Property Inventory
7540	Computer Technology and Networks
7544	Use of Social Media (New Policy, Special Update, March 2018)
8300	Continuity of Organizational Operations Plans (New Policy, Special Update, Info & Tech Coll., Phase II)
8305	Information Security (New Policy, Special Update, Info & Tech Coll., Phase II)
8340	Letters of Reference
8390	Animals on Authority Property
8475	Criminal Background Checks for Employment and Contractor Access
8500	Food Service Program
8510	Wellness (Revised Policy Vol. 17, No. 2)
8600	Transportation
8800	Religious/Patriotic Ceremonies and Observances
9130	Public Complaints
9150	School Visitors
9160.01	Complaint Procedures Related to Alleged Discrimination Regarding Accessibility of Authority Facilities

POLICY NO.	POLICY ISSUE
9210	Parent Organizations
9211	Parent Organizations, Booster Clubs, and Other Outside Support Organizations
9700	Relations with Special Interest Groups
9800	Charter Schools (Revised Policy Vol. 18, No. 1)

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	NEW POLICY VOL. 17, NO. 1 CROWDFUNDING
Number	po6605 make choices 5/14/18 7/03/18 jcmmac
Status	

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. For purposes of this policy, "crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fund-raise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]

~~**[OPTION #1]**~~

~~The School Board does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extra-curricular activities.~~

[END OF OPTION #1; END OF POLICY]

OR

[OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

( ) of the Superintendent.

~~**OR**~~

~~( ) of the School Board upon the recommendation of the Superintendent.~~

All crowdfunding activities are subject to AP 6605 and other applicable Board policies including, but not limited to, Policy 5830 – Student Fund-Raising.

[END OF OPTION #2; END OF POLICY]

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Cross References po5830 - STUDENT FUND-RAISING

Last Modified by Jacquelin Collins on July 3, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	REVISED POLICY - VOL. 17, NO. 2 - DISPOSITION OF SURPLUS PROPERTY
Number	po7310 5/4/18 mm
Status	
Adopted	April 12, 2016

REVISED POLICY - VOL. 17, NO. 2

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in Section 200.312, Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

The District may transfer title to the property to the Federal government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

D. ~~Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused~~

~~District facilities and property identified as surplus, marked for disposal, or otherwise unused shall be made available to charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District may not sell or dispose of such property without the District's written permission. For an existing District school converting to charter status, no rental or leasing fee for the existing facility or for the property normally inventoried to the conversion school may be charged by the Board to the parents and teachers organizing the charter school. The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to Board standards. Any school, including District and charter schools, receiving District property must maintain such property in good working condition and order, excepting normal wear and tear. District and charter schools who cause damage to District property shall be required to reimburse the District for the cost of replacement.~~

F.S. 274.05
F.S. 274.06
F.S. 274.07
F.S. 1012.33
F.S. 1013.28
F.A.C. 69I-73.005
2 C.F.R. 200.312
2 C.F.R. 200.313

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Legal	F.S. 274.05
	F.S. 274.06
	F.S. 274.07
	F.S. 1012.33
	F.S. 1013.28
	F.A.C. 69I-73.005
	2 C.F.R. 200.312
	2 C.F.R. 200.313
Cross References	ap7310 - DISPOSAL OF DISTRICT PROPERTY

Last Modified by Frankie St James on May 17, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	DISPOSITION OF SURPLUS PROPERTY
Number	po7310 5/14/18 fsj 7/10/18 7/19/18 jcjk
Status	
Adopted	April 12, 2016

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Governing Board requires the Superintendent to review the property of the Authority periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. **Instructional Material**

The Authority shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

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The Authority shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. **Disposition**

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.
Except as provided in Section 200.312, Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost

of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

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Legal	2 C.F.R. 200.312, 2003.13
	F.S. 274.05, 274.06, 274.07, 1013.28
	F.A.C. 69I-73-005

Last Modified by Jacquelin Collins on July 19, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	MAINTENANCE
Number	po7410 5/14/18 fsj 7/05/18 jcac
Status	
Adopted	April 12, 2016

7410 - **MAINTENANCE**

The Governing Board recognizes that the fixed assets of the Authority represent a significant investment of this community and their maintenance is of prime concern to the Board.
The Board is committed to adequately providing for the maintenance of its educational plant and ancillary facilities, including safe access ways from neighborhoods to schools.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, then periodically revise, ~~for implementation by the custodial (and maintenance) staff,~~ a maintenance program for implementation by the custodial and maintenance staff.

When revising the maintenance program, the staff will evaluate maintenance-related job techniques with a specific focus on evaluation of:
A.
methods;

B.

job techniques; and
C.
efficiency outcomes that recognize the importance of cost effectiveness, efficiency measurements, and productivity analysis.

The Superintendent shall develop ~~and promulgate to the custodial (and maintenance) staff~~ for implementation by the custodial and maintenance staff such procedures as may be necessary for the ongoing maintenance ~~and good order~~ of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

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Legal F.S. 1001.51

Last Modified by Jacquelin Collins on July 5, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	PROPERTY INVENTORY
Number	po7450 5/14/18 fsj 7/10/18 jc
Status	
Adopted	April 12, 2016

7450 - **PROPERTY INVENTORY**

The Governing Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all Authority owned tangible personal property shall be conducted annually and submitted to the Board. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any Authority-owned tangible personal property that is found missing or stolen from the location's inventory.

For purposes of this policy "tangible personal property" shall mean any tangible personal property, of a nonconsumable nature, with a life expectancy of one (1) year or more which has a capitalized value equal to or greater than the value defined in statute.

The Superintendent shall develop a property records manual that describes the processes necessary to implement the intent of this policy.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:
The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7310 and AP 7310.

Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.

A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
Adequate maintenance procedures shall be implemented to keep the property in good condition.

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Legal	2 C.F.r. 200.313
	F.S. 274.02, 1001.43

Last Modified by Jacquelin Collins on July 10, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	TECHNOLOGY
Number	po7540 5/14/18 fsj Please review with UPdate 7/05/18 jcac
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.

Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form **(x) annually.** (see also, Policy 7540.03)

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

The Superintendent shall develop and implement a written Authority Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the C~~D~~TP. The C~~D~~TP 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 Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

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 District's computer network and/or Internet connection).

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.

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.

However, personal access and use of social media, blogs, or chat rooms from the Authority's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Superintendent shall review the CDTP and report any changes, amendments, or revisions to the Board annually.

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Legal F.S. 1001.43

Last Modified by Jacquelin Collins on July 25, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	NEW POLICY - SPECIAL UPDATE - MARCH 2018 - SOCIAL MEDIA - USE OF SOCIAL MEDIA
Number	po7544 5/14/18 fsj Make choices 7/25/18 jcmmac
Status	

NEW POLICY - SPECIAL UPDATE - MARCH 2018 - SOCIAL MEDIA

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff **(x)** (including District-approved volunteers) **[END OF OPTION]**, and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites **(x)**, which shall be listed on the District's website. **[END OF OPTION]**

~~**( )** In designating District-approved social media platforms/sites, the Superintendentshall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes. **[END OF OPTION]**~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.]

[x] [Option 1]

The District uses approved social media platforms/sites as interactive forms of communication.

~~**[ ] [Option 2]**~~

~~The District uses approved social media platforms/sites as interactive forms of communication and **( )** accepts **( )** invites **( )** welcomes public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.~~

[END OF OPTIONS 1 & 2]

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the **(x)** Principal, ~~( ) Superintendent, ( ) _____,~~ use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 – School-Sponsored Student Publications and Productions/AP 5722 - School Publications/Productions, Policy 7540.03/AP 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees and volunteers through District-approved social media, without appropriate consent.

[DRAFTING NOTE: Select either Option 3 or 4, or, at the District's discretion, choose neither option.]

~~**[ ] [Option 3]**~~

~~Staff members ( ) (including District-approved volunteers) **[END OF OPTION]** must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

~~**[ ] [Option 4]**~~

~~Staff members ( ) (including District-approved volunteers) **[END OF OPTION]** must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

[END OF OPTIONS 3 & 4]

Expected Standards of Conduct on District-Approved Social Media

Employees **(x)** and District-approved volunteers **[END OF OPTION]** who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees **(x)** and volunteers **[END OF OPTION]** are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' **(x)** /volunteers' **[END OF OPTION]** use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AP 8310A – Requests for Public Records).

[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be

linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this Option is not covered by Neola's warranty.]

~~( ) Staff members ( ) and District-approved volunteers **[END OF OPTION]** cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees ( ) and volunteers **[END OF OPTION]** who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.~~

[END OF OPTION]

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]

Employees' Use of District Technology Resources to Access Social Media for Personal Use

~~**[ ] [Option 5]**~~

~~Employees ( ) and District-approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

~~**[ ] [Option 6]**~~

~~Employees ( ) and District-approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~**[ ] [Option 7]**~~

~~Employees ( ) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~**[ ] [Option 8]**~~

~~Employees ( ) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's ( ) / volunteer's **[END OF OPTION]** job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~**[ ] [Option 9]**~~

~~Employees ( ) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's ( ) / volunteer's **[END OF OPTION]** use during work hours does not interfere with his/her job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

[END OF OPTIONS 5-9]

[DRAFTING NOTE: Select Option 10, 11, or 12]

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

~~**[ ] [Option 10]**~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

[x] [Option 11]

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

~~**[ ] [Option 12]**~~

~~Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.~~

[END OF OPTIONS 10-12]

Employees **(x)** and District-approved volunteers **[END OF OPTION]** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative procedures, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative procedure will be reviewed and updated

(x) as necessary

~~( ) on an annual basis.~~

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Legal	F.S. Chapter 119
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1001.43
	F.S. 1002.221
	F.A.C. 6A-10.081
	20 U.S.C. 1232g
	34 C.F.R. Part 99
	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
	Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
Cross References	po0100 - DEFINITIONS
	po5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
	ap5722 - SCHOOL PUBLICATIONS/PRODUCTIONS
	ap7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Last Modified by Jacquelin Collins on July 26, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	NEW POLICY - SPECIAL UPDATE - INFO & TECH COLL. - PHASE II - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Number	po8300 5/16/18 Make choices 7/25/18 jcmmac
Status	

NEW POLICY - SPECIAL UPDATE - TECH & INFO COLL. - PHASE II

8300 - **CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN**

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall ~~District~~ Authority **(x)** and also for each school **(~~-) and department in the District.~~**

The Authority ~~District-wide~~ plan describes how the ~~District~~ Authority will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The Superintendent shall recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	NEW POLICY - SPECIAL UPDATE - INFO & TECH COLL. - PHASE II - INFORMATION SECURITY
Number	po8305 5/16/18 fsj Make choices 7/05/18 jcmmac
Status	

NEW POLICY - SPECIAL UPDATE - INFO & TECH COLL. - PHASE II

8305 - **INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as

A. confidential,

B. controlled, or

C. published.

Data/Information will be considered controlled until identified otherwise.

Protecting District information resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes School Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District technology resources (as defined in Bylaw 0100) and information resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to confidential data/information retained by the District must certify annually that they will comply with the information security protocols pertaining to confidential data/information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District technology resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District data/information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to confidential data/ information collected and retained by the District will be informed of relevant Board policies that govern access to and use of information resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this policy and its related administrative guidelines may put data/information collected and retain by the District at risk. Employees who violate this policy and/or the administrative procedures promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this policy and/or procedures will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this policy and/or procedures may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this policy and/or procedures may be denied access to the District's technology resources.

The Superintendent shall conduct ~~[ ] an annual~~ [ ] a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300.

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	LETTERS OF REFERENCE
Number	po8340 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

8340 - **LETTERS OF REFERENCE**

~~The Governing Board recognizes that an employee or former employee's request to a Board member, an administrator, or any other Authority employee, for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the individual being asked to provide the letter.~~

~~If a Board member or Authority employee opts, however, to prepare a reference letter, that individual is expected to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the individual's personal knowledge and/or the employee's personnel file.~~

~~In accordance with law, a Board member, administrator, or colleague who, in the scope of his/her employment, provides a letter of reference may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.~~

Letters of Reference and Disclosure of Information Regarding Former or Current Employees

The Governing Board recognizes that a current or former employee's request to a Board member or District employee for a letter of reference is an opportunity to share information about the individual's performance with a prospective employer. A current or former employee shall have no expectation that a letter of reference will be written upon request. Such a decision shall be solely at the discretion of the individual being asked to provide the letter.

If a Board member or employee opts to prepare a letter of reference, they are expected to provide specific and truthful comments concerning the current or former employee's actual performance that can be substantiated by the individual's personal knowledge and/or the employee's personnel file.

In accordance with State law, a Board member or employee who provides a letter of reference while acting within the scope of his/her employment may be entitled to a qualified privilege for statements included in that letter of reference provided such statements were made in good faith, without malice, and in accordance with this policy.

The Board is immune from civil liability for (1) any disclosure of information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee and (2) the consequences of such disclosure. The only exception to the Board's immunity from civil liability is if it is shown by clear and convincing evidence that the information disclosed by the School Board was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760.

Prohibition on Aiding and Abetting Sexual Abuse

All Board employees, contractors, or agents are prohibited from assisting a Board employee, contractor, or agent in obtaining a new job if s/he knows, or has probable cause to believe, that such Board employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files.

The only exceptions to the paragraph above permitted are those authorized by the Every Student Succeeds Act (ESSA). In accordance with the ESSA, the requirements of the paragraph above shall not apply if the information giving rise to probable cause:

1. (1) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct and

(2) has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX and its regulations; and

2. (1) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the Board employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

   (2) the Board employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

   (3) the case or investigation remains open and there have been no charges filed against, or indictment of, the Board employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

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Legal F.S. 768.095

F.S. 768.28

Art. X, Sec. 13, Fla. Constitution

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	ANIMALS ON AUTHORITY PROPERTY
Number	po8390 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

8390 - **ANIMALS ON AUTHORITY PROPERTY**

Introduction

The Governing Board recognizes that there are many occasions when animals are present on Authority property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on Authority property, including service animals.

Definitions

A. **"Animal"** shall be held to include every living dumb creature.

B. **"Service animal"**, pursuant to 28 C.F.R. 35.104 and F.S. 413.08, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors, reminding an individual with a mental illness to take prescribed medications, calming an individual with posttraumatic stress disorder during an anxiety attack, or doing other specific work or performing other special tasks. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) and State law has also defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use or a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

F.S. 413.08 also defines "service animal" as "an animal that is trained to perform tasks for an individual with a disability. The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing other special tasks. A service animal is not a pet."

Non-Service Animals in Schools and Elsewhere on Authority Property

Animals permitted in schools and elsewhere on Authority property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

A. the staff member seeking approval to have an non-service animal in his/her classroom shall

1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
2. take precautions deemed necessary to protect the health and safety of students and other staff;
3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
4. keep the surrounding areas in a clean and sanitary condition at all times.

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on Board property or at Authority-sponsored events.

A service animal that meets the definition set forth in the ADA and State law and this policy shall be under the control of the student with a disability or, a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Board policy.

If the animal's trainer intends or is required to be on school grounds when students are present, the trainer will be treated as a volunteer subject to Board policy.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the Principal will be responsible for documenting such behavior and for determining that the service animal is to be removed and/or excluded from school property.

In instances when the service animal's behavior poses a direct threat to the health and safety of others, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the Superintendent when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights, the Florida Civil Rights Commission, the Equal Employment Opportunity Commission, or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access Authority transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access Authority transportation.

When a service animal is going to ride on a school bus owned or leased by the Authority, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Operations Manager, and the driver and bus assistant, if any, to discuss critical commands needed for daily interaction and emergency/evacuation and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Operations Manager, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or

B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Superintendent.

Although transportation may be suspended for the service animal, it remains the Authority's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1122.01, Policy 3122.01, and Policy 4122.01 Prohibition of Disability Discrimination in Employment, the Authority shall provide a reasonable accommodation for a qualified individual with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the Authority's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the Authority's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 Public Attendance at School Events.

Any trainer of a service animal, while engaged in the training of such an animal, has the same right of access to public schools and the same liabilities for damage as is provided for those persons who are accompanied by service animals.

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Legal	Section 504 of the Rehabilitation Act of 1973 (Section 504)
	The Americans with Disabilities Act (ADA)
	28 C.F.R. 35.104
	28 C.F.R. 35.136
	F.S. 381.0056, 413.08, 1001.41, 1006.22
	The Individuals with Disabilities Education Act (IDEA)

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	CRIMINAL BACKGROUND CHECKS FOR EMPLOYMENT AND ACCESS
Number	po8475 5/16/18 fsj 7/05/18 jcmmac see changes 7/11/18
Status	
Adopted	April 12, 2016

8475 - **CRIMINAL BACKGROUND CHECKS FOR ~~EMPLOYMENT AND~~ CONTRACTOR ACCESS**

The safety of its students is of paramount importance to the System. Consistent with this concern for student safety, and in compliance with Florida law, the System requires that all ~~non-instructional~~ contractual personnel who are permitted access on school grounds when students are present, who have direct access to students, or who have access to or control of school funds must meet Level 2 screening requirements as described in State law.

For purposes of this policy a "~~non-instructional~~ contractor" shall mean any vendor, individual, or entity under contract with a school or with the Governing Board who receives remuneration for services performed for the System or a school, but who is not otherwise considered an employee of the System. The term also includes any employee of a contractor who performs services for the System or school under the contract, as well as any subcontractor and employees of that subcontractor.
. This policy applies to both instructional and non-instructional contractors.

All ~~non-instructional~~ contractors shall be informed that they are subject to criminal background checks.

Further, every five (5) years following the initial entry into a contract with the Board or a school in a capacity described above, each person who is so employed as a vendor, individual, or employee of a contractor with the Board and/or with the System must meet Level 2 screening requirements.

( ) Although the information contained in the reports received is confidential, pursuant to State law the System shall share information received as the result of the criminal background check with other school districts upon request from another district.

( ) The information contained in the reports received is confidential. The System shall not share information received as the result of the criminal background check with other school districts.

~~A~~ noninstructional contractor who has a criminal history records check and meets the screening requirements set forth in State law shall be permitted to have access on school grounds when students are present, to have direct contact with students, or to have access to or control of school funds as required by the scope of their employment.

Exemptions FOR Non-Instructional Contractors

The following noninstructional contractors shall be exempt from the screening requirements set forth in State law:

A. Non-instructional contractors who are under the direct supervision of a System employee are exempt from the screening requirements set forth in State law. Pursuant to State law, "direct supervision" means that a System employee or contractor, who has had a criminal history records check and has met the screening requirements, is physically present with a non-instructional contractor when the non-instructional contractor has access to a student and the access remains in the System employee's or the qualified contractor's line of sight.

   However, if a noninstructional contractor who was exempt because s/he is under the direct supervision of a System employee or a contractor who has met the criminal history records check screening requirements is no longer under direct supervision of that employee or contractor who has met the criminal history records check screening requirement, said non-instructional contractor shall not be permitted on school grounds when students are present until s/he meets the screening requirements set forth in State law or until such direct supervision can be assured.

B. A non-instructional contractor who is required by law to undergo a Level 2 background screening pursuant to F.S. 435.04 for licensure, certification, employment, or other purposes and who submits evidence of meeting the following criteria:

1. The contractor meets the screening standards in F.S. 435.04.

2. The contractor's license or certificate is active and in good standing, if the contractor is a licensee or certificate holder.

3. The contractor completed the criminal history check within five (5) years prior to seeking access to school grounds when students are present.

C. A law enforcement officer, as defined in F.S. 943.10, who is assigned or dispatched to school grounds by his/her employer.

D. An employee or medical director of an ambulance provider, licensed pursuant to Chapter 401 of State law, who is providing services within the scope of part III of Chapter 401 of State law on behalf of such ambulance provider.

E. Non-instructional contractors who remain at a site where students are not permitted if the site is separated from the remainder of the school grounds by a single chain-link fence of six (6) feet in height.

F. A non-instructional contractor who provides pickup or delivery services and those services involve brief visits on school grounds when students are present.

A System may not subject a contractor who meets the requirements set forth in State law to an additional criminal history check. Upon submission of evidence and verification by the System, the System must accept the results of the criminal history check for the contractor.

A non-instructional contractor who is exempt under this policy from the screening requirements set forth in State law is subject to a search of his/her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under F.S. 943.043 and the National Sex Offender Public Registry maintained by the United States Department of Justice. The System shall conduct the search required under this subsection without charge or fee to the contractor.

Additional Obligations

A non-instructional contractor who is subject to a criminal history check under this policy shall inform a System if s/he has completed a criminal history check in another school district within the last five (5) years. The System may not charge the contractor a fee for verifying the results of his/her criminal history check.

If, for any reason, following entry into a contract in a capacity described this policy, the fingerprints of a person who is so employed or under contract with the System as a ~~non-instructional~~ contractor are not retained by the Department of Law Enforcement under State law, the person must file a complete set of fingerprints with the Superintendent .~~of the employing or contracting school district.~~

Disqualifying Offenses for Non-Instructional Contractors

A non-instructional contractor for whom a criminal history check is required under this policy may not have been convicted of any of the following offenses designated in the Florida statutes, any similar offense in another jurisdiction, or any similar offense committed in this State which has been redesignated from a former provision of the Florida statutes to one (1) of the following:

A. Any offense listed in F.S. 943.0435(1)(a)1. relating to the registration of an individual as a sexual offender.

B. Any offense under F.S. 393.135 relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.

C. Any offense under F.S. 394.4593 relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.

D. Any offense under F.S. 775.30 relating to terrorism.

E. Any offense under F.S. 782.04 relating to murder.

F. Any offense under F.S. 787.01 relating to kidnapping.

G. Any offense under Chapter 800 of State law relating to lewdness and indecent exposure.

H. Any offense under F.S. 826.04 relating to incest.

I. Any offense under F.S. 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.

For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435. Additionally, "conviction of a similar offense" includes, but is not limited to, a conviction by a Federal or military tribunal, including court-martials conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any State of the United States or other jurisdiction. Further, a "sanction" includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a State prison, Federal prison, private correctional facility, or local detention facility.

Disqualifying Offenses for Instructional Contractors

An instructional contractor may not have been convicted of any of the offenses listed in F.S. 1012.315.

Duty to Inform

Under penalty of perjury, each person who is under contract in a capacity described in this policy must agree to inform his/her employer or the party with whom s/he is under contract within forty-eight (48) hours if convicted of any disqualifying offense while s/he is under contract in that capacity. A contractor who willfully fails to comply with this subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a non-instructional contractor or the party to whom the non- instructional contractor is under contract knows the non-instructional contractor has been arrested for any of the disqualifying offenses listed above, and authorizes the non-instructional contractor to be present on school grounds when students are present, such employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

Failure to Meet Level 2 Requirements

If it is found that a person who is under contract in a capacity described in this policy does not meet the Level 2 requirements, and/or has been convicted of any of the offenses listed above, the person shall be immediately suspended from working in the capacity of a non-instructional contractor and having access to school grounds, and ~~shall~~will remain suspended until final resolution of any appeals and/or the conviction is set aside in any post conviction proceeding.

Sexual Predators

A ~~non-instructional~~ contractor who is identified as a sexual predator or sexual offender in the registry search shall not be permitted on school grounds when students are present. Upon determining that a

~~non-instructional~~ contractor shall not be permitted on school grounds because of his/her status as a sexual predator or sexual offender, the System shall notify the vendor, individual, or entity under contract within three (3) business days.

Board's Duty to Notify Contractor of Denial of Access

If a System has reasonable cause to believe that grounds exist for the denial of a ~~non-instructional~~ contractor's access to school grounds when students are present, it shall notify the contractor in writing, stating the specific record that indicates noncompliance with the standards set forth in this policy. It is the responsibility of the affected non-instructional contractor to contest his/her denial. The only basis for contesting the denial is proof of mistaken identity or that an offense from another jurisdiction is not disqualifying under those offenses listed above.

Penalty for Violation

~~A non-instructional contractor who is present on school grounds in violation of this section commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.~~

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Legal F.S. 775.082, 775.083
1012.32
F.S. 1012.465, 1012.467, 1012.468

Last Modified by Frankie St James on July 11, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	FOOD SERVICE PROGRAM
Number	po8500 5/16/18 fsj 7/17/18 jcmmacdj
Status	
Adopted	November 8, 2016

8500 - **FOOD SERVICE PROGRAM**

The Authority shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students. The Authority shall annually encumber the funds needed to operate the program.

It is the intent of the Authority to participate in the National School Lunch and School Breakfast Program and to offer paid, free, or reduced-price meals in accordance with the Child Nutrition Program, the National School Lunch Act, and Florida law. The operation of the food service program shall also be in compliance with the regulations set forth in State law and the Florida Administrative Code.

The Board does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected classes") in its educational programs or activities. Students and all other members of the ~~School District~~ Authority's community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other ~~District~~ Authority official so that the Board may address the conduct. See Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

Students who are eligible for free or reduced-price meals shall be approved and properly accounted for by the Principal in accordance with criteria established by the Child Nutrition Program and National School Lunch Act. The Governing Board requires that the identity of students receiving free or reduced-price meals be safeguarded and kept confidential.

Each elementary, middle, and high school shall make a breakfast meal available if a student arrives at school on the bus less than fifteen (15) minutes before the first bell rings and shall allow the student at least fifteen (15) minutes to eat the breakfast.

The operation and supervision of the food service program shall be the responsibility of the Director of Food Services. The Authority will adhere to the professional standards for school nutrition personnel who manage and operate the food service program, including the requirements related to hiring and training that are set forth in USDA regulations and AP 8500A.

Further, as required by USDA regulations and upon recommendation of the Superintendent, the Board will annually certify:

A. the Director of Food Services meets the hiring standards and training requirements set forth in USDA regulations; and

B. each employee in the food service program has completed the applicable training requirements set forth in USDA regulations.

Breakfast meals shall be available to all students in each elementary, middle, and high school. The Authority will do so by participating in the National School Breakfast Program and offering paid, free, and reduced-priced breakfast meals in accordance with USDA Guidelines.

The Authority shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold.

In adopting such standards, the Authority shall:

A. consider the nutritional value of each food or beverage;

B. consult with a dietitian licensed under F.S. 468.509, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;

C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and

D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Authority.

~~The Superintendent shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.~~

The Board recognizes that circumstances may result in a student needing to charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed a significant negative balance except as established below.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Directorof Food Service _____. This procedure will provide direction so that students Districtwide who are eligible for reduced price or who pay the established price for meals, but do not have funds in their account or in hand to cover the cost of their meal at the time of service are treated consistently, that parents of students who charge meals are notified when a student charges a meal, and that efforts are made to collect the charges made so that the unpaid charges are not classified as "bad debt" at the end of the school year.

A student whose account has a significant negative balance may not charge or purchase "a la carte" items, including extra main course entrees.

[CHOOSE ONE OPTION]

~~**[ ] OPTION 1**~~

~~If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her significant negative balance. The student's parent(s) shall be contacted to collect the outstanding charges.~~

~~**[END OF OPTION 1]**~~

[ ] OPTION 2

If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal ~~**( ) at a reduced price recommended by the Superintendent and approved by the Board [end of option]**~~, the cost of which shall continue to accrue to his/her significant negative balance, and his/her parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

[END OF OPTION 2]

~~If the negative balance is not brought to a positive balance within _____ days of these efforts, the School District will take action to collect the unpaid debt by means of ( ) collection agencies ( ) small claims court ( ) other legal methods deemed necessary by the School District.~~

If a student withdraws or graduates and has a positive balance of less than $ 5.00 , the balance may be receipted into the (x) school lunch fund ~~( ) extra-curricular activity fund~~ where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than $ 5.00 **[use the same amount as above]**, the (x) parents ( ) student shall be notified by mail and given the option of receiving a refund within 30 days. If no response is received within 90 days, the account will be closed and the funds will no longer be available. Unclaimed balances will be transferred to (x) the school lunch fund ~~( ) the extra-curricular activity fund~~ where the school lunch program funds are maintained.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Florida has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

A. the student's disability and the major life activity affected by the disability;

B. an explanation of why the disability affects the student's diet; and

C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

A. the medical or dietary need that restricts the student's diet; and

B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

In accordance with Federal law, the Director of Food Services shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall also be made by the Director of Food Services. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.
Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Meal charges that are not collected in the year when the debt was incurred shall be classified as bad debt. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt. If funds to reimburse the District for this bad debt are not available from another source, such as school or community organizations (like the PTA) or any other non-Federal source, the funds to reimburse the school lunch program shall be transferred from the District's general fund or other State or local funding to make that reimbursement.

Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b)(17) and 7 C.F.R. 210.15(b).

With regard to the operation of the school food service program, the Superintendent shall require:

A. the maintenance of sanitary, neat premises free from fire and health hazards;

B. the preparation of food that complies with Federal food safety regulations;

C. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1129, Policy 1214, Policy 3129, Policy 3214, Policy 4129, Policy 4214, and Policy 6460)

D. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;

E. the safekeeping and storage of food and food equipment pursuant to USDA regulations;

F. the regular maintenance and replacement of equipment.

The Superintendent will require that the food service program serve foods in the schools of the Authority that reinforce the nutrition concepts taught in the classrooms.

No foods or beverages, other than those associated with the Authority's food-service program, are to be sold during food-service hours. The Authority shall serve only nutritious food in accordance with the nutritional standards adopted by the Authority in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Policy 8550.

The Director of Food Services is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the Authority's compliance with the standards at one of its regular meetings annually.

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Legal

F.S. 595.405, 1001.41, 1001.42, 1001.51, 1013.12

F.A.C. 5P-1.002, 5P-1.003, 5P-1.004

F.A.C. 5P-1.005

42 U.S.C. 1758

Health, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

80 F.R. 11077

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Last Modified by Jacquelin Collins on July 17, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	REVISED POLICY - VOL. 17, NO. 2 - WELLNESS
Number	po8510 5/4/18 mm
Status	
Adopted	April 12, 2016

REVISED POLICY - VOL. 17, NO. 2

8510 - **WELLNESS**

As required by law, the School Board establishes the following wellness policy for the School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

[Select one or more of the following:]

( ) Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

( ) Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.

( ) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

( ) Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.

( ) The standards and benchmarks for nutrition education shall be behavior focused.

( ) Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.

( ) Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

( ) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.

( ) Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.

( ) The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.

( ) Nutrition education shall extend beyond the school by engaging and involving families and the community.

( ) Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.

( ) Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

( ) Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

( ) Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

( ) Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

( ) The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

( ) other: _____.

( ) other: _____.

( ) other: _____.

B. With regard to physical activity, the District shall:

[It is recommended that one (1) or more of the following be selected from both categories:]

1. Physical Education

( ) A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

( ) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

( ) Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.

( ) Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

( ) All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6 - 12.

[NOTE: The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

( ) All students in grades - , including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (_____) minutes **( ) daily ( ) _____ days per week** for the entire school year.

( ) All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (___) minutes **( ) per day ( ) _____ days per week** for at least _____ semesters in grades ___-12.

( ) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

( ) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

( ) The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

( ) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.

( ) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.

( ) Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

( ) Professional development opportunities should focus on the physical education content area.

( ) All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

[NOTE: NASPE includes this option in the definition of a quality physical education program.]

( ) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

( ) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

( ) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

( ) Planned instruction in physical education shall include cooperative as well as competitive games.

( ) Planned instruction in physical education shall take into account gender and cultural differences.

( ) other: _____.

( ) other: _____.

( ) other: _____.

2. Physical Activity

( ) Physical activity **( ) shall ( ) should** not be employed as a form of discipline or punishment.

( ) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

( ) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

( ) All students in grades K- 5/6 shall be provided with a daily recess period at least _____ (___) minutes in duration. Recess shall not be used as a reward or punishment.

NOTE: NASPE's recommendation is that all elementary school students should be provided with at least one daily period of recess for a minimum of 20 minutes.]

( ) The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

( ) The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.

( ) The school shall provide students in grades ___ - ___ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.

( ) In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

[NOTE: This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).]

( ) All students in grades ___ - ___ shall have the opportunity to participate in extra-curricular activities and intramural programs that emphasize physical activity.

( ) All students in grades ___ -12 shall have the opportunity to participate in interscholastic sports programs.

( ) Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special health care needs.

( ) All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.

( ) Schools shall discourage extended periods of student inactivity, without some physical activity.

( ) other: _____.

( ) other: _____.

( ) other: _____.

C. With regard to other school-based activities the District shall:

[Select one or more of the following:]

( ) The schools shall provide at least _____ (___) minutes daily for students to eat.

( ) The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

( ) The school shall provide attractive, clean environments in which the students eat.

( ) Students at _____ (insert name(s) of building(s)) are not permitted to have drinks in the classroom.

( ) Students at _____ (insert name(s) of building(s)) are permitted to have bottled water only in the classroom.

( ) Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

( ) Schools **( ) may ( ) shall** limit the number of celebrations involving serving food during the school day to no more than _____ (__) party(ies) per class per month.

( ) Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

( ) An organized wellness program shall be available to all staff.

( ) The schools **( ) shall ( ) may** use environmentally friendly practices, such as the use of locally grown foods and non- disposable tableware and dishes.

( ) The schools **( ) shall ( ) may** provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

( ) The schools **( ) shall ( ) may** demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

( ) Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

( ) Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

( ) other:
_____.

( ) other:
_____.

D. With regard to nutrition promotion, the ~~District~~ Authority shall: any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the ~~District~~ Authority shall:

( ) encourage students to increase their consumption of healthful foods during the school day;

( ) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:

( ) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium;

( ) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy;

( ) whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation;

( ) fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored);

( ) meals designed to meet specific calorie ranges for age/grade groups;

( ) eliminate trans-fat from school meals;

( ) require students to select a fruit or vegetable as part of a complete reimbursable meal;

( ) designate wellness champions at each school that will promote resources through the District's website for wellness for students, families and the community;

( ) provide opportunities for students to develop the knowledge and skills for consuming healthful foods.

[ ] The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

[ ] All foods and beverages sold to students as fund-raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.

[ ] Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.

[ ] Promotions/Partnerships

( ) Through partnership with _____ [insert local running organization] each school has the opportunity to earn _____ [identify dollar amount or other gift] to start and implement a mileage or running club.

( ) Through USTA partnerships, each K-12 school has the opportunity to receive more than _____ [insert dollar amount] worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.

( ) Through community partnerships, the elementary schools will receive training and equipment to implement _____ [insert name of a golf program; e.g., First Tee Golf] into the curriculum.

( ) Through grants from _____ [insert source of grants] and local businesses, each elementary school has the opportunity to implement _____ [insert name of local bike safety program].

( ) _____

( ) _____

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

D. **All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines, for classroom parties, or at holiday celebrations.**

[DRAFTING NOTE: THE FINAL RULES STATE THAT A POLICY MUST HAVE STANDARDS FOR FOOD AND BEVERAGES "PROVIDED" AT SCHOOL, SUCH AS PROVIDED FOR A CLASS PARTY OR AS A REWARD TO STUDENTS. THESE STANDARDS DO NOT HAVE TO MEET THE REQUIREMENTS IMPOSED ON FOOD SOLD AT SCHOOL. A DISTRICT CAN ADOPT THE SAME STANDARD AS FOR SOLD FOOD OR ESTABLISH ITS OWN STANDARDS AS LONG AS IT HAS SOMETHING IN PLACE FOR FOOD PROVIDED IN SCHOOL OTHER THAN THROUGH SALE. THIS DOES NOT APPLY TO FOOD BROUGHT IN FOR INDIVIDUAL CONSUMPTION, I.E., A SACK LUNCH.]

E. **All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include for classroom parties and at holiday celebrations) shall comply with the**

( ) current USDA Dietary Guidelines for Americans,

OR

( ) food and beverage standards approved by the ( ) Superintendent ( ) _____.

OR

( ) the following standards:

_____

_____

_____

_____

[It is recommended that one (1) or more of the following be selected:]

( ) The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.

( ) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

~~( ) All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.~~

( ) All food items and beverages available for sale to students for consumption on campus between midnight and **( ) thirty (30) minutes ( ) sixty (60) minutes** after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students a la carte in the dining area, as well as food items and beverages from vending machines, from school stores, or as fund-raisers by student clubs and organizations, parent groups, or boosters clubs.

( ) All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.

( ) Beginning with ____ - ____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.

( ) All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.

( ) The school food service program **( ) may ( ) shall** involve

( ) students,

( ) parents,

( ) staff,

( ) school officials

in the selection of competitive food items to be sold in the schools.

( ) Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

( ) All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

( ) Any food items sold **( ) for consumption on campus** from thirty (30) minutes after the end of the last lunch period until **( ) thirty (30) minutes ( ) sixty (60) minutes** after the school day ends as a fund-raiser by student clubs and organizations, parent groups, or booster clubs shall meet the current USDA Dietary Guidelines for Americans.

( ) The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.

~~( ) Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.~~

( ) The food service program shall be administered by a qualified nutrition professional.

( ) The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

( ) All food service personnel shall receive pre-service training in food service operations.

( ) Continuing professional development shall be provided for all staff of the food service program.

( ) other:
_____.

( ) other:
_____.

The Board designates **( ) the Superintendent ( ) the building principals** as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative procedures necessary to implement this policy.

The _____ shall appoint the District wellness committee that **( ) meets at least four (4) times per year and** includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

( ) The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually. The appointed District wellness committee shall be responsible for accomplishing the following:

A. assess the current environment in each of the District's schools;

B. measure the implementation of the District's wellness policy in each of the District's schools;

C. review the District's current wellness policy;

D. recommend revision of the policy, as necessary; and

E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

Before the end of each school year the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the wellness committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the District, their evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, that the committee identified. The committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent shall also be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

[ ] distribute information at the beginning of the school year to families of school children

[ ] include information in the student handbook

[ ] _____

[ ] _____

and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

The District shall assess this policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of this policy. The assessment shall be made available to the public

( ) in the parent and staff handbooks.

( ) in the School District Annual Report to the public.

( ) on the School District's web site.

( ) on each individual school's web site.

( ) in the School District's calendar.

( )_____.

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Legal	42 U.S.C. 1751 et seq.
	42 U.S.C. 1771 et seq.
	F.S. 595.405
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1001.43
	F.S. 1003.453
	F.A.C. 5P-1.003
Cross References	po8500 - FOOD SERVICE PROGRAM
	po8531 - FREE AND REDUCED-PRICE MEALS

Last Modified by Frankie St James on May 17, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	TRANSPORTATION
Number	po8600 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	November 8, 2016

8600 - **TRANSPORTATION**

It is the policy of the Governing Board to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State of Florida. Such laws and rules shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Authority for the transportation of resident students between their home areas and the schools of the Authority to which they are assigned.

Students living more than two (2) miles from their home school will be eligible for Authority provided bus transportation. Students who attend school out of their home school zone will not be eligible for Authority provided transportation. Students shall board the bus at the nearest designated stop and will not enter or leave the bus at any other designated stop, except upon approval of the principal or principal's designee.

Students living within two (2) miles of school may be provided Authority bus transportation under the following conditions:

A. Permanently disabled students, whose Individual Education Plan requires special transportation.

B. Temporarily disabled students upon request and verification of disability and length of time of disability.

C. ~~Elementary students in kindergarten through sixth grade who must walk through an area that meets the State criteria for hazardous walking conditions or area designated by the Board.~~ Students whose walking routes to school meet the State criteria for hazardous walking conditions.

   F.S. 1006.23 requires the Board and other governmental entities work cooperatively to identify conditions that are hazardous along student walking routes to school and requires such condition shall be inspected by a representative of the School District and a representative of the State or local governmental entity that has jurisdiction over the perceived hazardous location. If it is determined that the condition meets the criteria established in State law for hazardous walking conditions, the Board shall provide transportation to students who would be subjected to such conditions. State law further requires State or local governmental entities having jurisdiction to correct such hazardous conditions within a reasonable period of time. The Board and Superintendent shall follow State law with respect to correcting hazardous walking conditions.

D. Elementary students residing within two (2) miles of their school may be provided bus transportation at the discretion of the principal and upon payment of a fee established by the Board. This transportation will only be provided if seats are available on existing buses serving the school and the student gets to an established bus stop.

Students eligible for transportation who are beyond the accessibility of school bus transportation shall be provided isolated transportation by payment to the parent of an amount established by the Board. Payment of the amount established will be based upon the date of the application or the date the service began whichever occurred first during the current attendance reporting period.

Parents of students who become or are determined to be non-eligible for school bus transportation shall be notified in writing. The student will be allowed to ride the bus for a minimum of three (3) additional days depending on the circumstances of the non-eligibility. If the student was riding the school bus illegally, removal from the bus will be immediate.

The bus routes are established annually. The Superintendent is authorized to make any necessary changes in the approved route.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well being of the students while on a bus.

~~Hazardous walking conditions will be identified and corrected in accordance with F.S. 1006.23. The Board will work cooperatively with local governmental entities to identify such conditions and provide transportation to students subjected to such conditions. Such transportation shall be provided until correction of the hazardous walking condition or upon the projected completion date, whichever occurs first.~~

The Superintendent shall comply and require the compliance by the Director of Transportation, Principals, and bus drivers with State Board of Education Rules governing transportation, which are found in F.A.C. Chapter 6A-3, and shall take steps necessary so that the Director of Transportation, bus drivers, principals, and parents are fully and timely informed of their respective powers and responsibilities.

The Superintendent shall require that bus operators, and attendants if used, be instructed as to their responsibilities for students who are transported at public expense as follows:

A. The operator or attendant of a bus transporting students shall remain with the bus so that students aboard will be under supervision at all times, except to call for assistance in case of an emergency or accident involving the students or bus.

B. In cases where a student with physical disabilities is unable to leave the area of a student stop without assistance, the school bus operator shall not assume responsibility for such assistance except in an emergency that threatens the safety of such student or students.

C. The operator and attendant (if used) shall be provided training related to students; however, the operator and attendant (if used) shall not give medicine and shall limit his/her assistance to that which may normally be expected of a reasonable, prudent person or as specified in the student's Individual Educational Plan.

The Superintendent shall require that bus operators and attendants are provided instructions, in writing, as to any special conditions or non-medical care which a student may need while on the bus.

Further, the Superintendent shall require the Director of Transportation to consider the knowledge, skills, and abilities related to student management techniques, as well as the characteristics of students with disabilities, when selecting or assigning operators and attendants for routes serving ESE students.

Parents, guardians, and students shall be informed at least annually in writing of their responsibilities for the following:

A. to ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the Authority, including during each trip to and from home and the assigned bus stop when the Authority provides bus transportation;

B. to ensure that students ride only on their assigned school buses and get off only at assigned bus stops, except when the Authority has approved, upon the request of the parent or guardian, alternative buses or arrangements;

C. to ensure students are aware of and follow the Authority's adopted Code of Student Conduct while the students are at school bus stops and provide necessary supervision during times when the bus is not present;

D. to ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by Authority policy or the student's individual educational plan.

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Legal F.S. 316.183(3), 316.217(1)(b), 1006.21, 1006.22, 1006.23, 1011.68, 1012.45

F.A.C. Chapter 6A-3

Last Modified by Jacquelin Collins on July 5, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Number	po8800 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

8800 - **RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

Authority staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The Authority shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on Authority property by any party shall be in accordance with Policy 7510 and AP 7510A - Use of Authority Facilities and Policy 9700 and AP 9700 - Relations with Special Interest Groups.

Federal law prohibits the Governing Board from adopting any policy or rule respecting or promoting an establishment of religion. Further, Federal and State law prohibit the Board from adopting any policy or rule, or from entering into any agreement, prohibiting any student or staff member from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students and staff are free to associate.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall student be compelled to participate.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Furthermore, the Board requires that an observance be scheduled each year on or about Veterans' Day to convey the meaning and significance of that day to all students and staff. The amount of time each school devotes to this observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period.

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. No student shall be compelled/required to participate in the recitation of the Pledge. Upon written request by the student's parent, a student shall be excused from reciting the pledge. However, students shall stand, with men removing their headdress except when worn for religious purposes. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purpose of coercing participation.
A written notice shall be published in

( ) the student handbook

~~( ) (a similar publication like the Code of Student Conduct)~~

that a student has the right not to participate in reciting the pledge. Upon written request by his/her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his/her heart.

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Legal	Gregoire vs. Centennial School District 907 F.2d 1366, (3rd Circuit, 1990)
	Lee vs. Weisman, 112 S. Ct. 2649, 120 L. Ed.2d 467 (1992)
	F.S. 1000.06, 1002.20, 1003.44, 1003.4505
	20 U.S.C. 4071 et seq.

Last Modified by Jacquelin Collins on July 5, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	PUBLIC COMPLAINTS
Number	po9130 5/16/18 fsj 7/03/18 jcmmac 7/09/18 mm
Status	
Adopted	April 12, 2016

9130 - **PUBLIC COMPLAINTS**

Any person or group, having an interest in the operations of this Authority shall have the right to present a request, suggestion, or complaint concerning Authority personnel, the program, or the operations of the Authority. At the same time, the Governing Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Authority by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to theapplicable policies ~~following procedure~~.

Matters Regarding a Staff Member

A. **First Level**

If it is a matter specifically directed toward an instructional or support staff member or an administrator, the matter should be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within the staff member's authority and Authority policies or administrative procedures.

B. **Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor.

C. **Third Level**

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Involving Suspected Child Abuse, Substance Abuse, or Affects the Health, Welfare, and Safety of a Student

Alleged misconduct by Authority employees that involves suspected child abuse or substance abuse or affects the health, safety, or welfare of a student shall be reported to appropriate authorities and to the Superintendent. The matter shall be investigated and, if necessary, appropriate action taken.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent that cannot be resolved through discussion with the Superintendent, the complainant may submit a written request to the Board Chairman for a conference with the Board. This request shall include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;

B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

C. the reason that the matter was not able to be resolved with the Superintendent;

D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a meeting before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

Matters Regarding Authority Services or Operations

If the request, suggestion, or complaint relates to a matter of Authority procedure or operation, it should be addressed, initially, to the person in charge and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an Instructional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of Authority program, it should be addressed to the Superintendent.

~~Matters Regarding Instructional Materials~~
Challenges to Material Used in a Classroom, Made Available in a School Library, or Included on a Reading List (not Including Instructional Materials)Matters Regarding Instructional Materials

The Board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school library, or included on a reading list. Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The school principal shall arrange for a convenient time to provide such access.

The following individuals may file an objection to any material used in a classroom, made available in a school library, or included on a reading list:

1. **parents of students ~~in the District~~**

2. **~~residents of the county~~**

~~For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.~~

All challenges under this policy shall be addressed as follows

~~If the request, suggestion, or complaint relates to instructional materials such as text~~books, library books, reference works, and other instructional aides used in the Authority, the following procedure shall be followed:

A. The ccomplaint~~riticism~~ is to be addressed to the Superintendent, in writing, and shall include:

1. author;

2. title;

3. publisher;

4. the complainant's familiarity with the material challenged~~objected to~~;

5. sections challenged~~objected to~~, by page and item;

6. whether the challenged material contains content that is pornographic or prohibited under F.S. 847.012, is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade level and age group for which the material is used~~reasons for objection~~.

B. Upon receipt of the information, the Superintendent may appoint a review committee which may consist of two (2) or more instructional staff members.

C. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

D. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

E. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

F. The Board shall review the case and advise the complainant, in writing.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Superintendent, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some.

The Board shall discontinue use of any material challenged under this policy if it contains content that is pornographic or prohibited under F.S. 847.012, is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade level and age group for which the material is used.

For challenges to or complaints regarding instructional materials, please see Policy 2520 - Selection and Adoption of Instructional

Confidentiality

Pursuant to State law, a complaint of misconduct against an Authority employee, and all information obtained pursuant to an investigation by the Authority of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the Authority provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the Authority has either:

A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or

B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the Authority shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

A. by certified mail, return receipt requested, to his/her address of record; or

B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

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Legal F.S. 119.071(2)(k), 1012.31

Last Modified by Mark Moriarty on July 9, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	SCHOOL VISITORS
Number	po9150 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

9150 - **SCHOOL VISITORS**

The Governing Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The control of the school is vested in the Principal who has the ultimate responsibility for the administrative and supervision of all decisions and activities on the school campus. The Principal has the authority to prohibit the entry of any person to a school of this Authority or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Principal also has the right to control the time of day, length of the visit, and to determine if the parent is to be accompanied.

Unauthorized presence on school premises is strictly prohibited. All visitors desiring access to school premises must first receive permission from the Principal, sign in and out at the school office, and wear a visitor's nametag while present on school premises. Persons desiring to meet with a teacher or student on school premises must arrange for an appointment through the Principal.

Except for animals in the classroom as regulated by Policy 8400, canines brought on the premises by law enforcement personnel for law enforcement purposes, or service animals required for use by a person with a disability, no other animals may be on school premises at any time unless authorized by the Superintendent.

Parents and guardians desiring to visit their child during the school day on school premises must follow the procedures set forth above. Non-custodial parents may not remove the child from the school without the lawful consent of the custodial parent or guardian or legal authorization in the form of an order or judgment of a court of competent jurisdiction.

The Superintendent shall promulgate such administrative procedures as are necessary for the protection of students and employees of the Authority from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Visitation by Board Members

Individual Board members ~~who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal.~~may visit a District school at any time. Board members may not be required to give prior notice of the visit. Another Board member or District employee may not limit the duration or scope of the visit or direct a visiting Board member to leave the premises.

The Board member must sign in and sign out at the school's main office and wear his/her Board identification badge at all times while present on school premises.The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

Pursuant to Bylaw 0172, I~~i~~f, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent ~~principal~~ as soon as convenient or appropriate.~~ Such a report or discussion shall not be considered an official one from the Board.~~

~~If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.~~

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Last Modified by Jacquelin Collins on July 5, 2018

Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION REGARDING ACCESSIBILITY OF AUTHORITY FACILITIES
Number	po9160.01 5/16/18 fsj technical correction 7/03/18 jcmmac 7/31/18 jcacmmca
Status	
Adopted	April 12, 2016

9160.01 - **COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION REGARDING ACCESSIBILITY OF AUTHORITY FACILITIES**

If a volunteer, visitor or guest believes that s/he has been discriminated against on the basis of his/her disability regarding accessibility to Authority facilities, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

~~The following person(s) is/are designated as the Authority's Compliance Officers ("DCO"):~~

~~Keith Graham, Principal~~ Donnie Hopper
~~3519 Oasis Blvd.~~
~~Cape Coral, Florida 33914~~
~~239-424-6100~~
~~239-541-1039~~
~~(Fax Number)~~
~~keith.graham@capecharterschools.org~~ Donnie.Hopper@~~capecharterschools.org~~

~~Kevin Brown, Assistant Principal~~
~~3519 Oasis Blvd.~~
~~Cape Coral, Florida 33914~~
~~239-424-6100~~
~~239-541-1039~~
~~(Fax Number)~~
~~kevin.brown@capecharterschools.org~~

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers") and Authority's Compliance Officers ("DCO").

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A person who has a complaint about Authority facilities or services may register such complaint with the Building Compliance Officer and/or Authority Compliance Officer.

Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. The written complaint must contain the following information:

1. Name(s) of person(s) filing complaint.
2. Whether the person(s) represents an individual or group.
3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the Authority Compliance Officer.
4. A written summary of the complaint and a proposed solution.

B. The Building Compliance Officer or the Authority Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.

C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.

D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Governing Board. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), and/or any other State or Federal agencies responsible for investigating complaints of discrimination.

The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 19T10~~19T70~~
61 Forsyth Street S.W.
Atlanta, Georgia 30303-8927~~8909~~
Telephone: (404) 974-9406
FAX: (404) 974-9471~~562-7881~~
TDD: (404) 562-7884
E-mail: OCR.atlanta@ed.gov
Web: http://www.ed.gov/ocr

The FCHR can be reached at:

Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Phone: (850) 488-7082
Toll-Free: (800) 342-8170
Fax: (850) 488-5291
The Florida Relay Service Voice (statewide) 711
TDD ASCII: (800) 955-1339
TDD Baudot: (800) 955-8771
E-mail: fchrinfo@fchr.myflorida.com
Website: http://fchr.state.fl.us

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	PARENT ORGANIZATIONS
Number	po9210 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

DELETE

~~9210 **PARENT ORGANIZATIONS**~~

~~The Governing Board supports all organizations of parents whose objectives are to promote the educational experiences of Authority students. However, in using the name of the Authority or its schools and in organizing a group whose identity derives from a school(s) of this Authority, the parental organization thereby shares responsibility with this Board for the welfare of participating students.~~

~~Any new parent organization desiring to use the name or good offices of the Authority must obtain the approval of the Superintendent as a prerequisite to organizing.~~

~~Representatives and members of approved school related organizations shall in all circumstances be treated by Authority employees as interested friends of the schools and as supporters of public education in the Authority.~~

~~Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.~~
~~The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.~~

~~The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.~~
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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
Number	po9211 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

9211 - **PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER OUTSIDE SUPPORT ORGANIZATIONS**

The Governing Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of Authority students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

Parent Organizations

The Board **supports all parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parent organization must share responsibility with the Board for the welfare of participating students.** Any new parent organization desiring to use the name or offices of the District must obtain the approval of the Superintendent as a prerequisite to organizing.

Booster Clubs and Other Outside Support Organizations

Outside support organizations shall allow participation by parents, Authority staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"). Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

[x] Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

[x] The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

~~These needs may be educational to parents and/or children. In addition to parents, membership should be made available to Authority staff and members of the community.~~

Outside support organizations shall obtain thier~~its~~ own tax identification number and submit and W-9 and bylaws to the principal for review and approval.

Outside support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out thier~~its~~ activities. Outside

support organizations shall purchase liability insurance (riders - self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission on the part the outside support organization. The amount of insurance coverage shall not be less than $1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

By the end of each year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year.

School- Based Organizations

School organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.

All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the Authority-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds.

Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by Superintendent.

Student participation in fund-raising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with Policy 5830 and Policy 6610.

~~The objective of f~~Fund-raising activities by the school, by any group within the school, or in the name of the school shall not conflict with programs as administered by the Board.

Funds collected shall be expended to benefit ~~those~~ studentsof the particu;ar school raising funds ~~in school~~ unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body. Those internal account funds designated for general purposes shall be used to benefit the student body.

Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial & Program Cost Accounting & Reporting for Florida Schools, Red Book 2014. Sound business practices shall be observed in all transactions.

Each school organization shall be subject to audit upon request by the Authority. Audits may be conducted by the Authority at the Authority's expense or the school organization may hire an outside CPA to conduct the audit at its expense.

For any fund-raisers by student clubs and organizations, parent groups, or boosters clubs that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs,* the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, Competitive Foods, whether those food items and beverages are compliant with, or an exception to, the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

The Superintendent shall develop the administrative procedures so that each group's fund-raising activities are in compliance with Board policies, that the funds are used for school-related projects, and that the fund-raising activities have the approval of the Superintendent.

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7 C.F.R. 210.11

42 U.S.C. 1779

F.S. 1001.41, 1001.42, 1001.43, 1010.01, 1010.20, 1011.07

F.A.C. 5P-1.003, Responsibilities for the School Food Service Program

F.A.C. 6A-1.001, District Financial Records

F.A.C. 6A-1.087, School Board Responsible for Internal Funds

F.A.C. 6A-1.091, Purchases from Internal Funds

Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	RELATIONS WITH SPECIAL INTEREST GROUPS
Number	po9700 5/16/18 fsj 7/05/18 jcmmac
Status	
Adopted	April 12, 2016

9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Governing Board that students, staff members, and Authority facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

Pursuant to State law, a person or group may not accept a donation of public funds from the Authority, or any person acting on behalf of the Authority, for a political advertisement or electioneering communication concerning an issue, referendum, or amendment, including any State question, that is subject to a vote of the electors.

A. **Political Interests**

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the Authority's administrative procedures.

In addition, the Board shall permit school organizations and/or school- affiliated groups to sell space in Authority facilities, on Authority property, or in Authority publications for the express purpose of advertising the products or services of a commercial organization, providing the content of such advertisements and the manner of their presentation has been approved by the Superintendent and is in compliance with the Authority's administrative procedures.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Authority.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Authority as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Authority;
3. involve any direct cost to the Authority;
4. interrupt the regular school program;
5. cause the participants to leave the Authority, unless:

a. the Board's Policy 2340 - Field and Other Authority- Sponsored Trips - has been complied with in all aspects;

b. the parents of a minor student have granted their permission.

C. **Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Authority property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall develop administrative procedures that:

1. prohibit the use of the Authority or the school mail system by the community, students, or staff for distribution of nonschool-related materials unless authorized by the Superintendent;

2. prohibit the distribution of materials from any profit-making organization to students to take home to their parents unless authorized by the Superintendent;

3. permit flyers and notices from outside non-profit organizations to be made available for students to pick-up at the literature distribution rack/table by the school building's office, under the following circumstances:

   a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;

   b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);

   c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;

   d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

   No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

D. **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations ~~or~~ individuals, or staff members who meet the permission criteria established in the Authority's administrative procedures. Solicitation must take place at such times and places and in such a manner as specified in the administrative procedures. In accordance with Board Policy 5830, no Authority student may participate in the solicitation without the Superintendent's approval.

This policy does not apply to the raising of funds for Authority-sponsored or school-sponsored activities.

E.

[ ] Use of the name, logo, or any assets of the District Authority, including, but not limited to facilities, technology, or communication networks is prohibited without the specific permission of the

~~( ) Board.~~

( ) Superintendent.

~~[ ] OPTION #1~~

~~The Board does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular and extra-curricular activities.~~

[END OPTION #1]

OR

[ ] OPTION #2

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the speicifc approval

( ) of the Superintendent.

~~OR~~

~~( ) of the Board upon the recommendation of the Superintendent.~~

All crowdfunding activities are subject to the procedures/guidelines in AP 6605.

[END OPTION #2]

F. **Prizes/Scholarship**

The Board is appreciative of the generosity of organizations that offer scholarships or prizes to deserving students in this Authority. But, in accepting the offer of such scholarships or prizes, the Board directs that these procedures be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.
3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

G. **Sale of School Supplies**

In determining the appropriateness of the sale of school supplies by organizations other than the Authority, the Board requires that:

1. the organization have a purpose which will benefit the Authority and its students;
2. the organization's planned activities are clearly in the best interest of the Authority and its students;
3. the organization has submitted the following information and assurances on the form provided by the Authority: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. **Surveys and Questionnaires**

Neither Authority-related nor nonAuthority-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the Authority shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from students by the providers of the services.

See also Policy 2416 and AP 2416.

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Legal F.S. 1013.10

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Book	Policy Manual
Section	Catch Up V 16N2-V18N1, Social Media Update
Title	REVISED POLICY - VOL. 18, NO. 1 - CHARTER SCHOOLS
Number	po9800 5/4/18 mm
Status	

REVISED POLICY - VOL. 18, NO. 1

~~9800 **CHARTER SCHOOLS**~~

~~F.S. 1002.33 empowers the School Board with oversight responsibility for all charter schools situated within _____ County. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application and charter contract as required by State law. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract.~~

~~Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a contract with the Board.~~

~~If approved, the initial charter shall be for a term of four (4) or five (5) years. The Board may renew charters under the conditions and for terms as set forth in State law.~~

~~In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to fifteen (15) years or a fifteen year (15-year) charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.~~

~~The Board shall enter into a charter with a charter operator and the focus is on three (3) areas of charter school operation: academic accountability, fiscal management, and governance. The Board, as sponsor, shall perform the duties provided in F.S. 1002.33.~~

~~Student academic achievement for all students is the most important factor when determining whether to renew or terminate a charter. Additionally, the Board has the right to non-renew or terminate any charter if the charter school:~~

A. ~~fails to participate in the State's education accountability system created in F.S. 1008.31, or fails to meet the requirement for student performance as specified in the charter;~~

B. ~~fails to meet generally accepted standards of fiscal management;~~

C. ~~violates the law;~~

D. ~~materially breaches the charter, as described in State law; and/or~~

E. ~~for other good cause shown.~~

~~**Application Procedure**~~

~~[ ] Potential applicants should send letters notifying the Board of their intent to submit an application to open a public charter school not later than July 1st. Such correspondence should be directed to the office of the Superintendent. Failing to send the letter of intent will in no way negatively impact the application.~~

A. ~~Draft Charter School Applications~~

~~Applicants may submit a draft charter school application on or before May 1st with an application fee of $500.00. If a draft application is submitted by May 1st, the Board will review and provide feedback as to material deficiencies in the application by July 1st. The applicant shall then have until August 1st to resubmit a review and final application. The Board may approve the draft application.~~

B. ~~Final Charter School Application~~

~~Final applications for a public charter school that are to be opened at the beginning of the District's next school year, or to be opened at a time agreed to by the application and the District, will be accepted no later than _____ p.m. **[NOTE: This should be the time when the business day typically ends]**, on the submission deadline of August 1st, or before. If the submission deadline falls on a non-business day, the deadline shall be postponed to _____ p.m. **[NOTE: This should be the same time as above.]** on the next business day. Applications may be mailed or hand delivered but receipt by the Board must be on or before the deadline.~~

~~Beginning in 2018 and thereafter, the District shall receive and consider applications received on or before February 1st of each calendar year for charter schools to be opened eighteen (18) months later at the beginning of the District's school year, or to be opened at a time agreed to by the applicant and the District. The District will not refuse to receive an application submitted before February 1st **[OPTION 1]** [ ] and will receive an application submitted later than February 1st OR or **[OPTION 2]** [ ] will not accept applications received later than February 1st.~~

~~The following pertains to the submission of a final application:~~

1. ~~An individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this State anticipating submission of an application are urged to contact the _____ (identify the position or office sponsors should contact) for assistance prior to completion of an application.~~

2. ~~Charter school applicants must participate in training provided by the Florida Department of Education (FLDOE) before filing an application, unless they have participated in qualified training provided by the District.~~

3. ~~The Board and/or any of its designees shall not take unlawful reprisal against another Board employee because that employee is either directly or indirectly involved with a charter school application.~~

4. ~~Applicants must submit an application on the FLDOE's Standard~~~~Model Florida Charter School Application template and forms.~~

5. ~~The Board shall not charge any fees for processing or consideration of a final charter school application. The Board's approval of a charter shall not be predicated on the promise of any future pay of any kind.~~

6. ~~The applicant and Board may mutually agree, in writing, to extend the statutory timeline to consider the charter application. Such agreement shall detail the extension date or timeframe.~~

7. ~~Charter schools shall not use or bear the name of an existing traditional public, charter, or private/parochial school in _____ County.~~

   ~~Applications shall be submitted to:~~

   ~~The Superintendent of Schools~~
   ~~_____~~
   ~~_____~~
   ~~_____~~
   ~~_____, Florida _____~~

   ~~The Board shall review all applications using the evaluation instrument developed by the FLDOE.~~

~~Application Contents~~

A. ~~State Application Form~~

~~Applications must be submitted using the Standard~~~~Model Charter School Application form developed and distributed by the FLDOE.~~

B. ~~Statement of Assurances~~

~~[Option 1]~~

~~[ ] Applicants are required to sign under the penalties of perjury the Statement of Assurances form contained within the Standard~~~~Model Charter School Application developed and distributed by the FLDOE.~~

~~[End of Option 1]~~

~~[Option 2]~~

~~[ ] Applicants are required to sign under the penalties of perjury the Statement of Assurances form contained within the~~

~~StandardModel Charter School Application developed and distributed by the FLDOE, thereby attesting to the following:~~

1. ~~The charter school will be nonsectarian in its programs, admission policies, employment practices, and operations.~~
2. ~~The charter school will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.~~
3. ~~The charter school will adhere to the antidiscrimination provisions of F.S. 1000.05.~~
4. ~~The charter school will adhere to all applicable provisions of State and Federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; Section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.~~
5. ~~The charter school will adhere to all applicable provisions of Federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.~~
6. ~~The charter school will participate in the Statewide assessment program created under F.S. 1008.22.~~
7. ~~The charter school will comply with Florida statutes relating to public records and public meetings, including F.S. Chapter 119 and F.S. 286.011 which are applicable to applicants even prior to being granted a charter.~~
8. ~~The charter school will obtain and keep current all necessary permits, licenses, and certifications related to fire, health, and safety within the building and on school property.~~
9. ~~The charter school will provide for an annual financial audit in accordance with F.S. 218.39.~~

~~**[End of Option 2]**~~

C. ~~Draft Charter~~

~~The application must include a draft of the proposed charter and all forms required by the FLDOE. The information contained in the proposed charter must be in substantially the same format as the Florida StandardModel Charter Contract FormFormat (Form IEPC-SC) prescribed by the FLDOE.~~

D. ~~**Proposed Contracts for Services**~~

~~Applicants anticipating a request for District services (i.e., transportation, payroll services, use of facilities, etc.) must include a proposed contract for each service desired.~~

~~**Final Application Evaluation Process**~~

A. ~~The District shall receive and review all final applications using an evaluation instrument developed by the FLDOE.~~

B. ~~The Board shall evaluate all timely applications as submitted. During the evaluation process, 1) applications cannot be amended and 2) missing documentation and unsolicited information will not be accepted or considered. However, as required by law, the Board shall allow the applicant, upon receipt of written notification, seven (7) calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to corrections of grammatical, typographical, and like errors or to add missing signatures, if such errors are identified as cause to deny the final application.~~

C. ~~The Board shall deny any final application that does not comply with the statutory requirements and/or Board's instructions for charter school applications.~~

D. ~~Additional Information~~

1. ~~The Board may solicit information regarding 1) history and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services; and 2) the description of clearly delineated responsibilities and the policies and practices needed to effectively manage the charter school. A description of internal audit procedures and establishment of controls to ensure that the financial resources are properly managed must be included. This information may be used to evaluate the applicant's ability to operate a charter school.~~

2. ~~The Board may solicit additional information during the review and evaluation of the charter school application such as whether the applicant currently operates charter schools in Florida and if the proposed school will be a replication of an existing school design. This information may be used to evaluate the applicant's ability to operate a charter school.~~

3. ~~The applicant may provide evidence of prior experience in establishing and operating public charter schools. Evidence of prior experience and success in establishing and operating charter schools shall be weighed in making a determination to recommend approval or denial of an application.~~

E. ~~Application Review Committee (ARC)~~

~~The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.~~

~~**[NOTE: The composition of this committee will be District-specific, but should include staff necessary to evaluate the application.]**~~

~~The ARC shall be comprised of members of the Superintendent's cabinet or their appropriate designees, school principals and other administrators from the following areas of expertise:~~

1. ~~District/School Operations (chair);~~

2. ~~Charter School Operations;~~

3. ~~Curriculum and Instruction;~~

4. ~~Education (school principal);~~

5. ~~Facilities;~~

6. ~~Financial Operations;~~

7. ~~Human Resources;~~

8. ~~Management and Compliance Audits (non-voting);~~

9. ~~Special Education;~~

10. _____;

11. _____.

~~A majority of the entire membership constitutes a quorum for voting purposes. The chair shall be a non-voting member except in case of a tie vote.~~

~~Applicants shall be notified and given the opportunity to attend the review. The applicant will be encouraged to have at least one (1) governing board member present. The ARC may, at its sole discretion, evaluate the application without any additional input from the applicant if at least one (1) governing board member of the charter school is not available.~~

~~By majority vote, the ARC shall make a recommendation to the Superintendent to approve or deny each application.~~

~~All applications will be submitted to the Board by the Superintendent with a recommendation for approval or denial no later than ninety (90)sixty (60) calendar days after the application is received, unless the applicant and the Board mutually agree, in writing, to postpone the vote to a specific date, at which time the Board shall approve or deny the application.~~

~~An application submitted by a high-performing charter school that has satisfied the requirements set forth in State law for such designation or a high-performing charter school system as set forth in F.S. 1002.332 may be denied by the Board only if the Superintendent demonstrates by clear and convincing evidence that the application failed to meet one (1) or more of the criteria set forth in F.S. 1002.33(6)(b)(3)(b):~~

1. ~~The application does not materially comply with the requirements set forth in F.S. 1002.33(3)(a).~~

2. ~~The charter school proposed in the application does not materially comply with the requirements in F.S. 1002.33(9).~~

3. ~~The proposed charter school's educational program does not substantially replicate that of the applicant's high-performing charter school.~~

4. ~~The applicant has made a material misrepresentation or false statement or concealed an essential or material fact during the application process.~~

5. ~~The proposed charter school's educational program and financial management practices do not materially comply with the requirements of F.S. 1002.33.~~

~~If the Board denies an application submitted by a high-performing charter school or a high-performing charter school system, the specific reasons, based upon the criteria set forth in F.S. 1002.33(3)(b), for the denial shall be provided in writing to the applicant and the FLDOE within ten (10) calendar days after such denial.~~

~~Appeal of a Decision to Deny a Final Application~~

~~Pursuant to State law, an applicant may, no later thirty (30) calendar days after receiving the Board's final order denying a final application or upon the Board's failure to act on a final application, appeal the Board's decision to the State Board of Education. The application shall notify the Board of the appeal.~~

~~Such appeals shall be conducted in accordance with F.S. 1002.33(6) and applicable State Board rules.~~

~~In accordance with State Board rule, the State Board of Education shall by majority vote accept or reject the decision of the Board no later than ninety (90) calendar days after the appeal is filed. The State Board of Education shall remand the application to the Board with its written decision that the Board approve or deny the application. The Board shall implement the decision of the State Board of Education. The decision of the State Board of Education is not subject to the provisions of the Administrative Procedure Act.~~

~~If the Board denies an application submitted by a high-performing charter school or a high-performing charter school system, the Board shall, within ten (10) calendar days after such denial, state in writing the specific reasons, based upon the criteria of F.S. 1002.33 supporting its denial of the final application and must provide the letter of denial and supporting documentation to the applicant and to the Department. The applicant may appeal the Board's denial of the final application in accordance withdirectly to the State Board of Education pursuant to F.S. 1002.33 and, if an appeal is filed, must provide a copy of the appeal to the Board.~~

~~Appeal of a Proposed Termination or Nonrenewal of a Charter~~

~~At least ninety (90) days beforeprior to renewing, nonrenewing, or terminating a charter, the Board shall notify the charter school's governing board in writing of its proposed action. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the charter school's governing board may, within fourteen (14) calendar days after receiving the notice, request a hearing. The hearing shall be conducted at the Board's election by~~

~~[ ] the Board within sixty (60) days after the request for a hearing. The hearing shall be conducted in accordance with F.S. 120.569 and 120.57. The Board shall decide the matter by majority vote. The outcome of the Board's vote shall be issued as a final order, and recorded as such.~~

~~[ ] an administrative law judge assigned by the Florida Division of Administrative Hearings. The hearing shall be conducted within sixty (60) days after receipt of the request for a hearing and in accordance with F.S. Chapter 120. The administrative law judge's recommended order shall be submitted to the Board. A majority vote by the Board shall be required to adopt or modify the administrative law judge's recommended order. The outcome of the Board's vote shall be issued as a final order, and recorded as such.~~

~~The final order shall state the specific reasons for the Board's action and shall be provided to the charter school's governing board and the FLDOE no later than ten (10) calendar days after it is issued. The charter school's governing board may, within thirty (30) calendar days after receiving the Board's final order, appeal the decision pursuant to F.S. 120.68.~~

~~A charter may be terminated immediately if the Board sets forth in writing the particular facts and circumstances indicating that an immediate and serious danger to the health, safety, or welfare of the charter school's students exists. The Board's determination is subject to the procedures set forth in F.S. 1002.33(8)(b) and (c), except that the hearing may take place after the charter has been terminated. The Board shall notify in writing the charter school's governing board, the charter school principal, and FLDOE if a charter is terminated immediately. The Board shall clearly identify the specific issues that resulted in the immediate termination and provide evidence of prior notification of issues resulting in the immediate termination when appropriate. Upon receiving written notice from the board, the charter school's governing board has ten (10) calendar days to request a hearing. A requested hearing must be expedited and the final order must be issued within sixty (60) days after the date of request. The Board shall assume operation of the charter school throughout the pendency of the hearing unless the continued operation of the charter school would material threaten the health, safety, or welfare of the students.~~

~~Charter School Obligations Upon Initial Notification of Nonrenewal, Closure, or Termination of a Charter~~

~~Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than $10,000 per expenditure without prior written approval from the District unless such expenditure was included within the annual budget submitted to the District pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.~~

~~An independent audit shall be completed within thirty (30) days after notice of nonrenewal, closure, or termination to account for all public funds and assets.~~

~~A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.~~

~~A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with the District.~~

~~A violation of this section triggers a reversion or clawback power by the District allowing for collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.~~

~~Charter Contract and Contract Negotiation Process~~

~~A standard charter contract shall be consistent with this policy and approved by the Contract Review Committee to be used as the basis for all charters approved under this policy. All contracts and contract amendments, as approved by the CRC, must be presented to the Board for approval. The charter contract must contain all information set forth in the Florida Standard~~~~Model Charter Contract Form~~~~Format (Form IEPC-SC) prescribed by the FLDOE.~~

A. ~~Initial Charter Contract~~

1. ~~Initial contract shall be for a term of four (4) or five (5) years unless a longer term is specifically required by law.~~
2. ~~Before a recommendation regarding whether or not the Board should approve an initial contract, evidence of the following shall be provided:~~
   a. ~~Evidence of a proper legal structure (e.g., articles of incorporation, bylaws, municipal charter). The applicant shall be a not-for-profit organized pursuant to F.S. Chapter 617.~~
   b. ~~Except for virtual charter schools, actual locations and evidence that a facility has been secured for the term of the charter, or a deadline for submitting evidence that a facility has been secured. Evidence should include, but is not limited to:~~
      1. ~~letter of intent from the landlord or mortgagee indicating property usage and term of occupancy;~~
      2. ~~executed lease or certification of occupancy; and/or~~
      3. ~~use or occupational license indicating proper use.~~

   ~~All facilities must meet the requirements set forth in F.S. 1002.33.~~

B. ~~Charter Contract Negotiations~~

~~The Board shall have thirty (30) days after approval of an application to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have forty (40) days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven (7) calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating to the approved charter, except disputes regarding charter school application denials. If the Commission of Education determines that the dispute cannot be settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Florida Division of Administrative Hearings. The administrative law judge has final order authority to rule on issues of equitable treatment of the charter school as a public school, whether proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, a charter termination, or a charter nonrenewal and shall award the prevailing party reasonable attorney's fees and costs incurred during the mediation process, administrative proceeding, and any appeals to be paid by the losing party. The costs of the~~

~~administrative hearing shall be paid by the party against whom the administrative law judge rules.~~

C. ~~Request to Extend Negotiations/School Opening~~

1. ~~The applicant and Board may mutually agree to extend the statutory timeline to negotiate and consider approval of the charter contract for a period not to exceed one (1) year from the approved opening date in the charter school application. Requests shall be submitted, in writing, to Charter School Operations by an authorized agent of the charter school, detailing the reason for the requested extension.~~

2. ~~In the event that the statutory timeline to negotiate and enter into a charter contract is extended, the applicant shall update its charter school application prior to resuming negotiations with regard to: (1) updated budget; and (2) applicable application revisions necessitated by the delay.~~

3. ~~The application shall be automatically rescinded, without further action by the Board, if the applicant does not enter into contract negotiations or open the school within: (1) the timeframe specified by law, or (2) the date of extension which has been mutually agreed upon in writing by both parties.~~

4. ~~Upon approval of an application, the initial startup shall commence with the beginning of the Board's school calendar. A charter school may defer the opening of the school's operations for up to two (2) years to provide time for adequate facility planning. The charter school must provide written notice of such intent to the Board and the parents of enrolled students at least thirty (30) calendar days before the first day of school. In the event that the opening of the approved applicant's charter school is deferred, the applicant shall update its charter school application prior to the opening of the charter school with regard to: (1) updated budget; and (2) applicable application revisions.~~

5. ~~An approved contract shall be automatically revoked, without further action by the Board, if the applicant does not open the school:~~

   a. ~~on the first day of school of the initial school year indicated in the contract; or~~

   b. ~~on the first day of the school year indicated in the approved deferral.~~

D. ~~Charter Contract Amendments/Modifications~~

1. ~~A charter may be modified during its initial term or any renewal term upon the recommendation of the Board or the charter school's governing board and the approval of both parties to the agreement. All modifications must be mutual and in writing. Unilateral modification made by the charter school is grounds for termination or non-renewal. Modification may include, but is not limited to, consolidation of multiple charters into a single charter if the charters are operated under the same governing board and physically located on the same campus, regardless of the renewal cycle.~~

2. ~~Modifications may be considered by the Board for a number of reasons, which may include, but is not limited to, protect the health, safety, or welfare of the students.~~

3. ~~All contract amendment requests shall be submitted in writing to Charter School Operations by an authorized agent of the charter school. Additional information or documentation may be requested for consideration of any amendment requests.~~

4. ~~The charter school shall provide evidence of governing board approval for all proposed amendments (e.g., governing board resolution, governing board meeting minutes).~~

5. ~~Requirements for Amendment Requests~~

   a. ~~Education Program Amendments~~

      ~~Significant changes in the curriculum or changes in grade levels constitute a change in the educational program and shall require an amendment that is mutually acceptable and approved by both parties. Requests for such amendments shall include the following information and supporting documentation:~~

      1. ~~justification for change~~

2. ~~effective date of the change~~

3. ~~evidence that financial implications, feasibility, and student access issues have been addressed, including provisions for all required resources, staff, and materials~~

4. ~~evidence of parental support~~

~~A high-performing charter school that has met the requirements set forth in State law for such designation shall notify the Board of any increase in enrollment by March 1st of the school year preceding the increase. The written notice shall specify the grade levels that will be added. Student enrollment may not exceed current facility capacity. If a charter school notifies the District of its intent to expand, the District shall modify the charter within ninety (90) days to include the new enrollment maximum and may not make any other changes. The District may deny a request to increase the enrollment of a high-performing charter school if the Commissioner of Education has declassified the charter school as high-performing. If a high-performing charter school requests to consolidate multiple charters, the District shall have forty (40) days after receipt of that request to provide an initial draft charter to the charter school. The District and charter school shall have fifty (50) days thereafter to negotiate and notice the charter contract for final approval by the District.~~

b. ~~Location Amendments~~

1. ~~Changes in locations or addition of location (i.e., relocation, secondary campus, satellite locations) shall include the following information and supporting documentation:~~

   a. ~~description of location, including identification as permanent or temporary~~

      ~~If the relocation will be temporary, the request shall include the period of time during which the school will be at the temporary location.~~

   b. ~~effective date of the relocation~~

   c. ~~evidence that financial implications, feasibility, and student access issues have been addressed~~

   d. ~~evidence of parental support for the new facility~~

   e. ~~evidence of the school's property interest in the facility (owner or lessee)~~

   f. ~~a disclosure affidavit in accordance with F.S. 286.23, if the school leases the facility~~

2. ~~Nothing in this policy or State law obligates the Board to agree to an increase the number of facilities, campuses, and/or locations associated with a charter school's operations.~~

3. ~~The charter school shall not change or add facilities or locations at any time during the term of the charter contract without prior approval of the Board through the contract amendment process. Violation of this provision constitutes a unilateral amendment or modification of this contract and good cause for termination.~~

4. ~~If the request for a location amendment involves a facility in which other schools are operating, the names of the school(s), the grade levels, number of classrooms, number of students in each class, and the number of students enrolled in each school shall be included in the request, in addition to the information and documentation described in paragraphs a and b above.~~

5. ~~No later than thirty (30) days prior to the opening of schools or the initial use of the facility by the school, the school shall have an approved contract and evidence of all necessary permits, licenses, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.~~

c. ~~Enrollment Capacity Amendments~~

~~Changes to enrollment capacity shall include the following information and supporting documentation:~~

1. ~~justification for change~~

2. ~~effective date of the change~~

3. ~~evidence of proper facility approvals and/or allowable facility capacity~~

4. ~~evidence that financial implications, feasibility, and student access issues have been addressed~~

5. ~~evidence of parental support~~

~~A high-performing charter school that has met the requirements set forth in State law for such designation shall be required to notify the Board in writing by March 1st of its intent to increase enrollment the following school year. The written notice shall specify the amount of the enrollment increase. The District shall not require a charter school to identify the names of students to be enrolled or to enroll those students before the start of the school year as a condition of approval or renewal of a charter.~~

6. ~~When a contract is amended or renewed, it shall be updated to comply with this policy and the current standard charter contract.~~

~~Controlled Open Enrollment~~

~~If a charter school in the District chooses to offer controlled open enrollment, the charter school shall comply with all Florida controlled open enrollment laws (F.S. 1002.31).~~

~~Pre-Opening Requirements~~

~~No later than thirty (30) days prior to the initial use of the facility by the school, the school shall have an approved contract and provide evidence of all necessary permits, licensing, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. Failure to comply may result in automatic rescission of the contract, with no further action by the Board. A certificate of occupancy or a temporary certificate of occupancy must be provided to the Board no later than fifteen (15) calendar days before the first day of school.~~

~~School Governance/Management~~

A. ~~Charter schools shall organize or be operated by a not-for-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.~~

B. ~~Charter School's Governing Board Requirements~~

1. ~~The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.~~

   ~~As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative must reside in the District and may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website. Governing board members are not required to reside in the District if the charter school otherwise complies with the terms of this paragraph.~~

   ~~The charter school's governing board shall hold at least two (2) public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting. Members of the governing board may attend in person or by means of communications media technology used in accordance with rules adopted by the Administration Commission under F.S. Chapter 120.~~

2. ~~Governing board members must:~~

   a. ~~notify the Board of changes in membership within forty-eight (48) hours of change; and~~

   b. ~~successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.~~

~~Costs of background screening shall not be borne by the Charter School.~~

3. ~~Governing board members must develop and approve by laws that govern the operations of the board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.~~

4. ~~Governing board members and their spouses are prohibited by State law from serving as an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.~~

5. ~~Governing board members must participate in FLDOE sponsored charter school governance training to ensure that each board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A-6.0784:~~

   a.
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   b. ~~Should the parties still be unable to resolve their dispute within thirty (30) days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.~~

6. ~~Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)~~

   a. ~~All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board. The procedures for handling such conflicts must be set forth in the charter contract.~~
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   b. ~~Evidence of each parent's acknowledgement of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.~~
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   c. ~~All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.~~
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   d. ~~All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.~~
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   e. ~~The Board shall be provided with the name and contact information of the parties involved in the charter school's conflict resolution process. The Board shall be notified immediately of any change in the contact information.~~

C. ~~Management Companies~~
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1. ~~If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten (10) days before any payment is made to any of the entities.~~
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2. ~~Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.~~
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3. ~~All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.~~
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4. ~~Neither employees of the management company nor "relatives" of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the charter school.~~
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D. ~~Voluntary Closure of Charter School~~

~~A charter may be terminated by a charter school's governing board through voluntary closure. The decision to cease operations must be determined at a public meeting. The governing board shall notify the parents and Board of the public~~

~~meeting in writing before the public meeting. The governing board must notify the Board, parents of enrolled students, and FLDOE in writing within twenty-four (24) hours after the public meeting of its determination. The notice shall state the charter school's intent to continue operations or the reason for the closure and acknowledge that the governing board agrees to follow the procedures for dissolution and reversion of public funds pursuant to Florida law.~~

~~Employees of Charter Schools~~

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~~A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32 upon appointment to the governing board.~~

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~~A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.~~

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~~Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).~~

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~~Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.~~

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~~The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.~~

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~~The policies must require all instructional personnel and school administrators, as defined in F.S. 1012.01, to complete training on the standards of ethical conduct; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under F.S. 39.203 and 768.095. A charter school, or any of its employees, may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced.~~

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~~Before employing instructional personnel or school administrators in any position that requires direct contact with students, a charter school shall conduct employment history checks of each of the personnel's or administrators' previous employer(s), screen the instructional personnel or school administrators through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the charter school must document efforts to contact the employer.~~

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~~The Board shall terminate a sponsor's charter if the sponsor knowingly fails to comply with F.S. 1002.33(12)(g).~~

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~~School Operations~~

A. ~~The Board shall not impose any policies or practices to limit charter school enrollment except as may be permitted in accordance with State law.~~

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B. ~~The Board may document, in writing, any discrepancies or deficiencies—whether fiscal, educational, or related to school climate—and the steps and timelines for correction and additional monitoring. At a minimum, copies will be provided to the charter school's governing board chair, charter school principal and appropriate Board staff.~~

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C. ~~The charter school shall obtain the appropriate facility capacity approvals from the jurisdictional authority where the facility is located (i.e., county, municipality, or both). The Board, at its discretion, may accept a letter from the architect of record specifying the capacity if the capacity is not provided by the facility's jurisdictional authority. The Board may withhold monthly payments for FTE that exceed capacity specified by the charter contract or approved facility capacity.~~

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D. ~~The charter school's calendar will be consistent with the beginning of the Board's calendar for the first school year and must provide instruction for the minimum number of days and minutes required by law for other public schools. Should the charter school elect to provide a summer program or year-round school, the charter school shall notify the Board, in writing,~~

~~each year to ensure appropriate record keeping.~~

E. ~~Student Code of Conduct, Student Handbooks, Parent Contracts, and Application of Board Policies~~

1. ~~Only the Board may expel a student.~~
2. ~~The charter school may follow the Board's Student Code of Conduct or an alternate code of conduct approved by the Board. The charter school shall provide the Board with a copy of an approved alternate student code of conduct annually. Any amendments must be approved by the Board prior to implementation. Evidence of governing board approval is required for amendments.~~
3. ~~Any student/parent handbooks and parent contracts shall also be submitted to the Board for approval prior to implementation. Any amendments must be approved by the Board, prior to implementation. Evidence of governing board approval is required for amendments.~~
4. ~~The charter school may be required to provide proof of parent/guardian's receipt of student code of conduct, handbook, or parent contract.~~
5. ~~Violations of parent contracts shall not result in involuntary withdrawal of a student in the same school year of the violations. Violations of the parent contract may result in the student not being re-enrolled or loss of enrollment preference for the following school year.~~
6. ~~The Board shall monitor adherence to the educational and related programs as specified in the approved application, charter, curriculum, instructional methods, any distinctive instructional techniques to be used, reading programs and specialized instruction for students who are reading below grade level, compliance with State standards, assessment accountability, and achievement of long- and short-term goals. An analysis comparing the charter school's standardized test scores to those of similar student populations attending other public schools in the District will also be conducted.~~

   a. ~~In the event a charter school earns a grade of "D" or "F" in the grading system set forth in State law, the director and a representative of the governing board of the charter school shall appear before the Board to present information concerning each contract component having noted deficiencies and shall prepare and submit to the Board for approval a proposed School Improvement Plan to raise student achievement. The proposed School Improvement Plan must meet the requirements set forth in State law. The charter school shall implement the proposed School Improvement Plan once approved by the Board.~~

   b. ~~If a charter school earns three (3) consecutive grades of "D", two (2) consecutive grades below a "C"of "D" followed by a grade of "F", or two (2) nonconsecutive grades of "F" within a three (3) year period, the charter school governing board shall take corrective action as set forth in F.S. 1002.33. The corrective action must be implemented in the school year following receipt of a third consecutive grade below a "C"of "D", a grade of "F" following two (2) consecutive grades of "D", or a second nonconsecutive grade of "F" within a three (3) year period. If the charter school does not improve to a "C" or higherby at least one (1) letter grade after two (2) full school years of implementing the corrective action, the charter school must select and implement a different corrective action in accordance with F.S. 1002.33. If the charter school does improve to a "C" or higherby at least one (1) letter grade, it is no longer required to implement the corrective action; however, the charter school must continue to implement strategies identified in the School Improvement Plan.~~

   c. ~~Upon publication by the FLDOE of the list of charter schools that meet the criteria set forth in paragraphs I.2.a. and b. above, the Board shall notify, in writing, each charter school in the District that appears on the list that it is required to submit a School Improvement Plan and to appear before the Board. Pursuant to State Board rule, such notification may be delivered electronically, provided there is proof of receipt.~~

      ~~The notification shall include the following:~~

      1. ~~The date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school governing board shall appear before the Board. For purposes of this requirement, "director" shall mean charter school director, principal, chief executive officer, or other management personnel with similar authority. The appearance shall be no earlier than thirty (30) calendar days and no later than ninety (90) calendar days after the Board's notification is received by the charter school.~~
      2. ~~The date by which the charter school must submit its proposed School Improvement Plan to the Board for review by staff, which shall be no earlier than thirty (30) calendar.~~

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3. ~~Whether the charter school is required to select a corrective action.~~

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d. ~~The Board shall notify the charter school, in writing, within ten (10) calendar days of its decision to approve or deny the School Improvement Plan.~~

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1. ~~The Board may deny a School Improvement Plan if it does not meet the requirements of State law. If denied, the Board shall provide the charter school, in writing, the specific reasons for denial and the timeline for its resubmission.~~

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2. ~~Either the charter school or the Board may request mediation pursuant to State law if the parties cannot agree on a School Improvement Plan.~~

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e. ~~As required by State law, the Board will review the School Improvement Plan annually to monitor the charter school's continued improvement.~~

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1. ~~The director and a representative of the governing board of the charter school shall appear before the Board at least once per year to present information regarding the progress of intervention and support strategies implemented by the charter school pursuant to the School Improvement Plan and, if applicable, to review the corrective actions taken pursuant to I.2.c above.~~

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2. ~~At the meeting, the Board will identify the services that the District will provide to the charter school to assist the charter school in addressing its deficiencies, and following the meeting, these services will be communicated, in writing, to the director.~~

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3. ~~A charter school that improves at least one (1) letter grade is not required to submit a new School Improvement Plan but must continue to implement the strategies identified in the approved School Improvement Plan and continue to report annually to the Board. The Board shall notify, in writing, each charter school implementing a School Improvement Plan of the requirement to appear before the Board to present information regarding the progress of the approved School Improvement Plan. The notification shall include the date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school shall appear.~~

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f. ~~A charter school's contract shall be automatically terminated if the school earns two (2) consecutive grades of "F" after all school grade appeals are final, unless one of the exceptions set forth in State law is applicable. If no exceptions apply, the Board will notify the charter school's governing board, the charter school principal, and FLDOE in writing when the charter contract is terminated under this subparagraph.~~

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g. ~~The laws applicable to School Improvement Plans and corrective actions do not limit the Board's authority to terminate the charter at any time in accordance with State law.~~

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7. ~~The charter school shall make annual progress reports to the Board.~~

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8. ~~Exceptional Student Education (ESE)~~

a. ~~The Board is the Local Educational Agency (LEA) for all Board-approved charter schools and will serve ESE students in the same manner as students attending other public schools in the District. ESE students attending Board-approved charter schools shall be provided supplementary and related services on site at the charter school to the same extent to which the Board has a policy or practice of providing such services on site to its other public schools. The Board shall provide funds under Part B of the IDEIA to Board-approved charter schools on the same basis as the School District provides funds to the Board's other public schools.~~

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b. ~~ESE students will be educated in the least restrictive environment. The charter school shall ensure that ESE students are provided with programs and services implemented in accordance with Federal, State, and local policies and procedures and specifically the IDEIA, Section 504 of the Rehabilitation Act of 1973, and other related statutes and State Board of Education rules. If an IEP team determines that the charter school cannot meet the needs of an ESE student, the charter school and the Board agree to provide the ESE student with the appropriate placement as determined by the IEP team in accordance with State and Federal law.~~

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c. ~~The Board shall provide ESE administration services to charter schools which shall be set forth in more detail in the charter.~~

~~**[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]**~~

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~~[ ] [OPTION 1]~~

d. ~~With respect to the provisions of special education and related services:~~

1. ~~The Board shall be responsible for conducting initial evaluations of students referred for potential special education and gifted placement in accordance with Federal and State statutes.~~
2. ~~The charter school shall deliver all educational and related services indicated on a student's IEP, Section 504 Plan, or EP. The Board may provide related services through a separate contract between the charter school and the Board. The charter school shall also be responsible for all reevaluations.~~
3. ~~The Board shall appoint an "ESE Staffing Specialist" who may, at the Board's discretion, attend all IEP meetings and meetings related to the provision of special education and related services to charter school students. The charter school must provide notice to the ESE Staffing Specialist of all such meetings. The ESE Staffing Specialist shall serve as the LEA representative at all meetings.~~
4. ~~The charter shall further set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.~~

~~[END OF OPTION 1]~~

~~( ) [OPTION 2]~~

d. ~~With respect to the provision of special education and related services, the charter shall set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.~~

~~[END OF OPTIONS]~~

e. ~~Non-compliance may result in the Board's withholding of subsequent payments to the charter school without penalty of interest (including State capital payments), and may result in non-renewal or termination for good cause.~~

5. ~~English Language Learners (ELL) – Students who are of limited proficiency in English will be served by ESOL certified personnel. The charter school shall demonstrate an understanding of State and Federal requirements regarding the education of English language learners, be committed to serving the full range of needs of ELL students, create and implement sound plans for educating ELL students that reflect the full range of programs and services required to provide all students with a high quality education, and demonstrate capacity to meet the school's obligations under State and Federal law regarding the education of ELL students.~~
6. ~~The Board may, in accordance with State law, require all charter schools to submit to the Board a school improvement plan to ensure a plan to maintain or raise student academic achievement within the timelines specified by the Board and the FLDOE.~~

J. ~~Financial Accountability~~

1. ~~In order to provide comparable financial information to that reported for other public schools, charter schools shall maintain all financial records in accordance with the accounts and codes prescribed in the most recent issuance of the publication titled, *Financial and Program Cost Accounting and Reporting for Florida Schools*. Charter school governing boards shall also annually adopt and maintain an operating budget as required by F.S. 1002.33(9)(h). Charter schools shall provide annual financial reports and program cost report information by the deadlines specified in the charter contract, in the State-required formats for inclusion in the Board's reporting in compliance with F.S. 1011.60(1) and 1002.33(9)(g). The financial statements are to be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting, regardless of corporate structure F.S. 1002.33(9)(g). The annual financial audit must be in the State-required format.~~

   ~~At the discretion of the charter school's governing board, a charter school may elect to follow generally accepted accounting standards for not-for-profit organizations, but must reformat this information for reporting according to the requirement set forth in the paragraph above.~~

   ~~High-performing charter schools are required to submit financial statements in accordance with and within the timeframes stated in F.S. 1002.33.~~
2. ~~First-year charter schools may be required to provide the Board any of the following, which may be in addition to information otherwise required by law:~~

a. ~~A sensitivity analysis and financial plan based on enrollment of fifty percent (50%), seventy-five percent (75%), and 100% of projected capacity.~~

b. ~~Cash flow projections for the first year, displayed by month, and a plan to fund any cash flow shortfalls, updated monthly.~~

c. ~~Contingency plans to replace any loss of State funds for both operation and capital expenditures.~~

d. ~~Within forty-five (45) days of month-end, reconciliations of all bank accounts, which must include a copy of the entire bank statement of each account, must be attached to the bank reconciliation.~~

3. ~~Title I: A charter school that is eligible to receive Title I funds shall submit an approved Title I Schoolwide Plan within three (3) months of becoming a designated Title I school. Failure to submit an approved plan will result in withholding of Title I funds.~~

4. ~~Financial Policies: The charter school shall establish and implement accounting and reporting policies, procedures, and practices for maintaining complete records of all receipts and expenditures. The charter school shall provide a copy of these policies to the Board annually.~~

5. ~~Payments to charter schools by the Board~~

a. ~~The Board shall make timely and efficient payment and reimbursement to charter schools, including processing paperwork required to access special State and Federal funding for which they may be eligible. Payments of funds as described in F.S. 1002.33(17)(b) shall be made monthly or twice a month, beginning with the start of the Board's fiscal year. Each payment shall be 1/12 or 1/24, as applicable, of the total State and local funds described in F.S. 1002.33(17)(b) as adjusted. For the first two (2) years of the charter school's operation, if a minimum of seventy-five percent (75%) of the projected enrollment is entered into the Board's student information system by the first day of the current month, the Board shall distribute funds to the charter school for the months of July through October based on the projected full-time equivalent student membership of the charter school as submitted in the approved application. If less than seventy-five percent (75%) of the projected enrollment is entered in the Board's student information system by the first day of the current month, the Board shall base payments on the actual number of student enrollment entered into the sponsor's student information system. Thereafter, the results of full-time equivalent student membership surveys shall be used in adjusting the amount of funds distributed monthly to the charter school for the remainder of the fiscal year. The payments shall be issued no later than ten (10) working days after the Board receives a distribution of State or Federal funds or the date the payment is due pursuant to F.S. 1002.33(17)(c). Timing of receipt of local funds by the Board shall not delay payment to the charter school of the funds identified in F.S. 1002.33(17)(b).~~

b. ~~Capital Outlay Payments – The Board shall make payments to the school upon receipt of all required supporting documentation as referenced in section 8.h. – Capital Outlay Payment Process. Charter schools must be located in the State of Florida to be eligible for public educational capital outlaw (PECO) funds.~~

c. ~~Miscellaneous Payments – The Board shall make timely miscellaneous payments to the charter school upon receipt of funding from FLDOE for various programs including Title I and MAP. The Board's payment is subject to the charter school's fulfillment of its responsibilities under the applicable State and Federal laws.~~

~~Unless otherwise mutually agreed to by the charter school and the District, and consistent with State and Federal rules and regulations governing the use and disbursement of Federal funds, the District shall reimburse the charter school on a monthly basis for all invoices submitted by the charter school for Federal funds available to the District for the benefit of the charter school, the charter school's students, and the charter school's students as public school students in the District. Such Federal funds include, but are not limited to, Title I, Title II, and Individuals with Disabilities Education Act (IDEA) funds. To receive timely reimbursement for an invoice, the charter school must submit the invoice to the District at least thirty (30) days before the monthly date of reimbursement set by the District. In order to be reimbursed, any expenditure made by the charter school must comply with all applicable State rules and Federal regulations, including, but not limited to, the applicable Federal Office of Management and Budget Circulars, the Federal Education Department General Administrative Regulations, and program-specific statutes, rules, and regulations. Such funds may not be made available to the charter school until a plan is submitted to the District for approval of the use of the funds in accordance with applicable Federal requirements. The District has thirty (30) days to review and approve any plan submitted pursuant to this paragraph.~~

d. ~~Conditions for Non-payment – The Board may withhold payment, without penalty of interest, for violation of law or as specified in the charter school contractual agreement. This includes, but is not limited to: failure to~~

~~comply with financial requirements, failure to provide proper banking wiring instructions, exceeding contracted enrollment capacity or allowable facility capacity, insufficient instructional minutes and/or days, inappropriate facility licenses, approvals and/or permits, and failure to obtain successful background clearance for potential employees, contractors, and/or governing board members.~~

6. ~~Financial Reports: Charter schools shall provide the District, upon approval of the charter contract, a concise, uniform, monthly financial statement summary sheet that contains a balance sheet and a statement of revenue, expenditures, and changes in fund balance. The balance sheet and the statement of revenue, expenditures, and changes in fund balance shall be in the governmental funds format prescribed by the Governmental Accounting Standards Board. A high performing charter school may provide a quarterly financial statement in the same format and requirements as the uniform monthly financial statement summary sheet. The Board shall review each monthly or quarterly financial statement to identify whether any of the conditions in F.S. 1002.345(1)(a) exist. Charter schools shall maintain and provide financial accountability information as required in this section.~~
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7. ~~Annual Financial Statements~~
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   a. ~~Unaudited June 30th year end financial statements shall be submitted to the Board within the timelines specified by the charter contract. These financial statements must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting.~~
   -
   b. ~~Annual Financial Audit – The charter school agrees to submit to and pay for an annual financial audit, in compliance with Federal, State and Board regulations, showing all revenue received, from all sources, and all expenditures for services rendered. The audit shall be conducted by an independent certified public accountant or auditor selected by the governing board of the charter school, and shall be delivered to the Board in compliance with the charter contract. If the charter school's audit reveals a deficit financial position, the auditors are required to notify the charter school's governing board, the Board and the Florida Department of Education in the manner defined in the charter contract. No later than May 1st of each year, the charter school must formally notify the Board of the name, address, and phone number of the auditor engaged to perform the year end audit.~~
   -

      1. ~~Selection Procedures – Charter schools shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit pursuant to the processes described in F.S. 218.39 and 218.391, which includes, but is not limited to: the establishment of an audit committee and request for proposal (RFP) for audit services, public advertisement of RFP, and development of evaluation and selection criteria.~~
      -
      2. ~~Requirements – Pursuant to F.S. 218.391, the procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:~~
      -

         a. ~~a provision specifying the services to be provided and fees or other compensation for such services~~
         -
         b. ~~a provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract~~
         -
         c. ~~a provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed~~
         -

   c. ~~Failure to comply with the timely submission of all financial statements in the required format specified by the Board, shall constitute a material breach of the charter contract and may result in the Board's withholding of subsequent payments to the charter school without penalty of interest, (including State capital payments), and may result in non-renewal or termination for good cause.~~
   -
8. ~~Capital Outlay Funding~~

~~Pursuant to F.S. 1013.62(5), the application for, approval of, and process for documenting expenditures from charter school capital outlay funds shall be in accordance with the procedures and requirements specified by the Commissioner of Education.~~

~~Before receiving capital outlay funds the charter school governing board must enter into a written agreement with the~~

~~Board. Such agreement must provide for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the Board, as provided for in F.S. 1013.62(4), if the charter school terminates operations. Any funds recovered by the State shall be deposited in the General Revenue Fund.~~

~~As required by State law, the Board shall remit capital outlay funds to a charter school within ten (10) business days of the receipt of said funds.~~

9. ~~Review and Audit~~

   a. ~~The Board has the right at any time to review and audit all financial records of the charter school to ensure fiscal accountability and sound financial management pursuant to F.S. 1002.33. The charter school shall provide the Board with a copy of the management letter from any audits as well as any responses to the auditor's findings with a corrective plan that shall be prepared and submitted within thirty (30) days from the date of the management letter.~~

   b. ~~Deteriorating Financial Condition and Financial Emergencies (F.S. 1002.345)~~

      1. ~~Deteriorating Financial Condition — "Deteriorating financial condition" means a circumstance that significantly impairs the ability of a charter school or a charter technical career center to generate enough revenues to meet its expenditures without causing the occurrence of a condition described in F.S. 218.503(1).~~

         a. ~~A charter school shall be subject to an expedited review by the Board upon the occurrence of any of the conditions specified in F.S. 1002.345(1)(a)(1)-(4).~~

         b. ~~The Board shall notify the governing board within seven (7) business days after one or more of the conditions set forth in F.S. 1002.345(1)(a)(1)-(4) are identified or occur.~~

         c. ~~The governing board and the Board shall develop a corrective action plan and file the plan with the Commissioner of Education within thirty (30) business days after notification is received as provided in paragraph 9(b)(1)(b) herein. If the governing board and the Board are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.~~

         d. ~~Failure to implement the corrective action plan within one (1) year shall result in additional action prescribed by the State Board of Education, including the appearance of the chair of the governing board before the State Board of Education.~~

      2. ~~Financial Emergency — If a financial audit conducted by a CPA in accordance with F.S. 218.39 reveals that one (1) or more of the conditions in F.S. 218.503(1) have occurred or will occur if action is not taken to assist the charter school, the auditor shall notify the governing board of the charter school, as appropriate, the Board, and the Commissioner of Education within seven (7) business days after the finding is made. If the charter school is found to be in a state of financial emergency pursuant to F.S. 218.503(4), the charter school shall file a financial recovery plan pursuant to F.S. 218.503 with the Board and the Commissioner of Education within thirty (30) days after being notified by the Commissioner of Education that a financial recovery plan is needed.~~

      3. ~~Annual progress of the corrective action plans and/or financial recovery plans shall be included in an annual progress report to the Board.~~

      4. ~~The Board may require periodic appearances of governing board members and charter school representative.~~

   c. ~~A Financial Recovery Plan Staff Group (FRSG) shall be appointed by the Board and convened to review and monitor financial statements, corrective action plans and financial recovery plan(s) submitted by the charter school(s). The FRSG shall report progress and when applicable, make recommendations to the Chief Auditor. At least one (1) representative of the charter school must be available to answer questions.~~

      1. ~~The FRSG shall be comprised of staff members from Financial Operations, Charter School Operations, and, when appropriate, the Office of Management and Compliance Audits.~~

2. ~~The Chief Auditor will present the FRSG's recommendation to the Board's Independent Audit Committee for review and recommendation to the Board.~~
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3. ~~Inability to cure a deteriorating financial condition and/or status of financial emergency may result in termination of the charter school contract.~~
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10. ~~Grants~~
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a. ~~If the Board is required to be the fiscal agent for a grant, the charter school shall comply with the Board's grant procedures as indicated in the charter contract.~~
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b. ~~The Board shall receive written approval from the charter school to include the charter school in a District-wide grant. The appropriate pro-rata share of grants will be allocated to the charter school, as defined by the grant awarded.~~
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c. ~~The charter school is required to maintain adequate records to support grant-funded programs for the minimum years prescribed by the law. The Board may review these records, upon reasonable notice.~~
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11. ~~Health, Safety and Welfare of Staff and Students~~

~~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.~~

~~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. 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 fire official appointed by the Board, fire safety inspections of each educational and ancillary plant located on property owned or leased by the charter school's governing board, or other educational facilities operated by the charter school's governing 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.~~

~~A copy of the fire safety inspection report shall be submitted to the Board and the county, municipality, or independent special fire control district providing fire protection services to the school facility within ten (10) business days after the date of the inspection, in accordance with Florida statute.~~

~~Alternate schedules for delivery of reports may be agreed upon between the charter school's governing board, the Board, and the county, municipality, or independent special fire control district providing fire protection services to the site in cases in which delivery is impossible due to hurricanes or other natural disasters. Regardless, if immediate life-threatening deficiencies are noted in the report, the report shall be delivered to the Board and to the county, municipality, or independent special fire control district providing fire protection services immediately.~~
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K. ~~Charter School Website~~

~~Each charter school shall maintain a website that enables the public to obtain information regarding the school; the school's academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to F.S. 1008.34; and, on a quarterly basis, the minutes of governing board meetings.~~

~~Board Annual Report Submission~~
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~~The Board shall submit an annual report to the FLDOE in a web-based format to be determined by the FLDOE. The report shall include the:~~

A. ~~number of draft applications received on or before May 1st and each applicant's contact information;~~
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B. ~~number of final applications received on or before August 1st and each applicant's contact information;~~

C. ~~date each application was approved, denied, or withdrawn; and~~

D. ~~date each final contract was executed.~~

~~Each year the Board shall submit to the FLDOE the information set forth in A through D.~~

~~Nonexclusive Interlocal Agreements~~

~~The Board may enter into nonexclusive interlocal agreements with Federal and State agencies, counties, municipalities, and other governmental entities that operate within the geographical borders of the District to act on behalf of such governmental entities in the inspection, issuance, and other necessary activities for all necessary permits, licenses, and other permissions that a charter school needs in order for development, construction, or operation. A charter school may use, but may not be required to use, the District for these services. The interlocal agreement must include, but need not be limited to, the identification of fees that charter schools will be charged for such services. The fees must consist of the governmental entity's fees plus a fee for the Board to recover no more than actual costs for providing such services. These services and fees are not included within the services to be provided pursuant to F.S. 1002.33(20).~~

~~Services~~

~~The Board will provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services, exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the Board at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the Board; test administration services, including payment of the costs of State-required or Board-required student assessments; processing of teacher certificate data services; and information services, including equal access to student information systems that are used by public schools in the District. Student performance data for each student in a charter school, including, but not limited to, State mandated testing scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the Board to a charter school in the same manner provided to other public schools in the District.~~

~~The Board may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in F.S. 1002.33(17)(b) calculated based on weighted full-time equivalent students. If the charter school services seventy-five percent (75%) or more exceptional education students as defined in F.S. 1003.01(3), the percentage shall be calculated based on unweighted full-time equivalent students. The administrative fee shall be calculated as follows:~~

A. ~~Up to five percent (5%) for the following:~~

1. ~~enrollment of up to and including 250 students in a charter school as defined in F.S. 1002.33(20);~~
2. ~~enrollment of up to and including 500 students within a charter school system which meets all of the following:~~
   a. ~~includes conversion charter schools and nonconversion charter schools;~~
   b. ~~has all of its schools located in the same county;~~
   c. ~~has a total enrollment exceeding the total enrollment of at least one school district in Florida;~~
   d. ~~has the same governing board for all of its schools; or~~
   e. ~~does not contract with a for-profit service provider for management of school operations;~~
3. ~~enrollment of up to and including 250 students in a virtual charter school.~~

B. ~~Up to two percent (2%) for enrollment of up to and including 250 students in a high-performing charter school as defined in F.S. 1002.331.~~

~~The Board will not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this policy.~~

~~If goods and services are made available to the charter school through the contract with the Board, they shall be provided to the charter school at a rate no greater than the Board's actual cost unless mutually agreed upon by the charter school and the Board in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made for a dispute resolution hearing before the Charter School Appeal Commission. To maximum the use of State funds, the Board shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.~~

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~~The governing body of the charter school may provide transportation through an agreement or contract with the Board. The charter school and the Board shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.~~

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~~Interpretation~~

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~~If a court or agency of competent jurisdiction invalidates any provision of this policy or finds a specific provision to be in conflict with the Florida Constitution, Florida statutes, the Florida Administrative Code, or any rule or policy prescribed by the FLDOE, then all of the remaining provisions of this policy shall continue unabated and in full force and effect.~~

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~~In the event that an existing charter school contract provision is found to be inconsistent with this policy, the charter contract provision prevails. Any charter approved after the adoption of this policy is required to be fully consistent with this policy.~~

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Legal	F.S. 39.203
	F.S. Chapter 120
	F.S. 218.39
	F.S. 218.391
	F.S. 218.503
	F.S. 286.23
	F.S. 768.095
	F.S. 1001.10(5)
	F.S. 1001.41
	F.S. 1002.31
	F.S. 1002.33
	F.S. 1002.345
	F.S. 1008.31
	F.S. 1008.34
	F.S. 1011.60
	F.S. 1012.01
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1013.12
	Chapter 96.186(1) Laws of Florida
	F.A.C. 6A-1.0081
	F.A.C. 6A-1.099827
	F.A.C. 6A-2.0020
	F.A.C. 6A-6.0781
	F.A.C. 6A-6.0784
	F.A.C. 6A-6.0786
	F.A.C. 6A-6.07862
	F.A.C. 6A-6.0787
	F.A.C. 6A-6.0788
	FLDOE Forms IEPC-M1, IEPC-M2, IEPC-SC, IEPC-VI, IEPC-V2, IEPC-M1A
Cross References	ap9800 - ASSESSMENT OF CHARTER SCHOOL PROPOSALS

Last Modified by Frankie St James on May 17, 2018

Item Number:	**8.B.**
Meeting Date:	**8/14/2018**
Item Type:	**CONSENT AGENDA:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of General Personnel Recommendations including administrative, certificated, support, and substitute staff appointments - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	**Type**
D	TROOP MOVEMENTS June-Aug 3 2018	Backup Material

Status	Name	Location and Position	To/Position	Reason	Effective Date	
New Hire-Certified	Leeper, Dawn	Christa McAuliffe Elementary (CME)	1st Grade		8/3/18	
New Hire-Certified	Evenson, Carol	CME-Teacher	2nd Grade		8/3/18	
New Hire-Certified	Anderson, Sherry	CME-Teacher	2nd Grade		8/3/18	
New Hire-Certified	Kennedy, Jennifer	CME-Teacher	4th Grade		8/3/18	
New Hire-Certified	Golliher, Katie	CME-Teacher	4th Grade	Classroom addition	8/3/18	
New Hire-Certified	Baty, Kolby	CME-Teacher	ESE		8/3/18	
New Hire-Certified	Joachim, Katie	CME-Teacher	STEM		8/3/18	
Transfer-Internal	Jacobs	CME-Teacher from 1st grade	Kindergarten		8/3/18	
Transfer-Internal	Fisher	CME-Teacher from Media	1st Grade		8/3/18	
Transfer-Internal	Rodriguez	CME -Teacher from K	2nd Grade		8/3/18	
Transfer-Internal	Llanes	CME -Teacher from 3rd Grade	4th Grade		8/3/18	
Transfer-Internal	Herrschaft	CME-Teacher from ESE	5th Grade		08/03/2018	
Transfer-Internal	Pink	CME-Teacher from Math	5th Grade		8/3/18	
Transfer-Internal	Abes	CME-Teacher from 5th Grade	Specials		8/3/18	
Transfer-Internal	Moore	CME Teacher from 2nd Grade	Math		8/3/18	
Certified - Promotions	Joachim, Katie	CME Long Term Substitute	CME Certified Teacher STEM		8/3/18	
Promotions-Support Staff	Bowman, Jennifer	CME Paraprofessional I	CME Paraprofessional II		8/3/18	
Promotions-Support Staff	Welch	CME Paraprofessional I	CME Paraprofessional II		8/3/18	
Position Eliminated	Olson	CME Paraprofessional I		Position Eliminated	7/1/18	

Status	Name	Location and Position	To/Position	Reason	Effective Date	
*AEOC= Accepted Employment Outside of County		*AEO= Accepted Employment Other	AEP=Accepted Employment Private	*AED=Accepted Employment District		P=Personal

Status	Name	Location and Position	To/Position	Reason	Effective Date
Admin-New Hire	Grecsek, MaryBeth	Oasis Elementary (OES)	Assistant Principal		7/1/18
Certified-Resignation	Beuerle, Theresa	OES-Teacher		AEP*	7/1/18
Certified - Resignation	Butterfield, Paulette	OES-Teacher		AED*	7/1/18
Certified - Resignation	Dimitris, Heidi	OES-Teacher		P*	7/1/18
Certified-Resignation	Hanley, Deirdre	OES-Teacher		AEOC*	6/30/18
Certified-Resignation	Hoover, Dena	OES-Teacher		AED*	7/20/18
New Hire-Certified	Barnhill, Jamie	OES-Teacher			8/3/18
New Hire-Certified	Bowman, Jason	OES-Teacher			8/3/18
New Hire-Certified	Byron, Jerilyn	OES-VPK Paraprofessional Rehire			8/3/18
New Hire-Certified	Calabrese, Nicole	OES-Teacher			8/3/18
New Hire-Certified	Foster, Stefanii	OES-Guidance Counselor			8/3/18
New Hire-Certified	Aley, Kristin	OES-Teacher			08/03/2018
New Hire-Certified	Holoway, Ashley	OES-Teacher			8/3/18
New Hire-Certified	Lee, Debra	OES-Teacher			8/3/18
New Hire-Certified	McClellan, Melissa	OES-Teacher			8/3/18
New Hire-Certified	Sowinski, Susan	OES-Teacher			8/3/18
New Hire-Staff	Zappia, Heather	OES-Staff			8/3/18
New Hire -Staff	Rincon, Maria	OES-Food Services Worker			8/3/18
Promotion-Certified	Conticelli, Michele	OES-Teacher	From Substitute Teacher to Teacher		8/3/18
Promotion-Staff	Rodriguez, Giovany	OES-Clinic Assistant	From Substitute Paraprofessional to Clinic Assistant		7/1/18

Status	Name	Location and Position	To/Position	Reason	Effective Date
*AEOC= Accepted Employment Outside of County		*AEO= Accepted Employment Other	AEP=Accepted Employment Private	*AED=Accepted Employment District	P=Personal

Status	Name	Location and Position	To/Position	Reason	Effective Date
New Hire-Certified	Ball, John	Oasis Middle School (OMS)	Social Studies		8/3/18
New Hire-Certified	Barker, Talia	OMS-Teacher	Math		8/3/18
New Hire-Certified	Brownwell, Sally	OMS-Teacher	Math		8/3/18
New Hire-Certified	Drew, Kathleen	OMS-Teacher	TV/Video Production		8/3/18
New Hire-Certified	Heimberg, Cindi	OMS-Teacher	Reading		8/3/18
New Hire-Certified	Felice, Gabrielle	OMS-Teacher	Math		8/3/18
New Hire-Certified	King, Jennifer	OMS-Teacher	ESE		8/3/18
New Hire-Certified	Picklesimer, Stacy	OMS-Teacher	STEM		8/3/18
Certified-Resignation	Montag, Brian	OMS-Teacher	Health	AED	8/2/18
Certified-Resignation	Underhill, Jennifer	OMS-Teacher	TV/Video Production	AED	7/2/18
Certified-Resignation	Malone, Jennifer	OMS-Teacher	ESE	AED*	7/19/18

*AEOC= Accepted Employment Outside of County

*AEO= Accepted Employment Other

AEP=Accepted Employment Private

*AED=Accepted Employment District

P=Personal

Status	Name	Location and Position	To/Position	Reason	Effective Date
Admin-New Hire	Loughren, Timothy	Oasis High School	Assistant Principal		7/9/18
Admin-Separation	Sanford, Amanda	Oasis High School - Principal		AED*	7/1/18
Certified - Resignation	Tutterow, Kery	Oasis High School - Guidance Counselor		AED*	7/1/18
Certified - Resignation	Amy Williamson	Oasis High School - Guidance Counselor		AED*	7/1/18
Admin Staff-Resignation	Pescatrice, Paul	Facilities Manager		AED*	6/30/18
Staff - Resignation	Wellnitz, Steve	Custodian		AEOC*	7/20/18
Certified - New Hire	Alexander, Lisa	Oasis High School-Teacher, MATH			8/3/18
Certified-New Hire	Dr. Carr, Robert	Oasis High School - Teacher, MATH			8/3/18
Certified-New Hire	DeMattia, Joseph	Oasis High School - Teacher, BUSINESS TECH			8/3/18
Certified-New Hire	Dudkiewicz, April	Oasis High School - Teacher, SCIENCE			8/3/18
Certified-New Hire	Faulk, Jean	Oasis High School - Teacher, HISTORY			8/3/18
Certified-New Hire	Guffy, Carrie	Oasis High School - Teacher, DRAMA/CHORUS			08/03/2018
Certified-New Hire	Howell, Scott	Oasis High School - Teacher, SCIENCE			7/9/18
Certified-New Hire	Lee, Janiris	Oasis High School - Teacher, PE			8/3/18
Certified-New Hire	Settle, Mike	Oasis High School - LANGUAGE ARTS			8/3/18
Certified-New Hire	Show, Arah	Oasis High School - CAREER SPECIALIST-COUNSELOR			8/3/18
Certified-New Hire	Thompson, Gabrielle	Oasis High School - LANGUAGE ARTS			8/3/18

Status	Name	Location and Position	To/Position	Reason	Effective Date
Certified-New Hire	Yusin, Dmitriy	Oasis High School - MATH			8/3/18

***AEOC= Accepted Employment Outside of County** ***AEO= Accepted Employment Other** **AEP=Accepted Employment Private** ***AED=Accepted Employment District**

Item Number:	**8.C.**
Meeting Date:	**8/14/2018**
Item Type:	**CONSENT AGENDA:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of Transportation Agreement between Good Wheels Service, LLC and Cape Coral Charter School Authority for Student Transportation Services beginning August 7, 2018 - Superintendent Collins

SUMMARY:

This Good Wheels agreement is presently for the first 24 days of school, a value of $30,984 for four buses with operators, with the option to continue month-to-month thereafter. Because the solicitation process will take longer than 38 days, the contract will exceed the Superintendent's $50,000 threshold and therefore, requires Board approval.

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
🗎	GOOD WHEELS AGREEMENT	Backup Material

Cape Coral Charter School Authority
Student Transportation Services
Service Agreement
CON-CHARTER18-120CV

This Agreement, made and entered into this 3rd day of August, 2018 by and between the **Cape Coral Charter School Authority** of Cape Coral, Florida, hereinafter called **"AUTHORITY"**, and **Good Wheels Services, LLC**, located at 10075 Bavaria Road in Fort Myers, Florida 33913, hereinafter called **"CONTRACTOR"**.

WITNESSETH: For and in consideration of the payments and agreements mentioned hereinafter:

1. The CONTRACTOR agrees to provide professional Student Transportation Services for Cape Coral Charter School Authority, in accordance with the contract documents, upon mutual agreement of the AUTHORITY and CONTRACTOR.

   CONTRACTOR will perform student transportation services, at a rate of **$322.75 per bus and operator per school day,** as follows:

   A. **Four 77-passenger school buses** owned by Good Wheels
      1. Each bus is one year old
      2. Each bus is equipped with functional air conditioning
      3. Each bus is equipped with functional security cameras

   B. **Four school bus operators** employed by Good Wheels
      1. Each operator must be State of Florida Class B CDL licensed
         a) License must bear School Bus endorsement
         b) License must bear Passenger endorsement
      2. Assured compliance with the State of Florida Jessica Lunsford Act (2005)
         a) Operators must pass Level 1 background check
         b) Operators must pass Level 2 background check

2. The term "Contract Documents" means and includes the following:
   A. Vendor price proposal, labeled as **Exhibit A,** and
   B. This Contract as well as all other documents attached hereto and/or referenced herein.

   In the event of a conflict between any provision of any other document referred herein as part of the Contract and this Agreement, the terms of this Agreement shall control.

3. Contract Term: This Agreement shall be effective for a **minimum of 24 school days (beginning August 7, 2018), with the option to continue thereafter on a month-to-month basis,** unless otherwise terminated.

4. Termination: This Contract may be terminated by the AUTHORITY for its convenience upon thirty (30) days prior written notice to the CONTRACTOR. In the event of termination, the CONTRACTOR shall be paid as compensation in full for work performed to the day of such termination, an amount prorated in accordance with the work substantially performed under this Contract. Such amount shall be paid by the AUTHORITY after inspection of the work to determine the extent of performance under this Contract, whether completed or in progress.

5. Annual Appropriation Contingency: Pursuant to Florida Statute §166.241, the AUTHORITY's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the AUTHORITY's Governing Board. This Contract is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated

payments may be rescinded, with proper notice, at the discretion of the AUTHORITY if the AUTHORITY Governing Board reduces or eliminates appropriations.

6. Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with CONTRACTOR. This Contract shall not restrict AUTHORITY from acquiring similar, equal or like goods and/or services from other entities or sources.

7. Payment: Upon submission of correct invoices for satisfactory materials and/or services received and accepted by the AUTHORITY, the AUTHORITY will process for payment.

8. Record Keeping: The CONTRACTOR shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and the AUTHORITY reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for five (5) years after final payment has been made and shall be readily available to AUTHORITY personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

9. Public Records: The AUTHORITY is a public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:
   a. Keep and maintain public records that ordinarily and necessarily would be required by the AUTHORITY in order to perform the service;
   b. Provide the public with access to such public records on the same terms and conditions that the AUTHORITY would provide the records and at a cost that does not exceed that provided in chapter 119, FS, or as otherwise provided by law;
   c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law;
   d. Meet all requirements for retaining public records and transfer to the AUTHORITY, at no cost, all public records in possession of the CONTRACTOR upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the AUTHORITY in a format that is compatible with the information technology systems of the agency.
   e. The failure of CONTRACTOR to comply with the provisions in the Article shall constitute a default and breach of this Contract.

   If the CONTRACTOR has questions regarding the application of Chapter 119, Florida Statutes, to the CONTRACTOR's duty to provide public records relating to this contract, contact the custodian of public records at: City of Cape Coral Clerk's Office - City Hall - 1015 Cultural Park Blvd. - Cape Coral, FL 33990, by phone at (239) 574-0411, by fax at (239) 242-5344, or by email at ctyclk@capecoral.net.

10. Assignment: This Agreement may not be assigned except at the written consent of the AUTHORITY, and if so assigned, shall extend and be binding upon the successors and assigns of the CONTRACTOR.

11. Disclosure: The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation,

individual or CONTRACTOR, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of the Agreement.

12. Administration of Agreement: The City of Cape Coral's Public Works Director, or his representative, shall administer this Agreement for the AUTHORITY.

13. Governing Law: The validity, construction and effect of this Contract shall be governed by the laws of the State of Florida. All claim and/or dispute resolution under this Agreement, whether by mediation, arbitration, litigation, or other method of dispute resolution, shall take place in Lee County, Florida. More specifically, any litigation between the parties to this Agreement shall be conducted in the Twentieth Judicial Circuit, in and for Lee County, Florida. In the event of any litigation arising out of this Contract, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and attorney's fees.

14. Amendments: No amendment or variation of the terms or conditions of this Agreement shall be valid unless in writing and signed by the parties.

15. Invalid Provision: The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

16. Indemnity: To the extent permitted by law (F.S. 768.28), the CONTRACTOR shall indemnify and hold harmless the AUTHORITY its officers and employees, from liabilitis, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and any persons employed or utilized by CONTRACTOR in the performance of this Contract.

17. Insurance: Without limiting its liability, the CONTRACTOR shall be required to procure and maintain at its own expense during the life of the Contract insurance of the types and in the minimum amounts specified in the Contract Documents. CONTRACTOR will provide Certificate of Insurance naming the CITY as additional insured. The CITY shall be given 30 days prior to cancellation or modification of any required insurance by the CONTRACTOR.

18. Unauthorized Aliens: The employment of unauthorized aliens by any CONTRACTOR is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the CONTRACTOR knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of any contract resulting from this solicitation. This applies to any subcontractors used by the CONTRACTOR as well.

19. Licenses and Permits: Contractor shall maintain and submit copies of all Licenses and Permits required to complete the assigned project to the AUTHORITY.

20. Background & Identification Badges: Level 2 background screening is required of all CONTRACTOR employees who will be working at any AUTHORITY site when students are present. CONTRACTOR employees are required to wear, at all times on any AUTHORITY site, State issued identification badges per AUTHORITY policies and the Jessica Lunsford Act. Employees will not be allowed on any AUTHORITY site without proper badges.

Cape Coral Charter School Authority
Student Transportation Services
Service Agreement
CON-CHARTER18-120CV

21. Entire Agreement: This Contract constitutes the entire and exclusive Agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements, whether written or verbal.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement on the date last signed as below written.

AUTHORITY:

CAPE CORAL CHARTER SCHOOL AUTHORITY

Signature: Jacqueline Collins

Typed Name: JACQUELIN COLLINS

Title: SUPERINTENDENT

Date: 8.3.18

LEGAL REVIEW:

MML 7/31/18

Dolores Menendez,
City Attorney

CONTRACTOR:

Good Wheels Services, LLC

Signature: Alan M Mandel

Typed Name: Alan M. Mandel

Title: CEO-CFO

Cape Coral Charter School Authority
Student Transportation Services
Service Agreement
CON-CHARTER18-120CV

EXHIBIT A

GOOD WHEELS SERVICES, LLC
10075 Bavaria Road
Fort Myers, FL 33913

COST PROPOSAL FOR CAPE CORAL CHARTER SCHOOLS TRANSPORTATION

Good Wheels will provide for 24 working days, from August 7, 2018 through September 10, 2018, a quantity of four (4) 77-passenger school buses (all one [1] year old) and operators as follows:

- Operator Practice
  - August 7 - August 9 (total of 3 days)
  - $322.75/day/per bus

- Student Transport Service
  - August 10 – September 10 (total of 21 days)
  - $322.75/day/per bus

Cape Coral Charter Schools will provide routes to Good Wheels no later than August 1.

The four one-year old buses are air conditioned and have cameras.

All operators have passed Level 1 and Level 2 background checks.

All operators are Class B CDL licensed with Passenger and School Bus endorsements.

Item Number:	**9.A.**
Meeting Date:	**8/14/2018**
Item Type:	**SUPERINTENDENT REPORT:**

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:
Jacquelin Collins, Superintendent

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	**10.A.**
Meeting Date:	**8/14/2018**
Item Type:	**CHAIRMAN REPORT:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	**11.A.**
Meeting Date:	**8/14/2018**
Item Type:	**FOUNDATION REPORT:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	**12.A.**
Meeting Date:	**8/14/2018**
Item Type:	**STAFF COMMENT:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Dr. Christina Britton, Principal, Oasis High School

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 13.A. **Meeting Date: 8/14/2018** **Item Type: UNFINISHED BUSINESS:**	**AGENDA REQUEST FORM** City Of Cape Coral Charter School Authority

TITLE:

Christa McAuliffe Elementary Expansion Project Proposal Options- Discussion of Expansion Options 1, 2, and 3, and Approval for Presentation to City Council - Superintendent Collins and Grady Minor & Associates, LLC

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
D	CME EXPANSION OPTIONS 1-3, JULY 2018	Backup Material

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Christa McAuliffe Building Expansion, Option 1

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SOURCES AND USES OF FUNDS

City of Cape Coral Charter School Authority
Christa McAuliffe Building Expansion, Option 1

Dated Date	10/01/2018
Delivery Date	10/01/2018

Sources:	
Bond Proceeds:	
Par Amount	6,155,000.00
	6,155,000.00

Uses:	
Project Fund Deposits:	
Project Fund	6,100,938.00
Delivery Date Expenses:	
Cost of Issuance	50,000.00
Other Uses of Funds:	
Contingency	4,062.00
	6,155,000.00

BOND SUMMARY STATISTICS

City of Cape Coral Charter School Authority
Christa McAuliffe Building Expansion, Option 1

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	3.687447%
Average Coupon	3.500000%
Average Life (years)	5.410
Weighted Average Maturity (years)	5.410
Duration of Issue (years)	4.831
Par Amount	6,155,000.00
Bond Proceeds	6,155,000.00
Total Interest	1,165,368.75
Net Interest	1,165,368.75
Total Debt Service	7,320,368.75
Maximum Annual Debt Service	734,831.25
Average Annual Debt Service	732,036.88
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	6,155,000.00	100.000	3.500%	5.410	2,972.65
	6,155,000.00			5.410	2,972.65

	TIC	All-In TIC	Arbitrage Yield
Par Value	6,155,000.00	6,155,000.00	6,155,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-50,000.00	
- Other Amounts			
Target Value	6,155,000.00	6,105,000.00	6,155,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	3.687447%	3.515313%

BOND DEBT SERVICE

City of Cape Coral Charter School Authority
Christa McAuliffe Building Expansion, Option 1

Dated Date 10/01/2018
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	525,000	3.500%	208,468.75	733,468.75	5,630,000	5,630,000
10/01/2020	545,000	3.500%	189,831.25	734,831.25	5,085,000	5,085,000
10/01/2021	560,000	3.500%	170,625.00	730,625.00	4,525,000	4,525,000
10/01/2022	580,000	3.500%	150,762.50	730,762.50	3,945,000	3,945,000
10/01/2023	600,000	3.500%	130,200.00	730,200.00	3,345,000	3,345,000
10/01/2024	625,000	3.500%	108,806.25	733,806.25	2,720,000	2,720,000
10/01/2025	645,000	3.500%	86,756.25	731,756.25	2,075,000	2,075,000
10/01/2026	670,000	3.500%	63,831.25	733,831.25	1,405,000	1,405,000
10/01/2027	690,000	3.500%	40,250.00	730,250.00	715,000	715,000
10/01/2028	715,000	3.500%	15,837.50	730,837.50		
	6,155,000		1,165,368.75	7,320,368.75		

BOND DEBT SERVICE

City of Cape Coral Charter School Authority
Christa McAuliffe Building Expansion, Option 1

Dated Date 10/01/2018
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						6,155,000	6,155,000
01/01/2019	135,000	3.500%	53,856.25	188,856.25		6,020,000	6,020,000
04/01/2019	130,000	3.500%	52,675.00	182,675.00		5,890,000	5,890,000
07/01/2019	130,000	3.500%	51,537.50	181,537.50		5,760,000	5,760,000
10/01/2019	130,000	3.500%	50,400.00	180,400.00	733,468.75	5,630,000	5,630,000
01/01/2020	140,000	3.500%	49,262.50	189,262.50		5,490,000	5,490,000
04/01/2020	135,000	3.500%	48,037.50	183,037.50		5,355,000	5,355,000
07/01/2020	135,000	3.500%	46,856.25	181,856.25		5,220,000	5,220,000
10/01/2020	135,000	3.500%	45,675.00	180,675.00	734,831.25	5,085,000	5,085,000
01/01/2021	140,000	3.500%	44,493.75	184,493.75		4,945,000	4,945,000
04/01/2021	140,000	3.500%	43,268.75	183,268.75		4,805,000	4,805,000
07/01/2021	140,000	3.500%	42,043.75	182,043.75		4,665,000	4,665,000
10/01/2021	140,000	3.500%	40,818.75	180,818.75	730,625.00	4,525,000	4,525,000
01/01/2022	145,000	3.500%	39,593.75	184,593.75		4,380,000	4,380,000
04/01/2022	145,000	3.500%	38,325.00	183,325.00		4,235,000	4,235,000
07/01/2022	145,000	3.500%	37,056.25	182,056.25		4,090,000	4,090,000
10/01/2022	145,000	3.500%	35,787.50	180,787.50	730,762.50	3,945,000	3,945,000
01/01/2023	150,000	3.500%	34,518.75	184,518.75		3,795,000	3,795,000
04/01/2023	150,000	3.500%	33,206.25	183,206.25		3,645,000	3,645,000
07/01/2023	150,000	3.500%	31,893.75	181,893.75		3,495,000	3,495,000
10/01/2023	150,000	3.500%	30,581.25	180,581.25	730,200.00	3,345,000	3,345,000
01/01/2024	160,000	3.500%	29,268.75	189,268.75		3,185,000	3,185,000
04/01/2024	155,000	3.500%	27,868.75	182,868.75		3,030,000	3,030,000
07/01/2024	155,000	3.500%	26,512.50	181,512.50		2,875,000	2,875,000
10/01/2024	155,000	3.500%	25,156.25	180,156.25	733,806.25	2,720,000	2,720,000
01/01/2025	160,000	3.500%	23,800.00	183,800.00		2,560,000	2,560,000
04/01/2025	160,000	3.500%	22,400.00	182,400.00		2,400,000	2,400,000
07/01/2025	165,000	3.500%	21,000.00	186,000.00		2,235,000	2,235,000
10/01/2025	160,000	3.500%	19,556.25	179,556.25	731,756.25	2,075,000	2,075,000
01/01/2026	170,000	3.500%	18,156.25	188,156.25		1,905,000	1,905,000
04/01/2026	165,000	3.500%	16,668.75	181,668.75		1,740,000	1,740,000
07/01/2026	165,000	3.500%	15,225.00	180,225.00		1,575,000	1,575,000
10/01/2026	170,000	3.500%	13,781.25	183,781.25	733,831.25	1,405,000	1,405,000
01/01/2027	170,000	3.500%	12,293.75	182,293.75		1,235,000	1,235,000
04/01/2027	170,000	3.500%	10,806.25	180,806.25		1,065,000	1,065,000
07/01/2027	170,000	3.500%	9,318.75	179,318.75		895,000	895,000
10/01/2027	180,000	3.500%	7,831.25	187,831.25	730,250.00	715,000	715,000
01/01/2028	175,000	3.500%	6,256.25	181,256.25		540,000	540,000
04/01/2028	175,000	3.500%	4,725.00	179,725.00		365,000	365,000
07/01/2028	175,000	3.500%	3,193.75	178,193.75		190,000	190,000
10/01/2028	190,000	3.500%	1,662.50	191,662.50	730,837.50		
	6,155,000		1,165,368.75	7,320,368.75	7,320,368.75		

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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	10/01/2018
Delivery Date	10/01/2018

Sources:	
Bond Proceeds:	
Par Amount	3,370,000.00
	3,370,000.00

Uses:	
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
	3,370,000.00

BOND SUMMARY STATISTICS

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

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	3.830758%
Average Coupon	3.500000%
Average Life (years)	5.418
Weighted Average Maturity (years)	5.418
Duration of Issue (years)	4.839
Par Amount	3,370,000.00
Bond Proceeds	3,370,000.00
Total Interest	639,056.25
Net Interest	639,056.25
Total Debt Service	4,009,056.25
Maximum Annual Debt Service	403,581.25
Average Annual Debt Service	400,905.63
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	3.500%	5.418	1,630.20
	3,370,000.00			5.418	1,630.20

	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		-50,000.00	
- Other Amounts			
Target Value	3,370,000.00	3,320,000.00	3,370,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	3.830758%	3.515313%

BOND DEBT SERVICE

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

Dated Date	10/01/2018
Delivery Date	10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	285,000	3.500%	114,275.00	399,275.00	3,085,000	3,085,000
10/01/2020	295,000	3.500%	104,300.00	399,300.00	2,790,000	2,790,000
10/01/2021	310,000	3.500%	93,581.25	403,581.25	2,480,000	2,480,000
10/01/2022	320,000	3.500%	82,731.25	402,731.25	2,160,000	2,160,000
10/01/2023	330,000	3.500%	71,268.75	401,268.75	1,830,000	1,830,000
10/01/2024	340,000	3.500%	59,587.50	399,587.50	1,490,000	1,490,000
10/01/2025	355,000	3.500%	47,556.25	402,556.25	1,135,000	1,135,000
10/01/2026	365,000	3.500%	35,000.00	400,000.00	770,000	770,000
10/01/2027	380,000	3.500%	22,093.75	402,093.75	390,000	390,000
10/01/2028	390,000	3.500%	8,662.50	398,662.50		
	3,370,000		639,056.25	4,009,056.25		

BOND DEBT SERVICE

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

Dated Date 10/01/2018
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						3,370,000	3,370,000
01/01/2019	70,000	3.500%	29,487.50	99,487.50		3,300,000	3,300,000
04/01/2019	70,000	3.500%	28,875.00	98,875.00		3,230,000	3,230,000
07/01/2019	70,000	3.500%	28,262.50	98,262.50		3,160,000	3,160,000
10/01/2019	75,000	3.500%	27,650.00	102,650.00	399,275.00	3,085,000	3,085,000
01/01/2020	70,000	3.500%	26,993.75	96,993.75		3,015,000	3,015,000
04/01/2020	70,000	3.500%	26,381.25	96,381.25		2,945,000	2,945,000
07/01/2020	70,000	3.500%	25,768.75	95,768.75		2,875,000	2,875,000
10/01/2020	85,000	3.500%	25,156.25	110,156.25	399,300.00	2,790,000	2,790,000
01/01/2021	80,000	3.500%	24,412.50	104,412.50		2,710,000	2,710,000
04/01/2021	75,000	3.500%	23,712.50	98,712.50		2,635,000	2,635,000
07/01/2021	75,000	3.500%	23,056.25	98,056.25		2,560,000	2,560,000
10/01/2021	80,000	3.500%	22,400.00	102,400.00	403,581.25	2,480,000	2,480,000
01/01/2022	80,000	3.500%	21,700.00	101,700.00		2,400,000	2,400,000
04/01/2022	75,000	3.500%	21,000.00	96,000.00		2,325,000	2,325,000
07/01/2022	75,000	3.500%	20,343.75	95,343.75		2,250,000	2,250,000
10/01/2022	90,000	3.500%	19,687.50	109,687.50	402,731.25	2,160,000	2,160,000
01/01/2023	85,000	3.500%	18,900.00	103,900.00		2,075,000	2,075,000
04/01/2023	80,000	3.500%	18,156.25	98,156.25		1,995,000	1,995,000
07/01/2023	80,000	3.500%	17,456.25	97,456.25		1,915,000	1,915,000
10/01/2023	85,000	3.500%	16,756.25	101,756.25	401,268.75	1,830,000	1,830,000
01/01/2024	85,000	3.500%	16,012.50	101,012.50		1,745,000	1,745,000
04/01/2024	85,000	3.500%	15,268.75	100,268.75		1,660,000	1,660,000
07/01/2024	85,000	3.500%	14,525.00	99,525.00		1,575,000	1,575,000
10/01/2024	85,000	3.500%	13,781.25	98,781.25	399,587.50	1,490,000	1,490,000
01/01/2025	90,000	3.500%	13,037.50	103,037.50		1,400,000	1,400,000
04/01/2025	85,000	3.500%	12,250.00	97,250.00		1,315,000	1,315,000
07/01/2025	85,000	3.500%	11,506.25	96,506.25		1,230,000	1,230,000
10/01/2025	95,000	3.500%	10,762.50	105,762.50	402,556.25	1,135,000	1,135,000
01/01/2026	90,000	3.500%	9,931.25	99,931.25		1,045,000	1,045,000
04/01/2026	90,000	3.500%	9,143.75	99,143.75		955,000	955,000
07/01/2026	90,000	3.500%	8,356.25	98,356.25		865,000	865,000
10/01/2026	95,000	3.500%	7,568.75	102,568.75	400,000.00	770,000	770,000
01/01/2027	95,000	3.500%	6,737.50	101,737.50		675,000	675,000
04/01/2027	90,000	3.500%	5,906.25	95,906.25		585,000	585,000
07/01/2027	90,000	3.500%	5,118.75	95,118.75		495,000	495,000
10/01/2027	105,000	3.500%	4,331.25	109,331.25	402,093.75	390,000	390,000
01/01/2028	95,000	3.500%	3,412.50	98,412.50		295,000	295,000
04/01/2028	95,000	3.500%	2,581.25	97,581.25		200,000	200,000
07/01/2028	95,000	3.500%	1,750.00	96,750.00		105,000	105,000
10/01/2028	105,000	3.500%	918.75	105,918.75	398,662.50		
	3,370,000		639,056.25	4,009,056.25	4,009,056.25		

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City of Cape Coral Charter School Authority
Christa McAuliffe Building Expansion, 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	10/01/2018
Delivery Date	10/01/2018

Sources:	
Bond Proceeds:	
Par Amount	1,925,000.00
	1,925,000.00

Uses:	
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
	1,925,000.00

BOND SUMMARY STATISTICS

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

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	4.072516%
Average Coupon	3.500000%
Average Life (years)	5.415
Weighted Average Maturity (years)	5.415
Duration of Issue (years)	4.835
Par Amount	1,925,000.00
Bond Proceeds	1,925,000.00
Total Interest	364,831.25
Net Interest	364,831.25
Total Debt Service	2,289,831.25
Maximum Annual Debt Service	230,731.25
Average Annual Debt Service	228,983.13
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	1,925,000.00	100.000	3.500%	5.415	930.50
	1,925,000.00			5.415	930.50

	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		-50,000.00	
- Other Amounts			
Target Value	1,925,000.00	1,875,000.00	1,925,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	4.072516%	3.515313%

BOND DEBT SERVICE

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

Dated Date	10/01/2018
Delivery Date	10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	165,000	3.500%	65,143.75	230,143.75	1,760,000	1,760,000
10/01/2020	170,000	3.500%	59,412.50	229,412.50	1,590,000	1,590,000
10/01/2021	175,000	3.500%	53,550.00	228,550.00	1,415,000	1,415,000
10/01/2022	180,000	3.500%	47,162.50	227,162.50	1,235,000	1,235,000
10/01/2023	190,000	3.500%	40,731.25	230,731.25	1,045,000	1,045,000
10/01/2024	195,000	3.500%	34,081.25	229,081.25	850,000	850,000
10/01/2025	200,000	3.500%	27,125.00	227,125.00	650,000	650,000
10/01/2026	210,000	3.500%	19,993.75	229,993.75	440,000	440,000
10/01/2027	215,000	3.500%	12,775.00	227,775.00	225,000	225,000
10/01/2028	225,000	3.500%	4,856.25	229,856.25		
	1,925,000		364,831.25	2,289,831.25		

BOND DEBT SERVICE

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

Dated Date 10/01/2018
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						1,925,000	1,925,000
01/01/2019	45,000	3.500%	16,843.75	61,843.75		1,880,000	1,880,000
04/01/2019	40,000	3.500%	16,450.00	56,450.00		1,840,000	1,840,000
07/01/2019	40,000	3.500%	16,100.00	56,100.00		1,800,000	1,800,000
10/01/2019	40,000	3.500%	15,750.00	55,750.00	230,143.75	1,760,000	1,760,000
01/01/2020	40,000	3.500%	15,400.00	55,400.00		1,720,000	1,720,000
04/01/2020	45,000	3.500%	15,050.00	60,050.00		1,675,000	1,675,000
07/01/2020	40,000	3.500%	14,656.25	54,656.25		1,635,000	1,635,000
10/01/2020	45,000	3.500%	14,306.25	59,306.25	229,412.50	1,590,000	1,590,000
01/01/2021	40,000	3.500%	13,912.50	53,912.50		1,550,000	1,550,000
04/01/2021	40,000	3.500%	13,562.50	53,562.50		1,510,000	1,510,000
07/01/2021	40,000	3.500%	13,212.50	53,212.50		1,470,000	1,470,000
10/01/2021	55,000	3.500%	12,862.50	67,862.50	228,550.00	1,415,000	1,415,000
01/01/2022	45,000	3.500%	12,381.25	57,381.25		1,370,000	1,370,000
04/01/2022	45,000	3.500%	11,987.50	56,987.50		1,325,000	1,325,000
07/01/2022	45,000	3.500%	11,593.75	56,593.75		1,280,000	1,280,000
10/01/2022	45,000	3.500%	11,200.00	56,200.00	227,162.50	1,235,000	1,235,000
01/01/2023	50,000	3.500%	10,806.25	60,806.25		1,185,000	1,185,000
04/01/2023	45,000	3.500%	10,368.75	55,368.75		1,140,000	1,140,000
07/01/2023	45,000	3.500%	9,975.00	54,975.00		1,095,000	1,095,000
10/01/2023	50,000	3.500%	9,581.25	59,581.25	230,731.25	1,045,000	1,045,000
01/01/2024	50,000	3.500%	9,143.75	59,143.75		995,000	995,000
04/01/2024	45,000	3.500%	8,706.25	53,706.25		950,000	950,000
07/01/2024	45,000	3.500%	8,312.50	53,312.50		905,000	905,000
10/01/2024	55,000	3.500%	7,918.75	62,918.75	229,081.25	850,000	850,000
01/01/2025	50,000	3.500%	7,437.50	57,437.50		800,000	800,000
04/01/2025	50,000	3.500%	7,000.00	57,000.00		750,000	750,000
07/01/2025	50,000	3.500%	6,562.50	56,562.50		700,000	700,000
10/01/2025	50,000	3.500%	6,125.00	56,125.00	227,125.00	650,000	650,000
01/01/2026	55,000	3.500%	5,687.50	60,687.50		595,000	595,000
04/01/2026	50,000	3.500%	5,206.25	55,206.25		545,000	545,000
07/01/2026	50,000	3.500%	4,768.75	54,768.75		495,000	495,000
10/01/2026	55,000	3.500%	4,331.25	59,331.25	229,993.75	440,000	440,000
01/01/2027	50,000	3.500%	3,850.00	53,850.00		390,000	390,000
04/01/2027	50,000	3.500%	3,412.50	53,412.50		340,000	340,000
07/01/2027	50,000	3.500%	2,975.00	52,975.00		290,000	290,000
10/01/2027	65,000	3.500%	2,537.50	67,537.50	227,775.00	225,000	225,000
01/01/2028	60,000	3.500%	1,968.75	61,968.75		165,000	165,000
04/01/2028	55,000	3.500%	1,443.75	56,443.75		110,000	110,000
07/01/2028	55,000	3.500%	962.50	55,962.50		55,000	55,000
10/01/2028	55,000	3.500%	481.25	55,481.25	229,856.25		
	1,925,000		364,831.25	2,289,831.25	2,289,831.25		

Item Number:	**14.A.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of FY2017-18 Budget Amendment No. 2 - Mary Anne Moniz, Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
	BUDGET AMENDMENT NO. 2 FY2017-18 OVERVIEW	Backup Material
	BUDGET AMENDMENT NO. 2 FY2017-18 DOC	Backup Material

City of Cape Coral Charter School Authority

FY 2017-18 Budget Amendment No. 2

August 14, 2018

FY 2017-18
Budget Amendment No. 2

Purpose:

- To modify the estimates of revenues and appropriations as previously Amended
- Necessary to capture:
  - Miscellaneous adjustments
  - Reclassification of $1.2 million for air conditioning units
  - Commitment of $530,650 for security measures

Summary & Overview

Sources (Revenue)		
Total as Adopted:	**$ 30,964,571**	
Total at Budget Amendment No. 1	**$ 31,974,683**	
Budget Amendment No. 2 Adjustments		
Assigned Fund Balance	$ (1,038,300)	1
Restricted Fund Balance		
Committed Fund Balance	1,244,279	2
Unassigned Fund Balance	1,546,280	3
Intergovernmental	638,875	4
Public Education Capital Outlay	18,872	5
Charges for Services	(80,293)	6
Miscellaneous	265,287	7
Total Adjustments:	**$ 2,595,000**	
Budget Amendment No. 2	**$ 34,569,683**	

Uses (Expenditures)		
Total as Adopted:	**$ 30,964,571**	
Total at Budget Amendment No. 1	**$ 31,974,683**	
Budget Amendment No. 2 Adjustments		
Personnel	$ 51,039	8
Operating	(304,818)	9
Public Education Capital Outlay	(717,498)	10
Debt Service	(928)	11
Restricted Fund Balance	-	
Committed Fund Balnce	1,244,279	12
Unassigned Fund Balance	2,322,926	13
Total Adjustments:	**$ 2,595,000**	
Budget Amendment No. 2	**$ 34,569,683**	

Notes (Sources):

Balances Brought Forward	
[1] Assigned reflects reduction of $1,038,300 primarily associated with AC's not being done	$ (1,038,300)
[2] Committed increased by $1,244,279 associated with AC's until and Security Initiatives	1,244,279
[3] Unassigned increased $1,546,280 associated with increased revenues and reduction to expenditures	1,546,280
[4] **Intergovernmental**	
Actual true ups to major revenue (FEFP) and NSLP increased revenue due to Hurricane Irma	638,875
[5] **Public Educ. Capital Outlay**	
Actual true up	18,872
[6] **Charges for Services**	
Reduction to Student Lunch Services due to free lunches from IRMA Program	(80,293)
[7] **Miscellaneous**	
Transfers from Internal Funds for Chromebooks, $47k from E-Rate Award, Short Term Invest Income	265,287
Total Adjustments:	**$ 2,595,000**

[8] **Personnel**	
Misc. adjustments, new Supv. Of Athletics, Leave Payouts, Unemployment	$ 51,039
[9] **Operating**	(304,818)
Fiscal Service Charges, Savings on Painting, and Mini Split a/c's not completed	
[10] **Capital Outlay**	(717,498)
Air conditioning units not completed	
[11] **Debt Service**	(928)
Adjustment to Building/Bus Lease	
[12] **Committed Fund Balance**	
Air conditioning units and Security Initiative	1,244,279
[13] **Unassigned Fund Balance**	
More revenues and less expenditures	2,322,926
Total Adjustments:	**$ 2,595,000**

FY 2017-18
Budget Amendment No. 2

Conclusion:

- Purpose of this Budget Amendment is to adjust revenues and appropriations as noted.
- Final Budget Amendment for FY 2017-18
- Recommend Board approval

TO: Charter School Governing Board

THRU: Jacquelin Collins, Superintendent

FROM: Mary Anne Moniz, Business Manager Mary Anne Moniz

DATE: July 30, 2018

SUBJECT: FY 2017-18 Budget Amendment No. 2

The FY 2017-18 Operating Budget of $30,964,571 was adopted by the City of Cape Coral Charter School Authority Governing Board on August 8, 2017. The Charter School Authority's Business Manager, Superintendent, Principals and respective Operating Departments (Transportation, Food Service, Procurement, Maintenance, and Custodial) developed the budget which was projected to use $253,779 from fund balance to support operating expenditures.

On March 13, 2018, Budget Amendment No. 1 was approved to modify the estimates of revenues and appropriations which were primarily due to the reclassification of the Discretionary Capital (Restricted Fund Balance) as well as the $1,200,000 approved by the Governing Board in September to begin replacing building air conditioning units.

Budget Amendment No. 2 is necessary to capture miscellaneous adjustments, adjust the $1,200,000 for the air conditioning units that were not completed in FY 2018, and commit the $530,650 previously approved for implementing various security measures identified by the City of Cape Coral's Police Division.

Below is a summary of the proposed changes for both revenue and expenditure categories. In addition, detailed tables outlining all of the changes are found in the attachments that follow.

Revenue Category - Sources	FY 2018 Adopted	FY 2018 Amend. No. 1	Adjustments	FY 2018 Amend. No. 2	% Change From BA No. 1
Assigned Fund Balance	$ 253,779	$ 1,255,802	$ (1,038,300)	$ 217,502	-82.68%
Restricted Fund Balance	-	1,697,980	-	1,697,980	0.00%
Committed Fund Balance	-	486,371	1,244,279	1,730,650	255.83%
Unassigned Fund Balance	6,334,137	4,797,652	1,546,280	6,343,932	32.23%
Intergovernmental	22,937,710	22,251,887	638,875	22,890,762	2.87%
Public Education Capital Outlay	582,762	615,290	18,872	634,162	3.07%
Charges for Service	666,450	666,450	(80,293)	586,157	-12.05%
Miscellaneous	189,733	203,251	265,287	468,538	130.52%
Other: Debt Proceeds	-	-	-	-	0.00%
Total Increase (Reduction) of Revenues & Balance Forward:	$ 30,964,571	$ 31,974,683	$ 2,595,000	$ 34,569,683	8.12%

Expenditure Category - Uses	FY 2018 Adopted	FY 2018 Amend. No. 1	Adjustments	FY 2018 Amend. No. 2	% Change From BA No. 1
Personnel	$ 16,567,465	$ 16,665,496	$ 51,039	$ 16,716,535	0.31%
Operating	7,022,075	7,144,702	(304,818)	6,839,884	-4.27%
Capital Outlay	318,165	875,898	(717,498)	158,400	-81.92%
Debt Service	252,211	306,583	(928)	305,655	-0.30%
Restricted Fund Balance		1,697,980	-	1,697,980	0.00%
Committed Fund Balance		486,371	1,244,279	1,730,650	255.83%
Unassigned Fund Balance	6,804,655	4,797,653	2,322,926	7,120,579	48.42%
Total Increase (Reduction) of Appropriated Expenditures & Reserve	$ 30,964,571	$ 31,974,683	$ 2,595,000	$ 34,569,683	8.12%

BALANCES BROUGHT FORWARD

Balances Brought Forward (Cash) are estimated at $9,990,064 to coincide with staff's approximation of year-end cash position. At this time, the Comprehensive Annual Financial Report (CAFR) ending June 30, 2018 is not available so we must rely on estimation. Included in this number is a total of $1,697,980 in Restricted Fund Balance for Discretionary Capital dollars. The Discretionary Capital funding remains in escrow until a final decision is reached on whether we are able to keep it or will have to return the funds to Lee County.

In addition to the above, Budget Amendment No. 2 includes an increase of $1,244,279 to Committed Fund Balance for a total of $1,730,650. This includes the $1,200,000 for the replacement of air conditioning units, which have not yet been completed as well as the $530,650 for security measures, both of which have previously been approved by the Governing Board. These projects are currently work in progress and are expected to be completed in FY 2019.

SOURCES/REVENUES

Sources, also called revenues, reflect a proposed increase of $842,741 or 3.55% when compared to Budget Amendment No. 1. The primary reason for this increase is associated with the adjustment of $638,875 from Intergovernmental Revenues when adjusting budgets to actuals as well as the higher than normal reimbursements associated with the National School Lunch and Breakfast Programs due to Hurricane Irma. In addition, Miscellaneous Revenues reflect an increase of $265,287 due to increased transfers of Internal Funds for technology, as well as, an E-Rate award of $47,638. Explanations for each major adjustment to revenue category follow:

INTERGOVERNMENTAL

- **Other Federal Grants**
  This revenue category captures the revenue received from the US Army for our JROTC Instructors. In FY 2018, there were three instructors approved; however, one

began a little later than anticipated due to relocation and processing; therefore, a decrease of $13,603 is reflected.

- ***National School Lunch Program (NSLP)***
  After Hurricane Irma hit Florida, the State implemented a program where all students would be eligible for breakfast and lunch at no cost. This program was based on the number of students who had meals and not the number of students enrolled in the National School Lunch Program. All students were eligible for free breakfast and lunch from September 18 – November 30, 2017. Our schools received $2.09 per breakfast and $3.31 for lunch for each student who went through the food line. Through this program, lunch reimbursements increased by $108,049 totaling $545,799 and breakfast increased by $26,658 for a total of $93,608 in revenue.

  It should also be noted that since lunches were paid through this program, this caused student lunch service charges (those students who would have normally purchased breakfast and lunch) to decrease by $80,293.

- ***AICE***
  While budgets were previously adjusted to $540,069, an additional $25,423 was received for Certiport totaling $565,492.

- ***Florida Education Finance Program (FEFP)***
  While it is our policy to budget at 95% for all major revenues, at year-end we realize actual revenues associated with this funding. Therefore, budgets have been adjusted and will increase from $20,629,818 to $20,977,072 for a total increase of $347,254.

- ***Other Misc. State Shared/Best & Brightest***
  During the budget development process, there was not a specific object to capture dollars associated with the anticipated Discretionary Capital. In an effort to keep this funding separated from other revenue we budgeted $739,045 in this category, while at the same time, taking a very conservative approach. Since then, we have received a total of $1,697,980 but have set the funding aside awaiting final determination on the award. Therefore, this funding has been reallocated to Restricted Fund Balance where it will remain until a final decision is reached.

  Best & Brightest scholarships were awarded to teachers based on performance. Teachers and Principals were eligible for $6,000, $1,200, or $800 depending on eligibility requirements. Below is a breakdown of the number of teachers who received awards and the total funding received by each school.

  It should be noted that this was simply a pass-through and there is no effect to budget.

Best & Brightest

School	$6,000	$1,200	$800	Total $ Awarded
Oasis Elementary	1	18	32	$ 53,200
Christa McAuliffe	0	15	21	34800
Oasis Middle	4	18	16	58400
Oasis High	1	9	10	24800
Total:	6	60	79	$ 171,200

- ***Title II-A Funding***
  As part of the budget development process, it has been practice to budget at the same level as previous year's funding for this category. This year, our system was granted a total of $59,474 to be used for professional development; an increase of $24,783 over previous year. Due to time constraints and limited training opportunities, it was difficult for our schools to spend this funding; therefore, $8,138 has been returned to the District.

- ***Voluntary Pre-Kindergarten (VPK)***
  The VPK revenue reflects a reduction of $17,967 from $212,052 to $194,085. This was due to open positions throughout the year.

PUBLIC EDUCATION CAPITAL OUTLAY (PECO)

- ***Public Education Capital Outlay***
  PECO revenues reflect an increase of $18,872 when compared to the budget of $615,290 for a total of $634,162. This adjustment puts budgets in line with actual funding received.

MISCELLANEOUS REVENUES

- ***Contribution Charter Rally Revenue***
  Since the Charter School Foundation is now responsible for the Charter School Authority Rally, the schools will no longer be handling the disbursement of funds associated with this fundraiser. The Foundation continues to support our schools and will continue to work closely with our system to determine the needs of our schools and provide funding where they deem necessary.

- ***Contributions/Donations***
  Contributions/donations are budgeted based on what the schools anticipate to receive from outside sources or Parent Teacher Organizations. In addition, we have begun using this category to capture transfers from Internal Funds. Through the transfer and use of Internal Funds, this category has increased significantly over the last year. Although we budgeted $56,160 a total of $199,534 was received. This is

primarily associated with the transfer from the Technology Fund account for the purchase of chromebooks for all of four schools.

It should be noted that we continue to review and transfer Internal Fund balances for earmarked General Fund projects.

- ***Reimbursable Charges***
  All revenue associated with City Park & Recreation Departments is captured in this category. This includes: Early Bird/After School, Bus Usage, Custodial Services, and OMS Gym reimbursements. In addition, there was $17,600 associated with the Wellness Fair as well as $47,638 granted from E-Rate.

- ***Other Misc Rev/Reimbursements***
  A total of $27,572 was associated with transfers from internal funds for miscellaneous purchases made through the general fund.

- ***Short Term Investment Income***
  As we monitor our investments more closely, we have realized a greater investment rate on fund balance. This investment income has exceeded our expectations in FY 2018 from an estimated $46,118 to $97,592. The $1.7 million in Discretionary Capital has also helped increase these resources.

EXPENDITURES/USES

The proposed Budget Amendment would reduce the Charter School's total budgeted expenditures by $972,205 from $24,992,679 to $24,020,474. In addition, fund balance/reserves will increase by $3,567,205 from $6,982,004 to $10,549,209 for a net increase in appropriated expenditures and reserves of $2,595,000 or 8.12%.

PERSONNEL

While there were several adjustments between payroll accounts, there is an expected increase of $51,039 to payroll. This is primarily associated with the addition of the Supervisor of Athletics & Physical Education position, leave payouts, and unemployment claims that were not budgeted.

OPERATING

Although there were multiple transfers of funds between operating lines, the overall Operating category decreased by $304,817 from $7,144,702 to $6,839,885. Below are the major items that have initiated this change:

- ***Accounting & Auditing***

As agreed with the City, our system pays for the City Senior Accountant and Human Resource Liaison at 100% of their salary and benefits. Both positions are now direct-charged to schools.

- ***Other Professional Services***
  Other Professional Services includes all costs associated with City Chargebacks. City Council approved to waive these fees in FY 2018. While chargebacks were estimated at $311,000, it included payroll for the two positions noted above. A savings of $115,000 is projected and will be carried into the next fiscal year to help offset pay parity.

- ***Building Rental/Leases***
  After our debt was reissued, it was realized that our lease payments would have an increase at the high school of approximately $160,000. Funding was adjusted at the other schools to help offset this increase.

- ***Insurance***
  Since partnering with the City's insurance carrier we continue to see slight decreases to our insurance premiums. In FY 2018, we received a Workers' Compensation refund of $16,171 and applied it to our pre-paid insurance items.

- ***Equipment Repair/Maintenance***
  Equipment Repair/Maintenance reflects a decrease of $35,575 that is associated with the mini-split air conditioning units. Since the work was not finished in the current fiscal year, payment of $46,240 will be disbursed in FY 2019.

- ***Building Maintenance***
  Building Maintenance reflects a reduction of $99,398 which is associated with the savings on the building painting.

- ***Computer Equip/Accessory***
  Computer Equip/accessory reflects an increase of $189,470 for a total of $336,874. This is associated with the year-end purchase of chromebooks to meet the 1:1 device requirement. This expense was primarily funded through internal fund transfers.

- ***Athletic Equipment***
  While this was not a budgeted item, internal funds and miscellaneous transfers allowed for $20,108 to be transferred into this account to begin replacing aging athletic equipment.

- ***Parking Lot Maintenance***
  We have begun replacing our parking lot lighting with LED fixtures. While we rely on the City to assist in the installation, we purchased the fixtures for $8,756.

- ***Training & Seminars***
  As previously noted, we must refund $8,138 to the District for unspent Title II money.

CAPITAL OUTLAY

Capital Outlay reflects a total decrease of $717,498 from $875,898 to $158,400. This decrease is primarily associated with the air conditioning units that were approved by the Governing Board in September 2017. While a total of $713,629 was encumbered, the work was not completed in FY 2018. Therefore, the $1,200,000 has been reassigned to Committed Fund Balance. In addition, the $530,650 approved for security initiatives is to be used for Capital Outlay and has been placed in Committed Fund Balance until the work is completed.

- ***Buildings***
  A decrease of $10,633 is reflected under the Buildings account and is primarily associated with the CME Portable Study. While we anticipated a total budget of $35,000, we will budget this balance in FY 2019.

CONCLUSION

In conclusion, this FY 2017-18 Budget Amendment No. 2 is requested to align revenue and expenditure categories due to miscellaneous adjustments or transfers between accounts, the reclassification of the $1,200,000 for air conditioning units, as well as, the $530,650 for security measures as approved by our Governing Board. It is staff's recommendation that the Governing Board approve the FY 2017-18 Budget Amendment No. 2.

Attachments

cc: Victoria Bateman, Financial Services Director, City of Cape Coral
Christina Britton, Principal, Oasis High School
Kevin Brown, Principal, Christa McAuliffe Elementary
Christopher Cann, Principal, Oasis Elementary
Jacqueline Collins, Superintendent, Cape Coral Charter School Authority
Donnie Hopper, Principal, Oasis Middle School
Jeanette Kreuz, Sr. Accountant, City of Cape Coral
Christopher Phillips, Management/Budget Administrator, City of Cape Coral
Jo-Anne Velotti, Assistant Management/Budget Administrator, City of Cape Coral

FY 2017-18 Revenues
Budget Amendment No. 2

Object	Description	FY 2017-18 Adopted	FY 2017-18 Budgt Amend #1	Budgt Amend #2 Adjustment	FY 2017-18 Budgt Amend #2
531901	Other Fed Grants	(102,094)	(102,094)	13,603	(88,491)
533261	NSLP Reimbursement Lunch	(437,750)	(437,750)	(108,049)	(545,799)
533262	NSLP Reimbursement Breakfast	(66,950)	(66,950)	(26,658)	(93,608)
535750	FEFP-FL Ed Fin Prog St Shared	(20,670,372)	(20,629,818)	(347,254)	(20,977,072)
535751	Fl Teacher Lead Prog St Shared	(47,656)	(45,723)	-	(45,723)
535752	School Recog Funds St Shared	-	(157,957)	-	(157,957)
535753	VPK Program State Shared	(212,052)	(212,052)	17,967	(194,085)
535754	Charter Sch Cap Outly St Share	(582,762)	(615,290)	(18,875)	(634,164)
535755	Other Misc State Shared	(739,045)	-	(171,200)	(171,200)
535756	Title II-A Funding St Shared	(34,691)	(59,474)	8,138	(51,336)
535757	AICE Revenue State Shared	(627,100)	(540,069)	(25,423)	(565,492)
535759	Discretionary Capital Funding	-	-	-	-
547801	Student Lunch Serv Charges	(654,050)	(654,050)	80,293	(573,757)
547802	Culinary Program Revenue	-	-	-	-
547803	Transportation Service Charges	(12,400)	(12,400)	-	(12,400)
561102	Short term investment income	(24,775)	(46,118)	(51,474)	(97,592)
562101	Rents and Royalties	(500)	(2,000)	(1,125)	(3,125)
564102	FA Auction/Salvage Proceeds	-	-	(1,000)	(1,000)
566101	Contrib/Donation Private Sourc	(80,520)	(56,160)	(143,374)	(199,534)
566104	Contrib Charter Rally Revenue	-	(10,000)	10,000	-
569101	Other Miscellaneous Revenue	(1,100)	(7,200)	-	(7,200)
569102	Insur Damage Claims Misc Rev	-	-	-	-
569103	Book Sales Misc Revenue	(22,600)	-	-	-
569104	Lost/Damaged/Sold Textbooks	(900)	(1,300)	-	(1,300)
569110	Reimbursable Charges	(35,938)	(59,198)	(65,697)	(124,895)
569116	Oth Misc Rev/Reimbursable Chrg	-	(15,500)	(12,072)	(27,572)
569119	HealthCare Ins Profit Sharing	-	(875)	(2,342)	(3,217)
569206	GL Recon Balance Adjustment	-	-	-	-
569901	Other Miscellaneous Revenues	(23,400)	(4,900)	1,800	(3,100)
	Total Revenues:	$ (24,376,655)	$ (23,736,878)	$ (842,742)	$ (24,579,619)
599910	Restricted Balances	-	(1,697,980)	-	(1,697,980)
599920	Committed Balances	-	(486,371)	(1,244,279)	(1,730,650)
599930	Assigned Balances	(253,779)	(1,255,802)	1,038,300	(217,502)
599940	Unassigned Balances	(6,334,137)	(4,797,653)	(1,546,279)	(6,343,932)
	Total Fund Balance:	$ (6,587,916)	$ (8,237,806)	$ (1,752,258)	$ (9,990,064)
	Grand Total:	$ (30,964,571)	$ (31,974,684)	$ (2,595,000)	$ (34,569,683)

FY 2017-18 Expenditures
Budget Amendment No. 2

Object	Description	FY 2017-18 Adopted	FY 2017-18 Budgt Amend #1	Budgt Amend #2 Adjustment	FY 2017-18 Budgt Amend #2
611110	Administrator/Principal Salary	730,740	741,773	(5,401)	736,372
612120	Classroom Teacher Salary	7,763,969	7,763,969	(214,509)	7,549,460
612130	Oth Certified Personnel Salary	690,114	578,276	(14,240)	564,036
612150	Aides Salary	363,045	347,505	(4,493)	343,012
612160	Other Support Personnel Salary	1,977,857	2,009,864	98,530	2,108,394
613102	Contract Employees Salary/Wage	1,100	1,100	7,122	8,222
613140	Substititue Teacher Salary/Wag	205,000	205,000	6,606	211,606
614101	Overtime	3,720	3,720	86	3,806
615101	Special Pay/Add Pay	383,105	394,405	4,378	398,783
615107	Employee Recognition/Bonus	-	193,157	150,707	343,864
621101	FICA Taxes	751,354	754,154	(1,186)	752,968
621102	Medicare Taxes	174,744	175,412	(131)	175,281
622110	Florida Retirement System(FRS)	947,520	943,639	997	944,636
623101	Life,Health,Disability Insur	193,905	188,870	(9,985)	178,885
623102	Self-Insured Health Plan	2,228,634	2,202,051	26,901	2,228,952
623107	Opt Out Health Ins Subsidy	40,399	41,799	3,609	45,408
624101	Workers Compensation	112,259	120,368	2,047	122,415
624102	Unemployment	-	-	-	-
624103	Leave Payout	-	434	-	434
		$ 16,567,465	$ 16,665,496	$ 51,039	$ 16,716,535
631304	Legal Services	-	2,800	-	2,800
631312	Accounting & Auditing	96,249	134,698	41,551	176,249
631399	Other Professional Services	364,534	364,396	(313,128)	51,268
634107	Physicals - General	9,426	8,768	137	8,905
634119	Employee Health Clinic Charges	2,247	2,247	-	2,247
634120	Outside Services	14,839	96,155	1,753	97,908
634123	Dual Enrollment Tuition	38,000	38,000	(5,000)	33,000
634125	Athletics Coaches & Officials	84,000	84,000	(9,500)	74,500
640101	Food And Mileage (City)	6,736	8,133	(500)	7,633
640104	Recruitment Travel	-	-	-	-
640105	Travel Costs	18,551	28,614	982	29,596
641101	Communication Service	8,419	8,103	994	9,097
641102	Telephone Service	113,065	114,634	(13,281)	101,353
641103	Telecommunication Service	563	383	(356)	27
641104	Postage & Shipping	14,709	15,509	(354)	15,155
643202	Electric	469,913	469,913	(13,766)	456,147
643203	Water & Sewer	54,783	54,783	(1,000)	53,783
643205	Propane Fuel	5,151	5,151	(1,800)	3,351
644101	Building Rental/Leases	2,967,613	2,967,613	37,895	3,005,508
644102	Equipment Rental/Leases	3,935	3,935	(650)	3,285
644103	Copy & Fax Machine Rent/Lease	68,380	38,683	(2,025)	36,658
644199	Other Rentals/Leases	101	101	(50)	51
645101	Insurance	297,301	297,301	(25,278)	272,023
646101	Tires	-	-	180	180
646102	Equip Repair/Maintenance	158,055	186,542	(35,575)	150,967
646103	Building Maintenance	338,997	259,412	(99,398)	160,014
646104	Diesel Fuel	112,718	103,318	4,321	107,639
646105	Parts Repair/Maintenance	-	500	-	500
646106	Unleaded Fuel	1,165	1,165	-	1,165
646108	Other Repairs & Maint.	19,000	12,500	(7,310)	5,190
646109	Facilities Charges	-	-	900	900
646110	Fleet Charges	-	-	-	-
646300	Warranty/Maint/Service Plans	-	-	968	968
647101	Printing	2,388	2,988	(1,469)	1,519
648101	Advertising	2,681	2,681	2,678	5,359
648102	Public Relations	-	-	25	25
649102	Bank Fees	11,173	11,173	429	11,602
649103	Various Fees	171,111	169,677	3,251	172,928
649130	Health Insurance Profit Share	-	-	-	-

FY 2017-18 Expenditures
Budget Amendment No. 2

Object	Description	FY 2017-18 Adopted	FY 2017-18 Budgt Amend #1	Budgt Amend #2 Adjustment	FY 2017-18 Budgt Amend #2
649131	Wellness Prog - Rewards	-	-	14,351	14,351
652101	Office Supplies	78,234	79,748	(4,404)	75,344
652113	Uniforms	2,775	2,775	(135)	2,640
652114	Chemicals	105	105	-	105
652115	Tools	1,026	826	(140)	686
652116	Small Equipment	68,178	45,577	(58)	45,519
652117	Janitorial Supplies	81,500	81,500	3,000	84,500
652118	Operating Medical Supply	-	250	3,500	3,750
652119	Food And Beverage	559,500	559,500	(36,248)	523,252
652121	Computer Equip/Accessory	74,076	147,404	189,470	336,874
652122	Computer Software/License	147,586	148,086	(1,123)	146,963
652124	Safety Equipment	-	-	-	-
652125	Sod, Seed, Sand And Soil	-	-	1,664	1,664
652128	Operating Supplies - Charter S	81,201	107,070	(9,490)	97,580
652129	Textbooks	242,000	197,720	(39,962)	157,758
652130	Periodicals	-	150	-	150
652139	School A La Carte Food	105,000	105,000	(8,000)	97,000
652141	Trophies/Awards	306	203	55	258
652142	Athletic Equipment	-	-	20,108	20,108
652145	Teacher Classroom Supply	48,203	46,415	(340)	46,075
652199	Other Operating Mat & Supplies	35,367	57,493	(220)	57,273
653105	Parking Lot Maintenance	-	-	8,756	8,756
654101	Books Pubs Subscrpt & Membrshp	1,233	2,063	620	2,683
654102	Wellness - Gym Memberships	-	-	1,364	1,364
655101	Training & Seminars	33,941	49,983	(10,286)	39,697
655102	In-House Training	6,041	18,958	(2,924)	16,034
	Total Operating:	$ 7,022,075	$ 7,144,702	$ (304,817)	$ 6,839,885
662101	Buildings	50,000	35,000	(10,663)	24,338
662601	Improvements Other Than Bldgs	7,500	2,500	(2,500)	-
664101	Equipment	211,642	800,398	(714,139)	86,259
664102	Vehicles	3,000	4,500	500	5,000
664501	Computer Software Intangible	28,000	28,000	9,091	37,091
666101	Library Books	4,923	5,500	212	5,712
666102	Scholastic Book Fair	13,100	-	-	-
	Total Capital Outlay:	$ 318,165	$ 875,898	$ (717,498)	$ 158,400
671100	Principal Expense - Debt	233,532	287,904	(7)	287,897
672101	Debt Interest Expense	18,679	18,679	(921)	17,758
	Total Debt Service:	$ 252,211	$ 306,583	$ (928)	$ 305,655
699201	Restricted Fund Balance	-	1,697,980	-	1,697,980
699301	Commmitted Fund Balance	-	486,371	1,244,279	1,730,650
699401	Assigned Fund Balance	-	-	-	-
699901	Unassigned Fund Balance	6,804,655	4,797,653	2,322,926	7,120,579
	Total Fund Balance:	$ 6,804,655	$ 6,982,004	$ 3,567,205	$ 10,549,209
	Grand Total:	$ 30,964,571	$ 31,974,683	$ 2,595,000	$ 34,569,683

Item Number:	**14.B.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of FY2019-FY2021 Adopted Operating Budget - MaryAnne Moniz, Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
D	ADOPTED OPERATNG BUDGET FY 2019-21	Backup Material

Cape Coral Charter School Authority

FY 2019-FY 2021 Adopted Operating Budget August 14, 2018

FY 2019-2021
BUDGET HIGHLIGHTS

- Held Two Budget Workshops and Staff Meetings
  - Governing Board Approved Proposed Operating Budget on June 12,2018
- Discuss Changes from FY 2018-2019 Proposed Budget to Adopted
- Governing Board will be asked to approve FY 2018-2019 Adopted Operating Budget

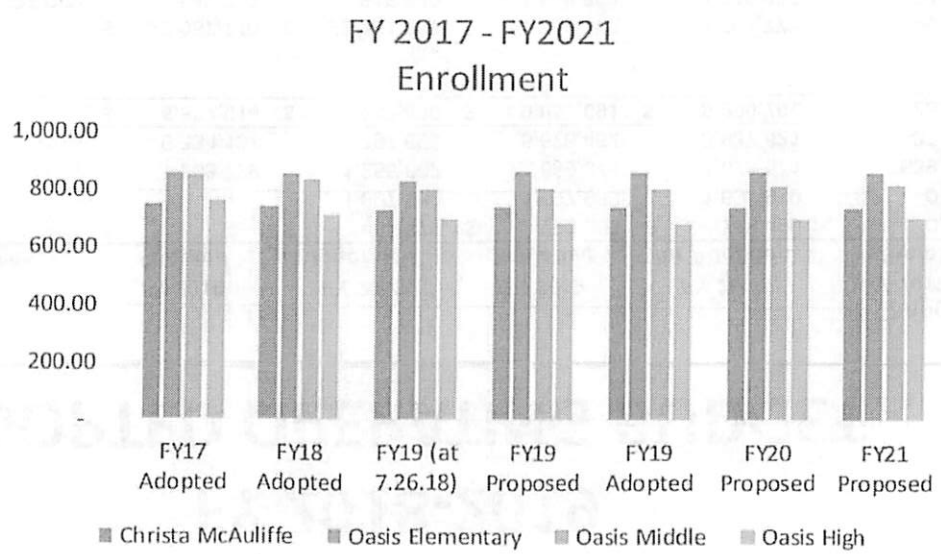
FY 2018-2019
ADOPTED OPERATING BUDGET

Revenue Category - Sources	FY 2018 Adopted	FY 2018 Amended	FY 2019 Tentative	FY 2019 for Adoption	% Change FY 2018 Adopted	% Change FY 2018 Amended
Committed Fund Balance	$ -	$ 486,371	$ 793,905	$ 778,490	0.00%	60.06%
Restricted Fund Balance	-	1,697,980	1,697,980	1,697,980	0.00%	0.00%
Assigned Fund Balance	253,779	1,255,802	889,344	1,876,671	639.49%	49.44%
Unassigned Fund Balance	6,334,137	4,797,653	5,676,462	3,937,621	-37.83%	-17.93%
Total Balance Forward:	**$ 6,587,916**	**$ 8,237,806**	**$ 9,057,691**	**$ 8,290,762**	25.85%	0.64%
Estimated Revenue:						
Intergovernmental	$ 22,937,710	$ 22,251,887	$ 21,791,773	$ 21,791,773	-5.00%	-2.07%
Public Educ. Capital Outlay (PECO)	582,762	615,289	1,515,652	1,515,652	160.08%	146.33%
Charges for Services	666,450	666,450	650,000	650,000	-2.47%	-2.47%
Miscellaneous	189,733	203,251	154,529	154,529	-18.55%	-23.97%
Total Estimated Revenues:	**$ 24,376,655**	**$ 23,736,877**	**$ 24,111,954**	**$ 24,111,954**	-1.09%	1.58%
Total Revenues/Sources:	**$ 30,964,571**	**$ 31,974,683**	**$ 33,169,645**	**$ 32,402,716**	4.64%	1.34%

Expenditure Category - Ues	FY 2018 Adopted	FY 2018 Amended	FY 2019 Tentative	FY 2019 for Adoption	% Change FY 2018 Adopted	% Change FY 2018 Amended
Personnel	$ 16,567,465	$ 16,665,496	$ 17,194,053	$ 17,401,785	5.04%	4.42%
Operating	7,022,075	7,144,702	7,109,059	7,332,047	4.41%	2.62%
Capital Outlay	318,165	875,898	32,791	949,434	198.41%	8.40%
Debt Service	252,211	306,583	305,359	305,359	21.07%	-0.40%
Total Estimated Expenditures:	**$ 24,159,916**	**$ 24,992,679**	**$ 24,641,262**	**$ 25,988,625**	7.57%	3.98%
Reserves	6,804,655	$ 6,982,004	$ 8,528,383	$ 6,414,091	-5.74%	-8.13%
Total Expenditures/Uses:	**$ 30,964,571**	**$ 31,974,683**	**$ 33,169,645**	**$ 32,402,716**	4.64%	1.34%

FY 2019
ADOPTED ENROLLMENT

School	FY 2017 Adopted	FY 2018 Adopted	FY 2018 at FY19 (7/26/18)	FY 2019 Proposed	FY 2019 Adopted	FY 2020 Proposed	FY 2021 Proposed
Christa McAuliffe	751.00	746.00	733.00	746.00	746.00	746.00	746.00
Oasis Elementary	855.00	855.00	833.00	865.00	865.00	865.00	865.00
Oasis Middle	853.00	835.00	800.00	810.00	810.00	815.00	820.00
Oasis High	765.00	715.00	699.00	690.00	690.00	700.00	710.00
Total:	**3,224.00**	**3,151.00**	**3,065.00**	**3,111.00**	**3,111.00**	**3,126.00**	**3,141.00**
VPK (FTE)	40.00	40.00	40.00	40.00	40.00	-	-
Total (with VPK):	**3,264.00**	**3,191.00**	**3,105.00**	**3,151.00**	**3,151.00**	**3,126.00**	**3,141.00**



FY 2019
ADOPTED STAFFING SUMMARY

School	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Proposed	FY 2019 Adopted
Christa McAuliffe	67.00	66.00	62.50	64.50
Christa McAuliffe VPK	2.00	2.00	2.00	2.00
Oasis Elementary	77.50	70.50	71.50	71.50
Oasis Elementary VPK	2.00	2.00	2.00	2.00
Oasis Middle	61.00	60.50	62.50	62.50
Oasis High	52.50	53.50	57.50	57.50
Administration	49.00	42.00	42.00	43.00
Total:	**311.00**	**296.50**	**300.00**	**303.00**
Substitutes:	111.00	100.00	82.00	82.00
Grand Total:	**422.00**	**396.50**	**382.00**	**385.00**

Added 2 Teacher positions at CME which were filled with Long Term Subs
Added 1 Social Worker in Administration

FY 2018-2019 ADOPTED PERSONNEL EXPENDITURE CHANGES

- Accounts for 66.96% of Adopted Operating Budget or $17.4 mil; includes Base, Add Pays, Sub Pay, FICA, Medicare, Workers' Comp, Benefits, FRS, Merit Pay, and Pay Parity
  - Base Pay
    - Adjusted misc. pay changes as needed
    - Increased base pay and benefits for 2 Teacher positions at CME
    - Increased base pay and benefits for new Social Worker
  - Pay Parity
    - Increased Pay Parity by an additional $100,000
  - Health Care
    - Removed Health Benefits from Custodial as no employees enrolled; only one employee Opted Out

FY 2018-2019
ADOPTED OPERATING EXPENDITURES

- Accounts for $7.3 mil or 28.21% of Operating Budget
  - Changes since Proposed
    - Athletic Trainer (Outside Services) $6k
    - Mini Split Systems (AC's) not completed in FY 2018; $46k
    - New Mental Health Assistance Mandate $62k
    - Meraki Access Points $52k (60% reimbursed by E-Rate)
    - Chromebooks not received on time from last year City Chargeback money at OMS $15k
    - Police Detail for Governing Board Meetings $1.4k
    - Bus Rental/Lease $40k

FY 2018-2019
ADOPTED CAPITAL EXPENDITURES

- Currently budgeted at $949k or 3.65% of budget:
  - Changes since Proposed:
    - CME Portable Study (Q Grady Purchase Order) $11k
    - Air Conditioning Unit Replacements $906k

CONCLUSION

- Overall, the Adopted budget will reduce by 2.31% since Proposed due to the use of Fund Balance
- Expenditures will increase by 5.47% since Proposed due to those items discussed but largely due to the replacement of air conditioning units
- In closing, we ask that the FY 2018-2019 Adopted Operating Budget be approved

Item Number:	**14.C.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of School Resource Officer Program Agreement between the City and the City of Cape Coral Charter School Authority System- Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	**Type**
	SRO PROGRAM AGREEMENT 2018	Backup Material

AGREEMENT BETWEEN
The Cape Coral Charter School Authority
and
The City of Cape Coral
for
School Resource Officer Program

THIS AGREEMENT is made and entered into this_____ day of _____, 2018 by and between the Cape Coral Charter School Authority 3519 Oasis Blvd., Cape Coral, FL 33914 (hereinafter referred to as the "Authority") and the City of Cape Coral (hereinafter referred to as the "City').

WHEREAS, the Authority is the governing body for the Christa McAuliffe Elementary, Oasis Elementary, Oasis Middle School, and Oasis High Schools located collectively known as the municipal charter schools at 2817 SW 3rd Lane, Cape Coral, Fl. 33991, 3415 Oasis Blvd., 3507 Oasis Middle, 3519 Oasis Blvd., Cape Coral, FL. 33914 respectively; and

WHEREAS, in the wake of the tragic shooting at Marjory Stoneman Douglas High School that took the lives of 17 Florida students and educators, the Florida Legislature passed and Governor Rick Scott signed SB 7026, the Marjory Stoneman Douglas High School Public Safety Act; and

WHEREAS, for the protection and safety of school personnel, property, students, and visitors, each school board and school superintendent shall partner with law enforcement agencies to establish school resource officer programs, through a cooperative agreement with law enforcement agencies; and

WHEREAS, the initial start-up cost for the Cape Coral Police Department for each School Resource Officer is approximately $145,508.00 and the annual cost is approximately $78,293; and

WHEREAS, the Authority and the City desire to provide a school resource officer at the City of Cape Coral Municipal Charter Schools.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the Authority and the City hereby agree as follows:

ARTICLE I

The recitals above are adopted and incorporated hereto as is fully restated.

ARTICLE II

1. The City shall assign four school resource officers, a minimum of one (1) each to:

   Christa McAuliffe Elementary

   Oasis Elementary K-5

   Oasis Middle 6-8

   Oasis Charter High School

2. The school resource officers shall be assigned on a full-time basis on those days and during those hours that the school is in regular session. The school resource officers may be temporarily re-assigned by the City during school, school holidays, school vacations, trainings, or during a period of law enforcement emergency.

3. The school resource officer will be available for summer school at certain times upon request.

ARTICLE III

The school resource officer will endeavor to:

1. Coordinate school related activities with the principal, staff members and parents and if practicable will seek advice regarding school programs;

2. Educate students and staff on the role of law enforcement;

3. Familiarize himself/herself with the school, its policies, the faculty and students of the school;

4. Maintain confidentiality, to the extent permitted by law, regarding students which he/she has occasion to counsel as well as protect the confidentiality of the student records to which he/she is provided access;

5. Interact with the students and faculty when reasonable, including during class breaks, lunch periods, before and after school, at school activities and in classrooms;

6. Serve as a referral resource for the students, faculty, and parents regarding services and facilities available to the public; and

7. Adhere to the policy of his/her assigned school (where that policy does not conflict with the City of Cape Coral Police Department's policy and/or law).

ARTICLE IV

The administration and staff of the municipal charter schools shall:

1. Upon discovery of an issue that poses a threat to school safety, the principal, designee or other staff members, provide immediate notification to the school resource officer or other law enforcement officials;

2. Cooperate with the school resource officers and other law enforcement officials in the performance of their duties;

3. Provide the school resource officer the following materials and facilities:
   a. audio/video, aids/equipment for classroom presentations;
   b. a secure area for storage of equipment and communications; and
   c. a dedicated, air-conditioned and properly lighted, private office for each school resource officer, which shall have a telephone, a desk and a chair which may be used for general business purposes.

ARTICLE V

The Authority shall pay $145,488.00 to the City for the term of this Agreement. $145,488.00 is the total amount the Authority receives per student from the Lee County School District for safe schools ($40,634.00 Oasis Elementary K-5, $36,060.00 Christa McAuliffe Elementary, $36,657.00 Oasis Middle 6-8, and $32,137.00 Oasis Charter High School).

ARTICLE VI

The term of this Agreement is the twelve (12) month period from August 1, 2018 to July 31, 2019.

ARTICLE VII

The City will maintain responsibility for all aspects of employment for each school resource officer. The school resource officer shall remain employees of the City and shall not be employees of the assigned school. The Authority acknowledges that the school resource officers are Cape Coral Police Officers who shall uphold the law under the direct supervision and control of the Cape Coral Police Department. The school resource officer shall remain responsive to the chain of command of the Cape Coral Police Department.

ARTICLE VIII

1. Upon the appropriate principal's reasonable request, the supervisor of a school resource officers shall arrange a meeting to discuss concerns regarding the school resource officer's performance or responsibilities.

2. In the event of the reassignment of a school resource officer for any reason, the City will provide a replacement immediately.

ARTICLE IX

1. Termination of this Agreement may only be accomplished as provided herein.
   a. This Agreement may be terminated without cause by either party upon ninety (90) days written notification.
   b. Notwithstanding language to the contrary, in the event the Authority fails to make payment in full to the City, upon the date such payment is due and owing pursuant to this Agreement, the City may terminate this Agreement, upon ten (10) days written notification to the Authority.

2. In the event this Agreement is terminated, compensation shall be made to the City by the Authority for services performed to the date of termination on a pro rata basis.

3. The Authority shall be entitled to any pro-rated refunds due for the period for which school resource officer services were paid, but are not provided because of termination of this Agreement.

ARTICLE X

All notices, or any other communication herein required, or permitted, shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid, and addressed as follows:

David M. Newlan, Chief
City of Cape Coral Police
1100 Cultural Park Boulevard
Cape Coral, FL 33990

Jacqueline Collins, Superintendent
Cape Coral Charter School Authority
3519 Oasis Blvd.
Cape Coral, FL 33914

ARTICLE XI

The Authority, the City, and their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Authority and the City, or their designees.

ARTICLE XII

This document constitutes a full understanding of the parties, is a final written expression of all the terms of the Agreement between the parties and is a complete and exclusive statement of those terms. No terms, conditions or agreement purporting to modify or vary the terms of this document shall be binding unless hereinafter

made in writing and signed by both parties.

ARTICLE XIII

1. Each party agrees to be liable for all claims, suits, damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of its own agents, subcontractors, and employees, during the operation of this Agreement.

2. Further, each party agrees to indemnify the other to the extent allowed by law against all claims, suits, damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of its own agents, subcontractors, and employees, during the operation of this Agreement.

3. Nothing herein contained is intended to serve, nor shall be interpreted as a waiver of any defense or limitation of liability afforded a governmental entity because of sovereign immunity, or to extend or increase either party's liability provided pursuant to Section 768.28, Florida Statutes.

4. Nothing herein is intended to, nor shall be construed as creating any right, claim, duty or obligation to any third party not a signatory to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement on the date last signed as below written.

(SEAL)
ATTEST:

Signature:_____

Typed Name: Rebecca van Deutekom, MMC

Title: City Clerk

CITY:

City of Cape Coral, Florida

Signature:_____

Typed Name: Joe Coviello

Title: Mayor

Date:_____

LEGAL REVIEW:

_____
For Dolores Menendez, City Attorney

WITNESS:

Signature:_____

Typed Name:_____

Cape Coral Charter School Authority

Signature:_____

Typed Name: Michael Campbell

Title: Chairman

Date: _____

Item Number:	**14.D.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of City of Cape Coral Charter School Internal Funds Operating Guide Updates, July 2018 - MaryAnne Moniz, Business Manager and Penny Faulkner, Bookkeeper

SUMMARY:

Changes to School Internal Funds Standard Operating Guide

Section

1. Introduction
   a. In limited cases funds will be carried forward to the next school year. For Fiscal Year 2019 grades 9-10 will rollover 100% funds and grades K-8th will keep 100% of funds. Starting in Fiscal Year 2020 grades 9-10 will continue to rollover 100% of funds and grades K-8 will rollover all funds greater than $500.

5. Receipts

5.A.Process has changed due to new form which is what the District uses.

5.A.1 Added/Updated Schedule/form used by District.

5.D.Administrative Regulation 1.18 Student Fees & Donations/Contributions states that all donations (monetary or tangible) of $250.00 or more received by the school must be acknowledged back to the donor by the school, with the exception of fundraising activities.

6.Purchasing

6.A.2Purchase amount has increased from $300 to $500.

6.A.5When purchasing from Amazon and an item total, not the overall total, is over $500 (example, 1 at $550 each or 4 at $150 each) then three quotes are required.

6.C.All quote threshold amounts updated to match City Policy.

7.Disbursements

7.A.1Added/Updated Schedule/form

7.H.Credit Card purchases must not exceed $500, with the exception of field trips.

10.Fund-Raising Activities

10.A.1Added/Updated Schedule/form

10.D.1Added/Updated Schedule/form

12.Year-End Financial Statement

12.1Added/Updated Schedule/form

19.Athletics

19.G.1Added/Updated Schedule/form

19.H.1Added/Updated Schedule/form

19.H.2Added/Updated Schedule/form

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
🗋	School Internal Funds Operating Guide July 2018	Backup Material
🗋	IF Changes Overview July 2018	Backup Material

SCHOOL INTERNAL FUNDS

STANDARD OPERATING GUIDE

CAPE CORAL CHARTER SCHOOL AUTHORITY

(COMPONENT UNIT OF THE CITY OF CAPE CORAL)

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1. INTRODUCTION

This manual contains procedures and forms for the financial accounting of all funds received or disbursed for school-sponsored activities, with the exception of school lunch funds, grants, book fair sales, and other general fund revenue sources. These funds are commonly known as school internal funds.

School internal funds are defined as all monies collected and disbursed by school personnel within a school, for the benefit of the school, or for a school-sponsored activity. Funds relating to all school-sponsored functions or activities are to be accounted for within internal funds. Financial transactions of school organizations shall be accounted for in the school Internal Funds. Funds shall be expended in the year collected to benefit the students who generated the funds. In limited cases, funds will be carried forward to the next school year. For Fiscal Year 2019 grades 9-10 will rollover 100% funds and grades K-8th will keep 100% of funds. Starting in Fiscal year 2020 grades 9-10 will continue to rollover 100% of funds and grades K-8 will rollover all funds greater than $500. The Principal shall approve the carryover of funds to future school years after review of the organization's goal, timeframe and budget plan. Internal funds designated for general purposes shall be used to benefit the student body. A plan and budget shall be submitted prior to the approval of any expenditures. Each organization shall operate within a budget formulated by the organization's sponsor or membership.

School internal funds shall be accounted for on the same fiscal year basis as all other City of Cape Coral Charter School funds and are considered unbudgeted public funds under the control and supervision of the Charter School Governing Board. All funds handled by Charter School employees shall be included in and become part of internal funds, unless accounted for in the City of Cape Coral Charter School general accounting system. An adequate system of internal controls must be maintained in order to safeguard the integrity of the internal funds.

School internal funds shall be expended for the purpose for which they were collected and in accordance with procedures established by the State Board of Education, and standard public accounting procedures as provided by the Florida Administrative Code pursuant to the requirements of Sections 237.01 and 237.02 FS.

2. DUTIES AND RESPONSIBILITIES

2.A. PRINCIPAL'S RESPONSIBILITIES

Each Charter School Principal shall:

1. Be held accountable for the oversight of all phases of internal funds management within his/her individual school. This includes:
    a. Approve the creation of new internal funds.
    b. Submit annual internal fund budgets to the Business Manager.
    c. Insures internal funds purchases are pre-approved and are fully funded by available fund balances.
    d. Insures internal funds are used for the intended purpose.
    e. Approves all transfers between funds.

2. Appoint one person at each school to act as the school's Cash Custodian, generally the Principal's secretary. The Cash Custodian is responsible for the daily collection of money, safe guarding of cash, depositing of money into the bank, and forwarding all supporting documentation to the Charter School Bookkeeper.

3. Be directly responsible for the conduct of student financial activities in accordance with the current policies, rules, and procedures of the Charter School Governing Board.

2.B. CHARTER SCHOOL BUSINESS MANAGER'S RESPONSIBILITIES

1. Review procedures for assuring compliance with all applicable rules, regulations, statutes, and policies concerning internal funds.

2. Provide training to new and existing Charter School Bookkeepers.

3. Oversee and monitor the internal funds budgets.

2.C. CHARTER SCHOOL BOOKKEEPER'S RESPONSIBILITIES

Under the direction of the Business Manager, the Charter School Bookkeeper shall:

1. Maintain organized supporting records and follow procedures as outlined in the School Internal Funds Standard Operating Guide adopted by the Charter School Governing Board.

2. Process all school internal funds journal entry transactions into the JD Edwards Enterprise One (JDE) accounting system using the same

procedures as outlined in the Journal Entry Process Standard Operating Guide for the general fund unless otherwise indicated in later sections of this document.

3. Creates, maintains, and distrubites fund balance reports for use by the school staff and Principals.

4. Monitor fundraising events to ensure the financial results are submitted by the sponsor and confirm against the financial records.

5. Provide training to the Charter School Cash Custodians relating to proper internal fund policies and procedures.

6. Maintains a virus-free computer and is proficient with Microsoft Excel Software.

7. Communicates the procedures for safeguarding of all funds held at the school.

8. Maintain a file which details all uncollected dishonored checks.

9. Maintain a current School Internal Funds Standard Operating Guide documenting applicable regulations, policies, and procedures and distribute to key personnel.

2.D. CHARTER SCHOOL ACCOUNTS PAYABLE SPECIALIST I RESPONSIBILITIES

Under the direction of the Business Manager, the Accounts Payable Specialist I shall:

1. Process all school internal funds accounts payable transactions into the JD Edwards Enterprise One (JDE) accounting system using the same procedures as outlined in the Accounts Payable Standard Operating Guide for the general fund unless otherwise indicated in later sections of this document.

2. Create and maintain all local forms and tables required for preparation of accounts payable transactions by the Cash Custodian at each school.

3. Receives and reviews invoices processed against check requests, purchase orders, purchasing cards, travel cards, meal allowances, travel expense reports, mileage reimbursements, refunds and other related documentation for completeness and compliance with governmental accounting practices and Redbook.

4. Matches original invoices with check requests, purchase orders, reimbursements, refunds and credit card transactions and performs calculations to determine appropriate payment amounts, schedules, extensions, approvals and contractual compliance.

5. Verifies that vendor invoices have not been previously paid.

6. Verifies proper coding of the purchase orders, check requests, reimbursements, refunds and credit card transactions to the Charter School Authority established chart of accounts.

7. Collaborates with schools regarding outstanding invoices, inaccuracies and insufficient fund balances to ensure accuracy in accounting and completion of assigned tasks.

8. Reviews Purchasing Card transactions. Performs online reconciliation to purchasing card bank program and creates import of financial data into the financial software.

2.E. CITY'S SENIOR ACCOUNTING MANAGER'S RESPONSIBILITIES

1. Review and approve all journal entry transactions prior to posting in the JDE general ledger.

2. Creates and maintains the chart of accounts for school internal funds including fund numbers (sub-ledgers) and descriptions and accounting object codes

2.F. CITY'S ACCOUNTANT'S RESPONSIBILITIES

Under the direction of the Senior Accounting Manager, the Accountant shall:

1. Prepare monthly Financial Statements which are submitted to Charter School and City Management.

2. Prepare the Comprehensive Annual Financial Report which includes the Internal Funds Balance Sheet and Changes in Net Position.

3. Recommend accounting procedures, supplementary schedules and forms to be used as appropriate supporting documentation.

4. Provide technical support on Charter School policies, regulations, and statutory changes.

5. Monthly remittance of sales tax to the Florida Department of Revenue for all taxable internal funds transactions.

3. ACCOUNTING SYSTEM

3.A. JD EDWARDS ENTERPRISE ONE (JDE)

All school internal funds, all accounts payable and journal entry transactions are recorded in the same manner as general fund transactions in the JDE general ledger.

The Charter School Bookkeeper is responsible for recording entries as frequently as possible, but not less than weekly.

3.B. PERSONAL COMPUTER UTILIZATION

The forms required by and the reports generated for the school internal funds are developed and maintained by the Charter Schools Bookkeeper utilizing MS Excel software. These forms are password protected to insure the integrity of the formulas, calculations and reference tables. They are available for use by the school staff through access to a network shared drive available to all employees.

Other reports and correspondence related to school internal funds may also be created and/or used by the Charter School Bookkeeper and selected members of the staff or management.

3.B.(1) BACKUP OF DATA

All internal funds spreadsheets, forms, reports and correspondence are backed up to duplicate media daily by automatic synchronization to a secure computer server.

3.B.(2) VIRUS PROTECTION AND PERFORMANCE

Since the internal funds files are stored and synchronized on a network server they are protected by updated virus protection software and performance is maintained by the Cape Coral Charter School Authority's information technologies staff.

3.B.(3) DESCRIPTIONS & IMAGES

All entries into the JDE accounting system shall contain the best description possible. There may be some space limitations, therefore, clear abbreviations are recommended. All documents are to be electronically scanned and these images are to be attached to the associated transaction record in the JDE accounting system.

3.B.(4) VENDOR CODING & REGISTRATION

The JDE accounting system provides a wealth of information about transactions related to vendors. The system, in part, is dependent upon proper utilization of vendor codes. Proper use of vendor codes provides:

- Ease of data entry when updating and posting disbursements.
- Streamlining of the search process when investigating invoice status.
- A permanent record (e.g., total payments for the current and prior fiscal and calendar year, check number, data, and amount of last payment) exclusively for each vendor.
- Each new vendor must complete a vendor registration package which includes an IRS Form W9. The information included in the vendor registration package is validated by the City of Cape Coral Financial Services Department before the vendor is established in JDE.

3.C. FUND TYPES, NUMBERS, NAMES

Internal funds are classified by company code, business unit, object, and sub-ledger. This is a similar structure used for all other budgetary transactions for the City of Cape Coral Charter Schools with unique coding applicable to school internal funds.

3.C.(1) COMPANY

The company code is defined below based on school

05000 – Cash Account (asset)
04920 – Oasis Charter Elementary School
04921 – Christa McAuliffe Charter Elementary School
04922 – Oasis Charter Middle School
04923 – Charter High School

3.C.(2) BUSINESS UNIT

The business unit is defined below based on school

50000 – Cash Account (asset)
4143S – Oasis Charter Elementary School
4151S – Christa McAuliffe Charter Elementary School
4171S – Oasis Charter Middle School
4181S – Charter High School

3.C.(3) OBJECT CODES

The object code for school internal funds is a unique 6 digit numeric code that identifies the asset, liability, revenue or expense account applicable to the transaction. The list of codes is defined in the JDE chart of accounts and maintained by the Accountant.

3.C.(4) SUB-LEDGER

The sub-ledger code for school internal funds is the 3-digit fund as defined in the JDE chart of accounts. This code is assigned to all revenue and expense entries posted on accounts payable or journal entry transactions.

3.C.(5) FUND NAMES

A maximum of ninety-nine (99) funds are available for use by each school. Fund names are defined by the Principal and should contain the best description possible. There may be some space limitations, therefore clear abbreviations are recommended.

4. BANK AND CASH ACCOUNTS

4.A. BANK ACCOUNTS

4.A.(1) ESTABLISHING

Each school shall have only one checking account, which shall be entitled "(School Name Internal Fund. Cape Coral Charter School Authority)" or alternative that clearly identifies the school. The account title must be imprinted on all internal fund checks and deposit slips. All monies received by the school will be deposited intact as collected into this account, and all disbursements will be made by checks drawn on this account. Savings or investment accounts shall be titled in the same manner.

In addition to the bank account for each school, a master cash account is used to pay all vendor payments issued from JDE. Each business day, the net of all daily bank transactions are automatically transferred (sweep process) to/from the master cash account to insure funding is available to cover disbursements or transactions issued through JDE. The individual school accounts reflect zero balances at the end of each business day.

The Charter School Authority is responsible for notifying the Financial Services Department at the City of Cape Coral regarding any change in authorized signers.

The Charter School Governing Board has approved Bank of America as the provider for school internal funds checking accounts. Any change in financial institutions must be approved by resolution of the Charter School Governing Board.

4.A.(2) AUTHORIZED CHECK SIGNERS

All school internal funds check payments are issued from the master cash account. The two authorized signers on this account will always be maintained as the Charter School Superintendent and the Charter School Governing Board Chairperson.

4.A.(3) CHANGES IN BANK OR CHECK SIGNERS

A voluntary change in banking institution (not resulting from a bank merger or sale), requires a new resolution and Charter School Governing Board approval prior to the change. The Charter School Authority is responsible for notifying the Charter School Bookkeeper and the Financial Services Department at the City of Cape Coral if a decision is made to change banking institutions.

4.A.(4) QUALIFIED PUBLIC DEPOSITORY

Depositories in which internal funds are kept must be qualified public depositories, approved by the Charter School Governing Board, required to furnish the same type of security for deposits as required for other Charter School funds.

4.A.(5) RECONCILIATION

A reconciliation of the school internal funds bank accounts shall be performed monthly by the Financial Services Department at the City of Cape Coral.

4.B. PETTY CASH

At this time, petty cash funds are not authorized for school internal funds.

4.C. CASH ON HAND (CHANGE FUND)

Cash on hand, also known as change fund, may be established at the discretion of the Bookkeeper for purposes such as school store, concessions, athletic events, fee based programs, and fundraising projects. All cash on hand funds should be stored in a sealed deposit bag in the department's or Cash Custodian's safe when not in use.

The dollar limits of the cash on hand or change fund shall be set at a reasonable level for each event. Adequate safeguards shall be placed over the cash at all times. When the change fund is no longer required, the money shall be deposited back into the checking account to afford maximum safeguarding.

A cash count and reconciliation of the change account shall be completed monthly to ensure opening balance is accounted for. Any overage must be deposited immediately.

4.D. INVESTMENTS

School internal funds are not anticipated to be long term in nature; however, if funds are to be retained for periods in excess of 3 months, funds may be transferred to an investment, high yield savings account or certificate of deposit (CD) that returns higher yield than the standard checking account. Investment accounts must be reconciled monthly.

Investments are permissible only when they follow the Investment Policy adopted by the Charter School Governing Board.

4.D.(1) INVESTING

Investing money is the process whereby schools can earn additional interest on excess checking account funds. Checking account funds often earn no interest or a lower rate of interest than can be earned in high yield savings, certificates of deposit or other secure investment accounts.

At all times, the total of the school's internal funds cash accounts will equal the total of the individual fund balances.

4.D.(2) WITHDRAWAL FROM INVESTMENT

Invested money is not additional funds. The money invested has already been recorded on the books and is included within the fund balances of the individual accounts. Therefore, withdrawing money only represents a shift between the two cash accounts.

Money is withdrawn or electronically transferred from investments for purposes of depositing into the checking account to assure that adequate cash is available to support checks to be written.

A withdrawal or electronic transfer from an investment account represents only a shift between cash accounts. The investment withdrawal does not affect individual balances within the fund accounts belonging to clubs, organizations, or students.

4.E. ACCOUNTS RECEIVABLE ACCOUNT

An accounts receivable account shall be established in the JDE chart of accounts for school internal funds. This asset account is to record checks dishonored by the bank in anticipation of repayment by the maker. See section **5.H.** of this document for more detail on dishonored checks.

Before the year-end closeout a decision shall be made to determine the potential collectability of any amounts reflected in the accounts receivable

account. If not deemed collectible, the amounts should be written off and charged as an expense.

5. RECEIPTS

All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, report of monies collected, pre-numbered tickets, report of tickets sold, or other auditable records (pre-made tally sheets, class rosters, etc.)

5.A. INTERNAL FUNDS REPORT OF MONIES COLLECTED FORM

The Internal Funds Report of Monies Collected Form is the primary supporting document for all money collected for deposit by the fund sponsor. This form is two part (white and yellow), both parts will be submitted to the Cash Custodian along with all funds received for deposit.

This Internal Funds Report of Monies Collected Form and the associated supporting documents must accompany all monies submitted to the Cash Custodian for deposit preparation. The Cash Custodian will verify the Report of Monies Collected using the Deposit Verification Form and prepare the bank deposit slip. The final deposit documentation which includes a copy of the bank deposit slip is then forwarded to the Charter School Bookkeeper to enter the transaction into the JDE general ledger.

Fields highlighted in yellow on the Deposit Verification Form are available for user input. All others are protected from user entry. The Internal Funds Deposit Verification Form includes the following fields:

1. Receipt # (automatically populated based on previous entries)
2. Date (automatically populated based on the date of preparation)
3. Monies Collected Total (entered by the user)
4. Check Quantity (automatically populated based on check report)
5. Currency Quantity (entered by the user by denomination)
6. Coin Quantity (entered by the user by denomination)

A copy of a sample Report of Monies Collected and Internal Funds Deposit Verification Form is presented on the following page:

EXHIBIT 5.A.1 - INTERNAL FUNDS REPORT OF MONIES COLLECTED FORM

REPORT OF MONIES COLLECTED

INTERNAL FUNDS

Computer Receipt # _____ Actual Date Collected 6/14/18

Fund # 226 Account Name News Crew

Funds Were Collected for Birthday Announcements

Signature of Person Collecting Money _____

Indicate Check # or Cash		SOURCE		
CHECK #	CASH	STUDENTS' NAMES MUST BE SHOWN	AMOUNT	
1512		Jimmy Smith	25	–
	✓	Susie Jones	10	–
499		Sam Doe	10	–
130		Billy Jones	15	–
	✓	Bob Allan	6	50
	✓	Sarah Sue	10	–
		TOTAL FOR DEPOSIT	76	50

I certify that the above funds were received by me for deposit.

Date Received by Bookkeeper _____ Bookkeeper's Signature _____

Submit both copies to bookkeeper who will return duplicate.

MIS 085 (3/12)

EXHIBIT 5.A.2 - INTERNAL FUNDS DEPOSIT VERIFICATION FORM

City of Cape Coral
Charter Schools
Deposit Verification Form

Receipt #	CMES-1	Date	6/14/2018

Check Summary

	Number of Checks		Amount
From Page 1	3	$	50.00
From Page 2	0	$	-
Totals for Checks	**3**	**$**	**50.00**

Check Report(s) to accompany this page to Bookkeeper

Cash Summary

Currency	Quantity	Calculated Amount	Coin	Quantity	Calculated Amount
$100		$0.00	$1.00		$0.00
$50		$0.00	$0.50		$0.00
$20		$0.00	$0.25	6	$1.50
$10	2	$20.00	$0.10		$0.00
$5		$0.00	$0.05	20	$1.00
$2	2	$4.00	$0.01		$0.00
$1		$0.00			$0.00
Total Currency		**$24.00**	**Total Coin**		**$2.50**

Deposit Totals

Monies Collected Total		**Checks**	$ 50.00
		Currency	$ 24.00
	CURRENCY OUT OF BALANCE	**Coin**	$ 2.50
		Total Deposit	$ 76.50

- ☐ Purchased - Tax paid upfront
- ☐ Purchased - Tax exempt form used (need to tax)
- ☐ Donated - Do not tax
- ☐ Non-Taxable

Deposit Verified: _____ Date: _____

School Secretary signature

This form to accompany Monies Collected Form & deposit slip for Bookkeeper

5.B. CHECK REPORTS INCLUDED WITH DEPOSIT

The Check Reports may accompany the Internal Funds Deposit Verification Form. Each Check Report page accommodates the detail of as many as 75 checks with as many as 150 checks total. User input fields are highlighted in yellow. The calculated totals from each page are carried forward to the Check Summary section of the Internal Funds Deposit Verification Form. The fields on the check reports are as follows and a sample is provided below:

1. School Name (automatically populated)
2. Date (automatically populated based on the date of preparation)

EXHIBIT 5.B.1. - SAMPLE OF CHECK REPORTS

City of Cape Coral
Charter Schools
Checks Collected Form

School: CMES Date: 6/14/2018

Check # / Name		Amount	Check # / Name		Amount	Check # / Name		Amount
1512/Smith	$	25.00						
499/Doe	$	10.00						
130/Jones	$	15.00						
Column Total	$	50.00	Column Total	$	-	Column Total	$	-

PAGE 1 OF 1 Number of Check on this Page 3 Page Total $ 50.00

When the sum of the totals of the check summary and cash summary is equal to the amount reflected in the monies collected total, the following status is reflected in the Deposit Totals section of the Internal Funds Deposit Verification Form:

CURRENCY BALANCES

If not, the status shows:

CURRENCY OUT OF BALANCE

If cash is collected for a general purpose where it is not practical to detail cash collected by payee, individual detail by payee may not be required. Instances would include activities such as, but not limited to, concessions, school store, and entrance fees for sporting events, activities and school dramatic productions. In these cases, documentation of pre-numbered tickets, tally sheets, or other supporting information may be provided to substantiate the cash collected.

The teacher, staff member, or person collecting the money is responsible for filling out the entire Report of Monies Collected Form except the computer receipt number and the signature at the bottom of the form.

Once collected, the cash may not be used to pay or reimburse for items needed or purchased. There are to be no expenses paid from the cash collected. All cash collected must be turned into the Cash Custodian, intact and accompany the associated Report of Monies Collected Form for proper receipting and depositing.

Cash collected shall not be used to cash checks for school employees, nor make any type of loans or change.

If cash has been collected from more than one source, a separate Report of Cash Collected Form shall be completed for each source. For example, if several teachers collect money for the same purpose, each teacher must fill out a separate Report of Monies Collected Form and multiple forms may accompany a single Internal Funds Deposit Verification Form completed by the Cash Custodian.

In the event the Cash Custodian is not at the school, the Principal shall appoint a designee to accept all monies ready for deposit. That person shall have the responsibility of verifying that money is submitted in a sealed envelope with all forms attached. The sealed envelope would then be secured in a safe environment (school safe) until the deposit is prepared by the Cash Custodian and picked up by armored car service for deposit to the bank.

5.D. DONATIONS TO INTERNAL FUNDS

Donations for a specific purpose received by the school for internal funds are recorded in the appropriate school internal fund and identified with accounting object 566101 (contributions, donations).

Administrative Regulation 1.18 Student Fees & Donations/Contributions states that all donations (monetary or tangible) of $250.00 or more received by the school must be acknowledged back to the donor by the school, with the exception of fundraising activities. Schools must acknowledge in a timely manner the donation/contribution in written form. This acknowledgement letter must be retained by the Cash Custodian and attached as supporting documentation for the deposit. The Cash Custodian shall maintain a file with a copy of all donation acknowledgements.

Monies for all donations are to be documented on an Internal Funds Report of Monies Collected Form prepared by the Cash Custodian and should be accompanied with all documentation from the donor.

All undesignated donations will be considered as follows: 25% will be utilized for the Principal's Discretionary Fund account, and 75% will be utilized for the Technology Fund account.

Each school should have a process in place so that copies of all acknowledgement letters are forwarded to the school's Cash Custodian.

5.E. DEPOSIT DATES & BANK DEPOSITS

All monies collected must be deposited intact into the bank as frequently as feasible as dictated by sound business practices. Money collected should be deposited within five (5) business days after receipt by use of an approved armored courier service. In no case may any employee take deposits directly to the bank.

Deposits are generally picked up by the armored courier twice weekly and they will not be received by the bank until the following **business** day. The deposit date should reflect the date that the funds will actually be received and acknowledged by the bank. This is the date that should be reflected on the deposit slip by the Cash Custodian.

All checks received for deposit must be endorsed with a restrictive endorsement of "For Deposit Only" and specify the School's Internal Fund bank account number. The only exception to this requirement is if checks are deposited using Remote Deposit Service Online (RDSO). See instructions in section **5.F**. of this document for instructions for RDSO.

All deposits must equal the total amount collected and recorded on the Internal Funds Report of Monies Collected Form. One deposit ticket is

required for each deposit being made for a given school internal fund. The deposit date should be noted on each deposit ticket with initials of the preparer and the verifier and the deposit bag number strip attached.

When depositing checks, a copy of the Check Report is to be included behind the deposit slip in the deposit bag to document the checks to the bank.

The Charter School Bookkeeper reviews the online bank website each day and matches all deposit transactions with the deposit documentation from the Cash Custodians. Any deposit corrections or adjustments are investigated and appropriate action taken to properly record the corrections.

5.F. REMOTE DEPOSIT SERVICE ONLINE (RDSO)

Remote Deposit Service Online (RDSO) enables the Charter School Bookkeeper to scan multiple checks into an image file that the depository bank is able to process through an online transaction. There are several benefits of this service which include:

- Any number of checks can be processed with RDSO.
- The checks are credited to the bank the same day.
- Checks do NOT require a restrictive endorsement stamp.
- Reduced armored car service charges.
- Dishonored checks are identified faster and/or reduced.

To request RDSO, the Cash Custodian prepares the RDSO Check Deposit Form (see exhibit **5.F.1**) If there are more than 4 checks to be deposited in the batch, a Check Report from the Internal Funds Deposit Verification Form is included as backup. The forms and the checks are forwarded to the Charter School Bookkeeper by the Cash Custodian. The Charter School Bookkeeper will retain a copy of the checks with the journal entry documentation.

It is important to clearly identify the purpose of the deposit and indicate if it is subject to sales tax on the RDSO Check Deposit Form.

Once processed online, the Charter School Bookkeeper will record a transaction number and the date. Voided copies of the checks and a copy of the documentation is returned to the Cash Custodian for a 30-day retention period after which they should be shredded.

EXHIBIT 5.F.1. - SAMPLE OF RDSO CHECK DEPOSIT FORM

City of Cape Coral
Charter School Authority
RDSO Check Deposit Form

Submit this form with your checks to the Bookkeeper

Fund No: 316 — 7TH GRADE
("000" for General Fund or Internal Fund Number)

School: OASIS MIDDLE SCHOOL — Date: 12/22/2017

Preparer: Jane Smith

Number of Checks to Deposit: 80

Taxable (Select one):
note: Generally if you sell it and can touch it, it will be taxable consult the Bookkeeper for exceptions

- [ ] Purchased - Tax paid upfront
- [ ] Purchased - Tax exempt Form used (need to tax)
- [ ] Donated - Do not tax
- [x] Non-Taxable

Purpose: Disney Field Trip on 2/22/2018

Total Amount of Deposit: $ 32,000.00

Four or more checks require a Check Report and the original checks will be returned by the Bookkeeper and should be retained for 30 days after deposit.

For Accounting Use Only:

Transaction Number from RDSO:

Total amount credited: — Credit Date:

5.G. LOST, STOLEN, OR MISSING MONEY

The Superintendent, Principal, Accountant, Business Manager, Bookkeeper, and Charter School Governing Board Chair shall be notified of

any lost, missing, or stolen money valued over $100.00, as well as any fraudulent activity that is related to the school's internal funds. For the procedures on how to handle lost or stolen property, **refer to the City of Cape Coral Administrative Guidelines regarding lost or stolen funds.**

5.H. DISHONORED CHECKS

Dishonored checks are those that have been deposited into the internal funds checking account, but have been returned by the bank primarily due to non-sufficient funds, stopped payments or closed accounts. The Charter School Bookkeeper maintains an active file of dishonored checks that are currently in process of collection. In no event is a student to be held responsible for payment, collection, or notification of a dishonored check for fund-raising activities.

The Charter School Bookkeeper will notify the Cash Custodian via email when the check is returned by the bank. A collection letter is mailed within 2 business days of notification from the bank and is followed up after 15 days or as soon as is practical. A service charge is assessed to most dishonored checks to cover bank charges and collection efforts. Thirty days after written notification is sent to the maker of the check, collection efforts are considered exhausted. If the amount of the dishonored check is greater than $25, it should be referred to the designated collection agent and written off by the Charter School Bookkeeper. The Bookkeeper must send written notification to the School's Principal and receive their approval prior to writing off any dishonored checks..

Dishonored checks are recorded as an accounts receivable within the JDE general ledger. They are monitored each month by the Charter School Bookkeeper and the accounts receivable is relieved when collected.

A reasonable effort must be made to collect all dishonored checks. It is essential that the Bookkeeper maintain a file on all correspondence sent to the parties whose checks were returned. Reasonable collection efforts as outlined in the administrative regulations should be followed.

When recording the dishonored check to accounts receivable dishonored checks (115107), the Charter School Bookkeeper records a debit to accounts receivable and a credit to the cash account. The sub-ledger (fund) number is required on the accounts receivable entry to insure that the funds are removed from the fund balance. (See **EXHIBIT 5.H.1)**

If or when the amount of a dishonored check is repaid by the maker, the accounts receivable and cash entries are reversed. An additional entry to miscellaneous revenue for the service charge is also required.

When recording the write off of a dishonored check as uncollectible, the Charter School Bookkeeper records a debit to uncollectible accounts expense and a credit to the accounts receivable account.

If a dishonored check is deemed uncollectible, an adjustment is required to write off the check. The Charter School Bookkeeper will send a memo to the Principal with the list of checks to be written off. The Principal will sign the memo approving the write-off. The write-off of dishonored checks must have documentation of collection efforts and be approved by the Principal. In no instance should a dishonored check be directly written off without first being recorded in the accounts receivable account.

Dishonored checks should generally be resolved or written off prior to the end of the fiscal year.

If or when dishonored checks which have been referred to the designated collection agent are collected, the funds collected are re-deposited to the internal fund from which they were originally debited.

EXHIBIT 5.H.1. - SAMPLE NSF CHECK JOURNAL ENTRY

JDE JOURNAL ENTRY WORKSHEET Batch/Doc

SCHOOL INTERNAL FUNDS

EXPLANATION: WO NSF CHECKS BELOW THRESHHOLD or WO NSF CHKS REFER TO CREDITECH **GL DATE:** /2018

Business Unit Description	Account Number	Subledger Type	Subledger	Subledger Description	Account Description	Remark	DEBIT	CREDIT
Recording Deposit:								
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	2,000.00	
OCES School Internal Funds	41435.566101	A	133	ACADEMIC SUPPORT FUND	Contrib/Donation Private	POLE POSITION		2,000.00
Recording NSF								
OCES School Internal Funds	41435.115107	A	133	ACADEMIC SUPPORT FUND	AR Dishonored Checks	NSF CHECK -1152 JOHN DOE	2,000.00	
Charter School Internal Funds	50000.101001.41435				Cash in Bank	NSF CHECK -1152 JOHN DOE		2,000.00
Recording Payment of NFS								
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	2,100.00	
OCES School Internal Funds	41435.115107	A	133	ACADEMIC SUPPORT FUND	AR Dishonored Checks	NSF PAYMENT - JONH DOE		2,000.00
OCES School Internal Funds	41435.569901	A	133	ACADEMIC SUPPORT FUND	Other Miscellaneous Rev	NSF FEE- JOHN DOE		100.00
Writing off of NFS under $25								
OCES School Internal Funds	41435.649101	A	133	ACADEMIC SUPPORT FUND	Uncollectable Accts Exp	W/O NSF CHK 1152 JOHN DOE	2,000.00	
OCES School Internal Funds	41435.115107	A	133	ACADEMIC SUPPORT FUND	AR Dishonored Checks	W/O NSF CHK 1152 JOHN DOE		2,000.00
Writing off of NFS to CreditTech								
OCES School Internal Funds	41435.649101	A	133	ACADEMIC SUPPORT FUND	Uncollectable Accts Exp	W/O NSF CHK 1152 JOHN DOE TO CT	2,000.00	
OCES School Internal Funds	41435.115107	A	133	ACADEMIC SUPPORT FUND	AR Dishonored Checks	W/O NSF CHK 1152 JOHN DOE TO CT		2,000.00
					TOTALS		10,100.00	10,100.00

Description of Adjusting Entry:

WRITE OFF OF UNCOLLECTABLE NFS CHECKS or WRITE OFF OF UNCOLLECTABLE NFS CHECKS SENT TO COLLECTIONS

Prepared by: Approved By:

Jane Doe Sally Smith

6. PURCHASING

6.A. GENERAL POLICY

For internal funds, the charter schools are required to follow most of the City of Cape Coral purchasing guidelines with the following exceptions.

1. Any vendor or individual to be paid from a school internal fund must first be registered with the City of Cape Coral. A copy of the blank registration forms document is located on the network shared drive and should be sent to the vendor or individual contractor to be completed and returned. Once returned, the information on the forms is validated and entered to JDE, a vendor code is generated.

2. Purchases of less than $500 require pre-approval by the Principal. The requesting fund sponsor will prepare an Expense Pre-Approval Form (see **EXHIBIT 6.A.1**) which must be approved by the Principal and includes verification of the current fund balance.

3. The expense associated with field trips is generally greater than $500; however, field trips are generally purchased from sole source

providers and the purchase amount is flexible and based on the number of students that participate. For these reasons, field trips do NOT require a purchase order; however, they do require an Expense Pre-Approval Form approved by the Principal.

4. The Principal or Superintendent is authorized to execute a school internal fund purchase order for expenditures ranging from $500 to $5,000 except as identified in items 1 and 2 above.

    a. The fund balance of the school internal fund must be equal to or greater than the purchase and are verified by the Charter School Business Manager before the purchase order is released. Funds will be encumbered by the purchase order process.

    b. Due to the nature of school internal funds, expenditures greater than $5,000 are expected to be extremely rare; however, if these occur, approval by the Charter School Superintendent is required. See sections 6.C for more information.

5. When purchasing from Amazon and an item total, not the overall total, is over $500 (example, 1 at $550ea or 4 at $150ea) then three quotes are required. The requesting fund sponsor will prepare an Amazon Pre-Approval Form (see **EXHIBIT 6.A.2**) which must be approved by the Principal and includes verification of the current fund balance to be verified by the school secretary.

EXHIBIT 6.A.1 – SAMPLE EXPENSE PRE APPROVAL FORM

CAPE CORAL CHARTER SCHOOL AUTHORITY
INTERNAL FUNDS CREDIT CARD
EXPENSE PRE-APPROVAL FORM

REQUESTOR		DATE
NAME OF SCHOOL		FUND NUMBER
BUSINESS UNIT	OBJECT	SUB-LEDGER

PURPOSE OF EXPENDITURE:

ANTICIPATED MAXIMUM AMOUNT $

REQUESTOR'S SIGNATURE

☐ Jane Doe, PRINCIPAL
☐ John Doe, ASSISTANT PRINCIPAL

Sally Smith, SCHOOL SECRETARY

SECRETARY USE ONLY:
FUNDS AVAILABLE FUND BALANCE
YES ☐ NO ☐
LAST 4 DIGITS OF CARD RECEIPTS RECEIVED
YES ☐ NO ☐
FOR AN EVENT EVENT TITLE**
YES ☐ NO ☐

** SECRETARY PLEASE ATTACH APPROVED EVENT REQUEST FORM IF APPLICABLE

Revised 7/18/2018

EXHIBIT 6.A.2 – SAMPLE AMAZON PRE APPROVAL FORM

CAPE CORAL CHARTER SCHOOL AUTHORITY

AMAZON PRE-APPROVAL FORM

NAME OF SCHOOL: Choose an item.

DATE:

FUND NUMBER:

FUND NAME:

REQUESTED BY:

APPROVED BY: Choose an item.

QTY	UNIT PRICE	BUSINESS UNIT	OBJECT	SUB-LEDGER	DESCRIPTION

REASON FOR PURCHASE:

ANTICIPATED MAXIMUM AMOUNT $ _____

_____
REQUESTOR'S SIGNATURE

_____
APPROVER'S SIGNATURE

SECRETARY USE ONLY:

INTERNAL FUNDS AVAILABLE — BALANCE
YES ☐ NO ☐ N/A ☐

GENERAL FUNDS AVAILABLE
YES ☐ NO ☐ N/A ☐

_____
Choose an item. , SCHOOL SECRETARY

BOOKKEEPER USE ONLY:
TOTAL PURCHASE AMOUNT: _____
DATE PURCHASED: _____
NOTIFIED SCHOOL: _____

Revised 6/13/2018

6.B. PURCHASE ORDERS

A school internal funds purchase order is required for all internal funds purchases greater than $500 before the order is placed with the vendor with the exception of field trips as identified in item 6.A.2 proceeding.

The Request for Purchase Authorization Form is prepared by the school secretary or fund sponsor (see **Exhibit 6.B.1** on the following page). This is the same form that is used for all general fund purchase order requests.

The school secretary or fund sponsor should complete the applicable fields (in yellow) and the form must be approved by the school Principal or Assistant Principal in the Principal's absence. The approved form along with all quotations, estimates and supporting documentation should be attached to the request form and returned to the schools Certified Agency Buyer (CAB), usually the secretary for processing in JDE.

Once the requisition is entered to JDE, the system will issue a budget hold on the purchase requisition. The Charter School Business Manager will verify that the fund balance is sufficient to cover the cost of the purchase being requested and either release the budget hold or reject the requisition. Once released by the Business Manager, the Procurement Manager, and the Superintendent will approve the requisition and the purchase order is generated in JDE.

Once the purchase order is generated in JDE, a copy is sent to the vendor with a copy of the quote or estimate to initiate the order. The amount of the purchase order is reflected as an encumbrance of the available money for use by the internal fund until the invoice is processed for payment in JDE.

Once the product is received or the service is completed, the vendor will issue an invoice which reflects the purchase order number generated from JDE. The invoice along with any receipt acknowledgements (packing lists) from the vendor are verified and signed off by the fund sponsor or school secretary. The invoice, packing list and copy of the purchase order are forwarded to Charter School Accounts Payable Specialist I for payment processing of the invoice to the vendor.

In addition to field trips, there may occasionally be other purchases that can only be obtained from a sole source provider. If over $500, these purchase requests require special handling. Please refer to section 6.D. for instructions.

The school shall furnish the City of Cape Coral's Procurement Services Department with any pertinent and available information. The City of Cape Coral Procurement Services Department will perform the bid process and forward written notification to the school.

The school must indicate the bid number on the face of the Request for Purchase Authorization form and should attach any supporting documentation.

6.D. SOLE SOURCE

Sole source is a determination that a vendor is the only supplier of such an item. This is usually based upon the vendor's ownership of a copyright or patent.

The school shall submit a request for sole source determination along with supporting information to the City of Cape Coral Procurement Services Department. Any school internal funds purchase order, which indicates a sole source, must have documentation attached from the City of Cape Coral Procurement Services Department.

6.E. SPECIAL CONDITIONS FOR INTERNAL FUNDS

6.E.(1) SCHOOL STORE AND FUND-RAISING PURCHASES

When purchasing items with internal funds, the requirements for requesting informal quotes, formal quotes, or bids will not apply provided that the following two conditions are met:

a) Items are acquired for resale to students in the school store or purchased for fund-raising activities.
b) The purchase amount is less than the State Department of Education bid threshold, (currently $25,000.00).

6.E.(2) TRUST ACCOUNTS

Internal funds held in trust for individuals such as purchases of field trips, yearbooks, class jewelry, cards and invitations, insignias, caps and gowns, etc., shall be exempt from the requirements for requesting informal quotes, formal quotes, or bids.

7. DISBURSEMENTS

Monies collected for internal funds shall be expended for the purpose for which they were collected and in accordance with procedures established by the State Board of Education and standard public accounting procedures as provided by the City of Cape Coral Finance Department.

7.A. PAYMENT VOUCHER

When an invoice is received from a vendor for a purchase that did not require a purchase order, the school secretary will prepare an Internal Funds Check Request / Payment Voucher Form **(EXHIBIT 7.A.1).** This form provides transaction accountability, payment authorization, and is a source document that supports accounting entries. The blank template is maintained on the network shared drive by the Charter School Bookkeeper and includes 2 variations (also see **EXHIBIT 7.A.2)** of the form as well as reference tables for use by the preparer.

The Check Request / Payment Voucher Form should be prepared by the school secretary, approved by the Principal, and submitted to the Charter School Accounts Payable Specialist I for entry into JDE for payment processing.

The following supporting documentation is required to accompany the Check Request / Payment Voucher Form to the Accounts Payable Specialist I.

1. The original invoice or store receipt, whichever is applicable shall be provided as supporting documentation. **Statements alone shall never be used as a basis for payment**. However, if no invoice/receipt is available, a full explanation and a reason for lack of an invoice/receipt shall be attached to the Check Request / Payment Voucher Form.

2. In the case of refunds to parents, it is recommended that a copy of the original money collected or check be attached to the Check Request / Payment Voucher Form if possible. If a transfer from the General Fund must be made to complete the refund process, the requestor shall complete a Fund Transfer Request Form and attach it with the request for the refund.

3. For product purchases, a packing list often accompanies the shipment. If all items are received, the packing list should be stamped indicating that the "invoice OK to Pay" and signed and dated by the receiving person. If no packing list is available, a Packing Slip Replacement Form **(EXHIBIT 7.A.3)** should be submitted in its place.

4. For invoices reflecting services or work performed, the invoice should be stamped indicating that the work is completed and the "invoice is OK to Pay". In addition, any other supporting documentation from the vendor should also be attached.

EXHIBIT 7.A.1 - CHECK REQUEST / PAYMENT VOUCHER FORM

City of Cape Coral
NAME OF CHARTER SCHOOL
Charter School Authority
Check Request / Payment Voucher

Date Prepared: 7/17/2018
Funding Source: INTERNAL
Due Date: 7/20/2018

Vendor Number: 201678
Amount: $ 108.00

Vendor Name: SCHOOL DISTRICT OF LEE COUNTY
Vendor Address ATTN:
2855 COLONIAL BLDV
FT. MYERS, FL 33966

Purpose: NEW FORMS

ACCOUNT DISTRIBUTION						
INVOICE NUMBER (A/P USE ONLY)	COMPANY CODE	BUSINESS UNIT.OBJECT	ACCOUNT DESCRIPTION	SUB LEDGER (FUNCTION)	SUBLEDGER DESCRIPTION	AMOUNT
2/9/2018	04900	4181S.647101	Printing	401	STAFF FUND	$ 27.00
2/9/2018	04900	4171S.647101	Printing	301	STAFF FUND	$ 27.00
2/9/2018	04900	4143S.647101	Printing	101	STAFF FUND	$ 27.00
2/9/2018	04900	4151S.647101	Printing	201	STAFF FUND	$ 27.00

PREPARED BY:	REQUESTED BY:	APPROVAL - BUSINESS MANAGER (IF APPLICABLE)
Type Name of Requestor Title	Type Name of Requestor	Jane Doe Business Manager
ACCOUNTING USE	**APPROVAL - PRINCIPAL**	**APPROVAL - SUPERINTENDENT (IF APPLICABLE)**
Type Name of Requestor	Type Name of Principal	Sally Sue Superintendent

Comments: *(A/P Use Only)*

Revised 7-2017

EXHIBIT 7.A.2 - CHECK REQUEST / PAYMENT VOUCHER FORM MULTI INVOICE OR MULTI FUND

The following variation of the Check Request / Payment Voucher Form is used when multiple invoices for the same vendor are to be paid from a single or multiple internal funds and due on the same vendor due date. It can also be used when a single invoice is to be paid from more than one internal fund.

City of Cape Coral
NAME OF CHARTER SCHOOL
Charter School Authority
Check Request / Payment Voucher

Date Prepared: 7/17/2018
Funding Source: INTERNAL
Due Date: 7/20/2018

Vendor Number: 201416
Amount: $ 503.92

Vendor Name: OFFICE DEPOT
Vendor Address: ATTN:
PO BOX 630813
CINCINNATI, OH 45263

Purpose: CLASSROOM SUPPLIES AND DURABLE GOODS

ACCOUNT DISTRIBUTION

INVOICE NUMBER (A/P USE ONLY)	COMPANY CODE	BUSINESS UNIT.OBJECT	ACCOUNT DESCRIPTION	SUB LEDGER (FUNCTION)	SUBLEDGER DESCRIPTION	AMOUNT
686101222-001	04300	4151S.652128	Other Materials & Supplies	301	STAFF FUND	$ 104.20
665404333-001	04900	4143S.652116	Small Equipment	308	ART DEPARTMENT	$ 50.22
656508555-001	04900	4171S.652101	Office Supplies	316	7TH GRADE	$ 349.50

PREPARED BY:	REQUESTED BY:	APPROVAL - BUSINESS MANAGER (IF APPLICABLE)
Type Name School Secretary	Type Name of Requestor	Type Name Business Manager
ACCOUNTING USE	**APPROVAL - PRINCIPAL**	**APPROVAL - SUPERINTENDENT (IF APPLICABLE)**
Type Name Accounts Payable Specialist I	Type Name of Principal	Type Name Superintendent

Comments: *(A/P Use Only)*

Revised 7-2017

EXHIBIT 7.A.1 – PACKING SLIP REPLACEMENT FORM

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY DIVISION PACKING SLIP/RECEIPT *(Note: To be used only if no packing slip/receipt was received with shipment)*	
PO #	**Date Received:**
Vendor:	**Dept/Division:**
Quantity **Description of Items** **ITEMS RECEIVED IN ACCEPTABLE CONDITION _____**	
RECEIVED BY:	
_____ **SIGNATURE** **Ext**	_____ **Date**

7.B. VOID / STOP PAYMENT ON CHECKS

Checks will occasionally need to be voided and payment stopped for a multitude of reasons. A check may have been lost by the payee or in the mail, erroneously issued, or damaged. Upon receiving and investigating a request from the school or directly from the payee which requires a check to be voided and payment stopped, the Charter School Accounts Payable Specialist I will notify the Accounts Payable Assistant and Accounting Assistant at the City of Cape Coral to initiate the stop payment and void the check. The original check date, amount, check number and payee will be required. The Accounts Payable Specialist I will also need to indicate if a replacement check is to be issued.

7.C. RESTRICTED EXPENDITURES

The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose:

1. When budgetary funds are available, the purchase of equipment, supplies, forms, and postage for curricular or classroom use is not allowable. An exception will be made, due to the nature of the expenditure, to accommodate postage expenditures when reimbursement is claimed from budgetary funds.

2. Curricular related travel, professional, technical, or consultant services, or other items for which City of Cape Coral Charter School Authority budgetary funds are available.

3. Articles for the personal use of any student, employee, or other person; except those items which are identifiable as being in recognition of service or promotion of school activities, and those items identified under Florida State Board of Education Rule 6A-1.0143 and Administrative Regulation 3.17, Promotion and Public Relations Expenditures.

4. Salaries or any form of employee compensation for duties or assignments that are the responsibility of the City of Cape Coral Charter School Authority are **NEVER** to be paid from school internal funds.

5. Repairs and maintenance of City of Cape Coral or City of Cape Coral Charter School Authority equipment for which budgetary funds are available.

6. All expenditures for the purchase of buildings, remodeling, renovation, repairs, alteration to the facilities or attachment of permanent fixtures to the property are typically considered general fund purchases.

7. Generally, donations from internal funds are not allowable. However, when funds are collected with the express purpose of making a contribution, contributions will be allowed provided that the monies collected for the contributions are held in trust by the school until disbursed.

8. The purchase or acquisition and use of cellular telephones.

9. Promissory notes, installment contracts, or lease purchase agreements shall not be executed from internal funds in the name of the school or any school organization, except as authorized by the Charter School Governing School Board.

10. No school organization, club, or group of students shall make expenditures that exceed the cash resources available to the organization or group.

11. No merchandise or services shall be sold or promoted by a non-school agency, in or through any school, or on school grounds, without written approval of the Principal. Written approval will be made on the basis of services to students or staff.

12. The Charter School Superintendent may allow advertising in student publications according to the following guidelines:
    - No advertisements may be obscene as to minors under Florida law or promote products or services which minors may not legally purchase.
    - No advertisements may contain libelous material.
    - No advertisements may be accepted which would tend to create a substantial disruption in the school environment.
    - No advertisements shall include political, religious or organizational symbols.
    - Advertising is subject to Charter School Administrator approval.

Expenditures that may otherwise be considered restricted may be allowable for payment within the Staff Fund or Social Committee Fund.

If questions concerning expenditures arise, contact the Charter Schools Accounts Payable Specialist I for clarification.

7.D. PAYMENTS FROM INTERNAL FUNDS FOR SERVICES PERFORMED

7.D.(1) EMPLOYEE / EMPLOYER

No payments are to be made from school internal funds as compensation or commission to any employee of the school. Reimbursements to employees of expenses for a specific pre-authorized purpose are allowable.

7.D.(2) NON-INCORPORATED INDEPENDENT CONTRACTOR

A non-incorporated independent contractor is an individual or non-incorporated business that is hired to perform a service. This individual or business must be routinely engaged in providing similar services to other customers. The individuals or businesses have a level of expertise beyond that of an employee and do not provide services that are controlled or supervised by the school.

7.D.(3) INCORPORATED INDEPENDENT CONTRACTOR

An incorporated Independent Contractor is a business that is legally incorporated and is hired to perform a service. This business is

routinely engaged in providing similar services to other customers. These services are not supervised or controlled by the school and require duties or responsibilities that are not part of a normal employee/employer relationship.

Incorporated businesses may be paid directly from internal funds. All payments must be processed in the corporate name. **Payments in the name of the individual are not permissible**.

7.E. INTERNAL REVENUE SERVICE 1099

The City of Cape Coral has the responsibility for issuance of IRS 1099 tax statements for payments to non-corporate entities. This tax statement is required when the Charter Schools internal fund has compensated any individual or non-corporate entity for services rendered which amount to $600.00 or more in a calendar year.

These transactions are routinely paid as consultant contracts or supplemental contracts. This process places the responsibility for proper tax reporting on the City of Cape Coral Financial Services Department.

Failure to follow the above guidelines may result in the Charter School Authority being assessed penalties by the Internal Revenue Service. IRS regulations provide for substantial penalties for failure to comply with 1099 reporting requirements.

7.F. TRAVEL REIMBURSEMENT FROM INTERNAL ACCOUNTS

Travel expenses may be paid from internal funds, subject to restrictions outlined herein, and in accordance with City of Cape Coral administrative policies. Any travel must be properly authorized and all expenses must be adequately documented. **Travel expenses must relate to the school internal fund activity. Administrative costs are not permissible**.

Per-diem meal allowance not to exceed GSA guidelines, lodging, and other travel reimbursements must meet the legal limits established by State law and the City of Cape Coral administrative policy.

An Expense Pre-Approval Form (PATR) must be completed and approved by the Principal prior to incurring any expense for travel (see EXHIBIT 6.A.1). The travel must be fully pre-funded by the school activity internal fund.

After travel is complete, a Travel Expense Report (TER) will be completed by the traveler and given to the school Secretary for processing and Principal's approval which must include all receipts for lodging, mileage and

GSA per-diem allowance for meals and submitted to the Charter Schools Accounts Payable Specialist I.

7.G. EMPLOYEE MEAL PAYMENTS

Meals when overnight lodging is required and incurred are not subject to rules for "Class C" payments. These payments may be made directly by internal funds to the employee along with the lodging payments. Following the guidelines set forth above for processing these payments. Administrative costs are not permissible.

7.H. CREDIT CARDS

Each school has a credit card for use with school internal funds. These credit cards can be used for incidental purchases or for travel related to field trips. This includes online purchases, local purchases to avoid employee reimbursements, and travel related expenses. Credit Card purchases must not exceed $500, with the exception of field trips

The Expense Pre-Approval Form must be completed and approved by the Principal prior to the release of the credit card.

Internal funds credit cards are always to be secured in the school safe when not checked out and are controlled by the Cash Custodian. When a credit card is checked out, it is logged into the control log (**see EXHIBIT 7.H.1**). The credit card log will be maintained by the Cash Custodian and a copy of the log will be submitted to Financial Services at the end of each school year for audit purposes.

A Sales Tax Exemption Form should be provided to accompany the card in order to avoid sales tax being assessed to the purchase.

EXHIBIT 7.H.1 – CREDIT CARD CONTROL LOG

CAPE CORAL CHARTER SCHOOL AUTHORITY
CREDIT CARD CONTROL LOG

Card Ending (last 4 digits)	*Date Card Picked Up*	*Requestor (printed)* / *Signature*	*Purpose*	*Date Card Returned*	*Administration Signature*

Once the purchase or travel is complete, the credit card should be promptly returned to the Cash Custodian along with all receipts. The receipts are to be maintained in an active file by the Cash Custodian.

When the monthly statement is received by the Charter School Accounts Payable Specialist I each receipt will be identified and the proper accounting and fund will be assigned. The Charter School Accounts Payable Specialist I will prepare the Check Request / Payment Voucher with all supporting documentation.

8. TRANSFERS & JOURNAL ENTRIES

Adjusting journal entries (or just referred to as journal entries) are utilized to record deposits, credits, interest income, dishonored check activity, and all cash affecting activities that are not recorded through the accounts payable processes (check request or purchase orders).

8.A. TRANSFERS

A transfer should be used to move monies to or from one internal fund to another or to or from the general fund. Moving monies from one fund to

another increases the balance in one account for the amount of the transfer while decreasing the balance in the other account for the same amount.

The information pertaining to all transfers must be entered on a Fund Transfer Request Form (**see EXHIBIT 8.A.1**) with approval from the Principal of the sending organization. Once approved, the form is sent to the Charter School Bookkeeper and Accountant to process as appropriate.

All fund transfers require a journal entry transaction to be initiated by the Charter School Bookkeeper.

- Simple transfers between internal funds do not require any additional activity.

- Transactions between internal funds to / from the general fund also require action at the depository bank which is initiated by the Charter School Accountant using an online bank application. These transactions are typically completed by the bank within two (2) hours on the same business day as requested.

- Transfers between the Internal Fund and the General Fund are completed by the Accountant.

- Business Manager approves bank transfers after review of signed transfer documents.

EXHIBIT 8.A.1 - SAMPLE INTERNAL FUNDS TRANSFER REQUEST FORM

INTERNAL FUNDS TRANSFER REQUEST FORM

Sending Organization: #N/A

Sending Fund No: Fund Name: #N/A

"000" for General Fund

Reason for Transfer: *(be specific)*

Amount to Transfer: **Request Date:** Thursday, June 21, 2018

Receiving Organization: #N/A

Receiving Fund No: Fund Name: #N/A

"000" for General Fund

If general fund - account string MUST be provided

Approval:	Requested By	Sending Organization Principal / Administrator
	Select from Drop-down list	Select from Drop-down list
	DATE	*DATE*

FORWARD THIS FORM TO THE CHARTER SCHOOL BOOKKEEPER FOR PROCESSING AFTER APPROVAL

Accountant Use Only for Inter-Entity Transfers Only		
	Requested in CashPro by	*Date Processed in CashPro*
Bookkeeper Use Only		
	Journal Entry made by	*Date of Journal Entry*

Revised 6/21/2018

8.B. JOURNAL ENTRIES

Journal entries are generally used when recording deposits or other transactions into the JDE general ledger that are not posted through the accounts payable processes (i.e. payment vouchers or purchase orders invoiced). They may also be used to correct prior transactions that may have been recorded incorrectly. Journal entries are also used to record transfers between funds as discussed in Section 8.A.

The Charter School Bookkeeper prepares all journal entries associated with school internal funds based on supporting documentation provided from each school or other sources. A journal entry worksheet is prepared based on the supporting documentation with attention to the proper coding of the accounting information. This insures the proper accounting classification and proper assignment to the correct internal fund. The information from the worksheet can be electronically uploaded by the Charter School Bookkeeper to JDE or manually entered.

Multiple entries may be included on a single journal entry worksheet. (i.e., multiple deposits crediting the bank the same day). An electronic image of every journal entry and the supporting documentation is scanned and attached to the JDE record for future reference.

One or more journal entries may be contained within a single JDE batch. The JDE batch report along with the original copy of all journal entries and supporting documentation contained within the batch is sent to the Accounting Manager at the City of Cape Coral for final review and posting to the general ledger.

Journal Entries (see **EXHIBIT 8.B.1**) should be utilized for:

- Recording deposits
- Recording dishonored checks or re-deposits of dishonored checks
- Correcting cash receipts or disbursement amounts
- Correcting cash receipts or disbursement posting errors
- Transfers between funds, schools or to/from the general fund

All deposits to the internal funds checking accounts should be recorded on a JDE Journal Entry Worksheet prior to entry into the JDE general ledger. Deposits are discussed in Section 5.C previously.

EXHIBIT 8.B.1 on the following page reflects multiple deposits that credited on the same day.

EXHIBIT 8.B.1 - JOURNAL ENTRY WORKSHEET

JDE JOURNAL ENTRY WORKSHEET Batch/Doc 1455087-6806196

SCHOOL INTERNAL FUNDS

EXPLANATION: DEPOSIT TO OES INTERNAL FUNDS GL DATE: 8/23/2017

Business Unit Description	Account Number	Subledger Type	Subledger	Subledger Description	Account Description	Remark	DEBIT	CREDIT
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	186.20	
OCES School Internal Funds	41435.547806	A	115	OCES 1st Grade	Uniform/Apparel Sales	1ST GRADE SHIRT		18.87
OCES School Internal Funds	41435.217004				General Sales Tax	SALES TAX		1.13
OCES School Internal Funds	41435.547810	A	101	OCES Staff Fund	Other School Sales Reve	PLANNERS		20.00
OCES School Internal Funds	41435.217004				General Sales Tax	SALES TAX		1.20
OCES School Internal Funds	41435.569901	A	108	OCES Art Department	Other Miscellaneous Rev	ART FEES		35.00
OCES School Internal Funds	41435.569901	A	123	OCES Core Knowledge Fund	Other Miscellaneous Rev	CORE KNOWLEDGE FEES		50.00
OCES School Internal Funds	41435.569901	A	131	OCES POSITIVE BEHAVIOR SUPPORT	Other Miscellaneous Rev	JEANS DAY PASS		40.00
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	85.00	
OCES School Internal Funds	41435.569901	A	123	OCES Core Knowledge Fund	Other Miscellaneous Rev	CORE KNOWLEDGE FEES		35.00
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	20.00	
OCES School Internal Funds	41435.569901	A	101	OCES Staff Fund	Other Miscellaneous Rev	JEANS DAY PASS		20.00
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	10.00	
OCES School Internal Funds	41435.547806	A	115	OCES 1st Grade	Uniform/Apparel Sales	1ST GRADE SHIRT		9.43
OCES School Internal Funds	41435.217004				General Sales Tax	SALES TAX		0.57
Charter School Internal Funds	50000.101001.41435				Cash in Bank	DEPOSIT TO OES INTERNAL FUNDS	10.00	
OCES School Internal Funds	41435.569901	A	108	OCES Art Department	Other Miscellaneous Rev	ART FEES		10.00
					TOTALS		241.20	241.20

Description of Adjusting Entry:

DEPOSIT TO OCES INTERNAL FUNDS

Prepared by: Approved By

Jane Doe Sally Sue

9. SALES TAX

9.A. TRUST ACCOUNT

An account has been established in JDE for the recording of sales tax liabilities to the Florida Department of Revenue. The balance in this trust account will reflect the amount of tax due at the end of each monthly remittance cycle. The liability account for each school called Sale Tax Payable is defined by the school's business unit code plus object code 217004.

9.B. TAXABLE PURCHASES & TAXABLE SALES

All items purchased by the school that are for resale, regardless of profit, are subject to sales tax at the time of purchase from the vendor. Two specific objects are used to capture these costs and should be used with the respective school's business unit and program:

1. 652119 Food and Beverage – All food and beverages purchased for resale.
2. 652120 Merchandise – All merchandise purchased for resale.

9.C. SALES TAX EXEMPTION

When purchasing items for school use, a Sales Tax Exemption Certificate should be provided to the vendor.

If the vendor assesses tax on the invoice, a new invoice must be requested. If unable to do so, the sales tax should be deducted from the total amount billed and a copy of the sales tax exemption certificate should be sent with remittance.

1. The Sales Tax Exemption Certificate should always be presented for purchases made with the internal funds credit card from local vendors.
2. On occasion, out of state vendors and online vendors will not accept the sales tax exemption certificate from the State of Florida. Unfortunately, there is no recourse in these matters and tax will be paid.
3. The sale of yearbooks is sales tax exempt by statute.
4. The sale of pre-packaged food items is sales tax exempt by statute.
5. Admissions to athletic or other events held by schools are exempt when student or faculty talent is utilized.

If purchases are made and paid for personally by a staff member, any sales tax paid on these purchases will not be reimbursed unless the items purchased are for resale. In order to be tax exempt, payment to the vendor must be made directly by the school or the Charter School Authority. This will necessitate the need for a Request for Purchase Authorization Form.

9.D. SALES AND USE TAX RETURN (DR-15 or DR-15EZ)

The Charter School Authority is required to file sales tax returns with the Florida Department of Revenue as follows for each remittance cycle:

- The Accountant extracts the amount of sales tax liability from JDE to determine the liability amount by school.
- The Accountant prepares a JDE Internal Funds Check Request Form and Form DR-15 EZ for remittance of the sales taxes to the Florida Department of Revenue.
- All payments as well as any liability from the general fund are combined into a single remittance and mailed to the Florida Department of Revenue.
- Sales tax payment transaction is posted in JDE through a journal entry.
- The Accountant scans a copy of the <u>original</u> Sales and Use Tax Return Form, DR-15 or DR-15EZ, which is submitted (whether the return is a zero return or tax due).

Failure to remit sales tax when required may subject the school and the City of Cape Coral Charter School Authority to penalty and interest charges.

9.E. FLORIDA DEPARTMENT OF REVENUE CORRESPONDENCE

For any correspondence received from the Florida Department of Revenue regarding sales tax, such as fines and penalties, the Charter School Bookkeeper or the Accountant at the City of Cape Coral Finance Department should be contacted immediately. Also, school employees should avoid any extensive conversations with the Florida Department of Revenue and its agents without coordinating with the Charter School Bookkeeper or the Accountant at the City of Cape Coral Finance Department.

10. FUND-RAISING ACTIVITIES

10.A. GENERAL

Fund-raising projects and activities by the school, or groups within the school, shall contribute to the educational experiences of pupils and shall not be in conflict with the overall instructional program. The objective of fund-raising activities shall not conflict with programs as administered by the City of Cape Coral Charter School Governing Board, the Cape Coral Municipal Charter School Foundation or any of the Parent Teacher Organizations (PTO).

Prior approval must be sought from the Superintendent or designee for a fundraiser that may put the City of Cape Coral Charter School Governing Board at risk. The sponsor shall provide written documentation on the proposed fundraiser to the Superintendent for consideration.

The determination of the fund-raising activities for a school shall be the responsibility of the Principal. The Principal shall control the fund-raising activities conducted in the name of the school and assure that the purposes are worthwhile. Each fund-raising activity shall have the approval of the organization sponsor and the Principal using the Approval for Fundraiser Form (see Exhibit 10.A.1). All staff shall conform to the following conditions and any administrative directives that may be issued by the Superintendent:

1. Collections for all school-sponsored fund-raising activities must be deposited in the internal funds bank account.

2. Each Principal shall regularly evaluate their fund-raising projects and activities as they relate to school programs, the promotion of educational experiences, the time involved for students and teachers, and the additional demands made on the school's community. The Principal (or designee) will maintain a list of viable fund-raising opportunities. Fund-raisers that are not viable will be removed from the list.

3. Programs for which admission is charged or for which donations are received shall not be held during school hours, except as approved by the Superintendent or designee. Elementary student participation in off-campus fund-raising activities, whether sponsored by the school or any school-related organizations, shall be conditional upon the school having on file the written parental consent for each activity.

4. Fund-raising activities and projects within a school shall be kept within a reasonable limit by the Principal. Full justification of the need and an explanation of the manner in which the funds will be expended shall be required before any project or activity is approved.

5. Each fund-raising activity shall be planned to finance a specified objective.

A Parent Teacher Organization (PTO) or other organization connected with the school may sponsor fund-raising activities provided that school work and classroom time are not affected. Such activities shall be conducted in accordance with the policies of the City of Cape Coral Charter School Governing Board and with the approval of the Principal.

10.B. PROHIBITED FUND-RAISERS

The following fund-raisers are prohibited:

1. Raffles and other activities of chance shall not be conducted in connection with any school activities. Any form of gambling is prohibited on school property.

2. Fund-raising activities for which students are charged an admission shall not be presented during school hours.

3. The sale of all competitive food or beverages on school premises shall be prohibited as school internal funds as directed in federal and state NSLP rules. (5P-1.003 Responsibilities for the School Food Service Program; Florida Administrative Code, Department of Agriculture and Consumer Services; Division of Food, Nutrition and Wellness; School Food Service Program)

10.C. PRE-APPROVAL

Prior to the start of fund-raising activities, an Approval for Fund-Raiser Form must be prepared and approved by the Principal. This document indicates the intention and purpose of the fund-raiser (See Exhibit 10.A.1). A copy of approved fund-raising form must be sent to the Charter School Bookkeeper.

10.D. FINANCIAL REPORT

At the conclusion of all fund-raising activities, a Fundraising Financial Report Form must be completed by fund sponsor and reviewed by the Principal. The Cash Custodian will keep a copy of all financial reports and forward signed original to the Charter School Bookkeeper (See Exhibit 10.D.1).

Exhibit 10.A.1- FUNDRAISING PRE-APPROVAL FORM

Cape Coral Charter School Authority
School Fundraising Approval Form

All Cape Coral Charter School Authority fundraising activities need principal's approval prior to event. Please complete and return this form to your school secretary.

Fund # for deposit: _____ Date: _____

Organization: _____ School: _____

Contact Person: _____ Phone #: _____

Event Details

Date of Event:	Hours - Start:	End:
Facility/Location Name and Address:		
Outline of Activity (including products to be sold or services to be rendered):		
Anticipated Use of Funds:		

Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property.

Expenses

How will expenses be paid for?
- ☐ Purchase Order (single purchase **GREATER** than $500)
- ☐ Credit Card (single purchase **LESS** than $500)
- ☐ No expenses expected

If using a PO: Is the company an existing vendor? YES ☐ NO ☐

If **NO**, a vendor packet must be submitted to the city

How will you be receipting?

Receipt Book ☐ Requesting Tally Sheets ☐ Order Form Provided by Company ☐

Authorization

Teacher/Sponsor (print)	Signature	Date
Principal (print)	Signature	Date

Cape Coral Charter School Authority

Christa McAuliffe | Oasis Elementary | Oasis Middle | Oasis High

Revised 6/20/2018

EXHIBIT 11.A.1 – INTERNAL FUNDS BALANCE REPORT

CAPE CORAL CHARTER SCHOOL AUTHORITY
SCHOOL INTERNAL FUNDS BALANCE REPORT
Oasis Charter Elementary School Internal Funds
Date: 1/10/2014 **Business Unit 4143S**

	FUN	OBJ	FISCAL YEAR 2014 ACTUAL	FISCAL YEAR ENCUMBERE	FUND BALANCE
OCES Staff Fund	**101**				
AR Dishonored Checks		115107	$ (15.00)	$ -	
Fund Balance To Be Allocated		240001.JE	$ 3,624.97	$ -	
Other School Sales Revenue		547810	$ 1,051.20	$ -	
Contrib/Donation Private		566101	$ 4,915.05	$ -	
Other Miscellaneous Revenue		569901	$ 5.00	$ -	
Outside Services		634120	$ (459.28)	$ -	
Food And Mileage (City)		640101	$ (2,971.54)	$ -	
Unleaded Fuel		646106	$ (72.80)	$ -	
Food And Beverage		652119	$ (175.44)	$ -	
Operating Supplies		652128	$ (663.61)	$ -	
Textbooks		652129	$ (320.00)	$ -	
Trophies/Awards		652141	$ (120.00)	$ -	
Total Fund	**101**		**$ 4,798.55**	**$ -**	**$ 4,798.55**
OCES Drama Club	**102**				
Accounts Payable - Other		202000	$ 100.64	$ -	
Fund Balance To Be Allocated		240001.JE	$ 9,213.36	$ -	
Other Miscellaneous Revenue		569901	$ 455.00	$ -	
Total Fund	**102**		**$ 9,769.00**	**$ -**	**$ 9,769.00**
OCES Yearbook Sales	**103**				
Fund Balance To Be Allocated		240001.JE	$ 1,697.89	$ -	
Yearbook Sales Revenue		547805	$ 1,520.00	$ -	
Total Fund	**103**		**$ 3,217.89**	**$ -**	**$ 3,217.89**
OCES Gifted Program	**104**				
Fund Balance To Be Allocated		240001.JE	$ 216.07	$ -	
Total Fund	**104**		**$ 216.07**	**$ -**	**$ 216.07**
OCES ESE Fund	**105**				

11.B. BANK RECONCILIATION

It is important to reconcile the school internal fund checking account on a monthly basis as soon as the statement is available from the bank. The bank reconciliation is prepared by the Accounting Assistant at the City of Cape Coral Financial Services Department with cooperation from the Charter School Bookkeeper.

All debit and credit entries on the bank statement including service charges and dishonored checks should be reconciled to the entries on the JDE general ledger for the prior month. Any discrepancies between the bank statement and the general ledger will be resolved with a correcting journal entry.

12. YEAR-END FINANCIAL STATEMENTS

At the close of each school fiscal year, the Accountant prepares the Financial Statements and Independent Auditors' Report. This comprehensive document reflects the financial condition of the Cape Coral Charter School Authority.

For school internal funds, the Accountant will record the total of the account balances for all school internal funds checking accounts at the end of the fiscal year on a Statement of Fiduciary Assets and Liabilities as an Agency Fund. **(SEE EXHIBIT 12.1.)**

EXHIBIT 12.1 – STATEMENT OF FIDUCIARY ASSETS & LIABILITIES

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

INTERNAL FUNDS BALANCE SHEET
May 31, 2018

		Agency Fund
Assets		
Cash and cash equivalents	$	540,199.08
Accounts receivable		508.00
Total assets	$	540,707.08
Liabilities		
Accounts payable and other accrued liabilities	$	3,638.54
Due to others		537,068.54
Total liabilities	$	540,707.08

A Statement of Changes in Position will be generated. The Statement of Changes in Position will be categorized by building into the following categories:

1. Athletics
2. Music
3. Classes
4. Clubs
5. Departments
6. Trust
7. General

13. BEGINNING OF YEAR

13.A. BEGINNING OF THE YEAR GUIDELINES FOR SCHOOL STAFF

Annually, the school administration shall train staff on basic internal funds procedures. All staff shall receive a copy of the guidelines as part of the

training. During the school year, refresher training shall be provided on an as needed basis as determined by the administration.

Items to include in the guidelines are listed below:

13.A.(1) All funds collected must be remitted to the Cash Custodian on a daily basis. No funds shall be held in desks, drawers or on their person.

13.A.(2) Purchase orders must be prepared and approved for purchases of $500.00 or more. A Request for Purchase Authorization Form to be completed by staff and approved by the Principal is the best way to assure purchase orders are completed.

13.A.(3) Review requirements and forms necessary to conduct fund-raising activities. Ensure that staff are aware of all forms that are required.

14. MONTHLY PROCEDURES

The month-end process should be approached as follows:

1. All cash receipts and cash disbursements that relate to the current month must be recorded in the JDE general ledger through accounts payable or journal entry. This should be completed by the 10th work day of the subsequent month.

2. Each internal funds bank account must be reconciled to the JDE general ledger each month. The Accountant at the City of Cape Coral Financial Services Department is responsible for the reconciliations.

15. YEAR-END PROCEDURES

The accounting records of all schools must be closed for the period ending June 30th of each fiscal year. The items listed below are meant to be an overview of the process used. Internal funds activity will be at a minimum after the close of school. Prior to year-end, the Accounts Payable Specialist I will send out a correspondence that states when the last day for purchases in the fiscal year will be. Purchases after that date will be included in the next fiscal year.

The year-end process should be approached as follows:

1. Void all old outstanding checks and reissue as necessary.

2. Any uncollectible dishonored checks should be reviewed and written off if uncollectible. At June 30, the accounts receivable account may or may not have a balance. The balance would represent dishonored checks that the Charter School Bookkeeper and Principal determine are still collectible.

3. Invest excess funds that are in the checking account. Post all investment transactions prior to closing the June records.

4. Inventory all school merchandise held for resale such as school store supplies, uniforms, apparel, and vending supplies. Provide inventory report to Financial Services no later than June 15th each year.

5. Prepare a schedule of any accounts receivable and/or accounts payable which exist at the year-end.

    a. **Accounts receivable** are amounts owed to the internal funds at fiscal year-end. The accounts receivable list should include the payer's name, amount owed to the school, and account to which the funds are to be credited.

    b. **Accounts payable** are amounts owed to outside vendors for goods/services that have been ordered and received prior to the fiscal year-end, but not yet paid. The accounts payable list should include the vendor's name, amount owed by the school, and account that is to be charged for the purchases.

6. Prepare the required year-end reports:
    - The Statement of Fiduciary Assets and Liabilities (**Exhibit 12.1**)
    - Store inventory, giveaways, other inventory, if applicable
    - Accounts receivable
    - Accounts payable

7. When boxing up records to be sent for long term retention, the Charter School Bookkeeper, Accounts Payable Specialist I, or Accountant should do the following as applicable:

    a. Make sure the records are only for the school internal funds. Do not include any regular budgeted information.

    b. Label all boxes with a GS1-SL State and Local label (**EXHIBIT 15.1**) provided by the City of Cape Coral Records Department.

    c. Keep all boxes to a reasonable size. All boxes must have lids. Remember, these boxes must be able to be carried between the school and the retention location.

d. Include the following, if applicable:

- Accounts receivable list
- Accounts payable list
- Approval for fund-raiser forms
- Journal entries (adjustment & transfer)
- Check requests or payment vouchers with supporting documents
- Bank statements
- Dishonored check collection efforts folder

EXHIBIT 11.A.1 – GS1

GS1-SL STATE AND LOCAL

DEPARTMENT	RECORDS CENTER USE ONLY
FINANCE ACCOUNTING	Exchange-Pro9Full
SERIES TITLE: GRANT FILES	2017-09-22V4.4
DESCRIPTION OF RECORDS: Title II-A Travel	
BOX NUMBER: 1	FROM: 7/01/2017
	TO: 6/30/2018
	RETENTION: * ○ CUSTOM ◉ AUTO 5 AY*
ITEM NUMBER: GS1-SL 422	DESTROY DATE: 07/01/2023

* Indicated retention is for basic box labeling purposes only. See the General Records Schedule for details on 'Trigger events' that will affect your records retention.

16. RETENTION OF RECORDS

16.A. STATE REQUIREMENTS

Chapters 119 and 267 of the Florida Statutes provide that no public official may mutilate, destroy, sell, loan, or otherwise dispose of any public record

without the consent of the Bureau of Records and Information Management of the Department of State. Provided applicable audits have been released, records may be disposed of in accordance with procedures established by the Department of Records and Forms Management. Examples of such records for internal funds could include Check Request / Payment Voucher Forms and supporting documentation, canceled checks, Report of Monies Collected Forms, journals, ledgers, financial reports, school Request for Purchase Authorization Forms, and serialized forms.

16.B. CHARTER SCHOOL AUTHORITY REQUIREMENTS

No records pertaining to internal funds may be destroyed or otherwise disposed of without prior written authorization from the City of Cape Coral Financial Services Department and the Charter School Governing Board.

The storage of old records is managed by the Charter School Bookkeeper.

17. AUDITS

17.A. REQUIREMENTS

State regulations require the internal funds activity be audited annually. The Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) states:

1. The Charter School Governing Board, shall provide for an annual audit of internal funds.

2. In accordance with the Florida State Board of Education Rule 6A-1.087(2), the signed, written report of the audit shall include notations of any failure to comply with Florida Statutes, State Board of Education Rules, and rules of the Charter School Governing Board. The report, which must also provide commentary as to financial management and irregularities, shall be presented to the Charter School Governing Board while in session and filed as a part of the public records.

17.B. AUDIT OBJECTIVES

The purpose of an audit is to accomplish many objectives, such as:

- Review of internal funds financial statements prepared by schools and departments to provide reasonable assurance that financial statements are materially free of errors or other irregularities.

- Review transactions to ascertain compliance with all applicable statutes, federal and state regulations, State Board Rules, and Charter School Governing Board policies.

- Report weaknesses in accounting, management, and internal controls, and recommend corrective actions.

- Examining the effectiveness of management controls.

- A study and evaluation of the internal control structure and environment may be performed to assure that assets are protected and safeguarded.

- Upon request of management, a performance audit may be performed to review the effective and efficient use of resources.

18. INTERNAL FUND CATEGORIES

The Florida Department of Education categorizes Internal Funds/Student Activity/Projects into the following categories: Athletics; Music; Classes, Clubs and Departments; Trust Accounts and General Accounts. All Internal Fund accounts shall be classified under one of the above types. Financial reports shall be reported by these types.

1. Athletics – All revenues and expenditures involving athletic business transacted at the school level shall be recorded in this classification.

2. Music – Proceeds from activities of musical organizations, donations to these groups, and expenditures for trips shall be recorded here.

   a. A separate account for the collection of instrument rental or maintenance of uniforms shall be recorded in this section.

   b. If funds are restricted in use they shall be recorded in the trust account.

3. Classes, Clubs and Departments – A student activities account may be established for each individual class to receive funds and pay class obligations. The senior class may not incur new obligations any later than one week following graduation. Once the graduating class' obligations are paid, the outstanding balance must be permanently transferred to an account established by graduating class officers that is not part of the Charter School's activity accounts. If no members of the graduating class can be located, the Finance Office shall place a legal notice in a newspaper with general circulation in the City of Cape Coral indicating there is a plan to

disburse class funds and stating the deadline date. The cost for legal notification shall be drawn from the class account. After proper notification, has been made and no reply is received, account balances still remaining shall be transferred to the General Account; this shall be done annually by December 31 during the year following June graduation.

a. Classes and club accounts support a group of students within a community of interest with a specified roster of students. Written approval of a class/club must be obtained prior to the establishment of a new account.

b. The sponsor of each club or organization shall be responsible for his/her club account. Deposits shall be made in a timely fashion as noted in Section 5. The sponsor shall develop and prepare an annual budget for the account. A budget plan shall be presented to the principal each school year prior to utilizing any funds.

c. The budget shall include plans for fundraisers (revenue) and expenditures for the school year. All collections received by any club or organization shall be deposited into the school internal fund.

d. All disbursements shall be made by an internal fund check. Disbursements shall be approved by the appropriate organization officer (where applicable), the sponsor and the principal.

e. A financial report shall be filed with the principal's office at the close of each school year.

f. Class and club monies shall be expended for the benefit of the class or club or for the purpose designated by the class or club that participated in the generation of the revenue.

g. Inactive student accounts shall be closed the following fiscal year.

h. Clubs and Departments shall be structured the same as classes noted above.

i. The Sponsor shall work with the graduating class to designate the disposition of any remaining funds. A memo to the Principal shall designate the wishes of the class.

4. Trust Accounts – Funds collected for a specific purpose shall be recorded under Trust accounts

a. Trust funds shall be expended only for the purpose for which it was collected. When the purpose of the trust has been accomplished or becomes inoperative, if practicable, the funds shall be returned to the person(s) it was collected from.

b. The Technology Internal Fund shall be considered a Trust Fund as the intended purpose of the funds are for the sole purpose of purchasing technology for the school.

c. If donors have indicated an alternative purpose for the funds, they shall be utilized for that purpose.

d. If donors have not indicated a specific purpose for the funds, then the funds will be considered 25% for the Principal Discretionary Fund and 75% for the Technology fund.

e. Funds that can't be returned shall be considered unspecified and follow 4(d) of this section.

f. Trust funds shall never carry a deficit balance.

g. If the trust funds are designated for a purpose beyond the current fiscal year, approval must be granted by the Principal.

h. Collections, such as out-of-state-tuition, adult matriculation and tuition fees, course fees, reimbursement for damages and telephone charges are trust funds.

i. Sales tax collected for the state is also a trust fund.

5. General Accounts - This category encompasses all other accounts for funds to be use for the general welfare of the student body.

   a. Separate accounts shall be maintained for activities such as the school store.
   b. The sponsor of the school store, school spirit wear and other accounts maintained for the sale of items, shall conduct an annual inventory of the product for sale. The inventory report shall be submitted to the Principal's Office. A copy will be maintained in Financial Services. A periodic audit of the inventory shall be conducted.

6. Restricted Expenditures – The following expenditures from Internal Funds are deemed inappropriate by the Florida Department of Education and shall not be made except from trust funds collected for a specifically identified purpose.

a. Equipment, supplies, forms and postage for curricular or classroom use.

b. Curricular-related travel, professional, technical or consultant services.

c. Articles for the personal use of any student, employee or other person, except those items that are identifiable as being in recognition or service or promotion of school activities.

d. Personal memberships or subscriptions.

e. Salaries or compensation for duties or assignments that are the responsibility of the Charter Authority.

f. Loans, credit or accommodation purchases for anyone.

g. Repairs and maintenance of Charter Authority equipment for which funds are available.

19. ATHLETICS

19.A. SCHEDULES OF ATHLETIC EVENTS

Schedules of all athletic events must be maintained. Schedules of athletic events are used in conjunction with the Report of Tickets Sold and Ticket Control Sheet.

19.B. FHSAA Financial Report

The Florida High School Activities Association (FHSAA) is responsible for determining the rules and regulations and reporting requirements for all high schools that are members of the association and participate in sanctioned athletic competitions.

A FHSAA Financial Report must be completed by the host school for all jamborees, invitational meets, playoffs, and tournaments. The FHSAA receives a percentage of gross receipts which will vary by sport and is determined by the FHSAA rules, guidelines, and bylaws.

The host school must complete the FHSAA Financial Report and submit it with the payment within 10 days of the event conclusion. A copy of the report shall also be forwarded to each participating school.

Participating schools may share with the host school a portion of the profit of loss as determined by game contracts, written agreements, and the rules and bylaws of the FHSAA.

A copy of the FHSAA Financial Report must be filed with the school's Internal Funds records.

Further guidance may be obtained by reviewing the Florida High School Activities Association's Rules, Regulations, and Bylaws.

19.C. PURCHASING

The purchasing policies of the Charter School shall be followed when making all purchases on behalf of athletic events, team purchases, or school expenditures when such purchases are transacted from Internal Funds.

19.D. MEALS AND LODGING

Expenses for meals and lodging relating to out of town travel shall be recorded directly into the individual team or sport account. The amount allowed shall not exceed the amount approved by the Charter School's per diem rate. An Expense Pre-Approval form should be completed as supporting documentation for payment and attached to the Internal Funds Check Requisition form.

19.E. TICKET SALES

Tickets are commonly utilized for after-school events such as dances, athletic events, performances, and other events where an admission is charged. The sale of pre-numbered tickets, when used in conjunction with the Ticket Control Sheet (**EXHIBIT 19.G.1**), and the Report of Ticket Sold (**EXHIBIT 19.H.1**) or Tally Sheet (**EXHIBIT 19.H.2**), eliminates the requirement for recording transactions by student names and amount paid by each student.

If admission is charged and pre-numbered tickets are not utilized or accounted for in accordance with this section, then all admissions shall be recorded by name and individual amount.

19.F. ACQUISITION OF TICKETS

a. Tickets are to be purchased in pre-numbered sequences and adequately accounted for on a Ticket Control Sheet.

b. An exception to purchasing pre-numbered tickets will be allowed for low volume usage by the Elementary and Middle school which desire to produce and number the tickets at school, provided the following conditions are complied with:

c. The person responsible for ticket production shall provide a memo certifying the amount of tickets produced for the event and the ticket numbers.

d. The memo certifying tickets produced must be attached to a completed Ticket Control Sheet and retained by the Cash Custodian.

e. Unused or unsold tickets are returned to the Cash Custodian and attached to the Ticket Control Sheet.

f. Ticket sales are recorded on the Report of Tickets Sold form.

19.G. TICKET CONTROL SHEET

The purpose of a Ticket Control Sheet (**EXIBIT 19.G.1**) is to account for all tickets used by the event. This control sheet is to be used when issuing tickets to be sold for any event.

The Ticket Control Sheet is designed to provide for ticket accountability and detection of missing tickets. The control sheet contains information pertaining to verification of existing quantities on hand, quantities used, and event description.

The Ticket Control Sheet is an ongoing inventory system whereby the ticket numbers are recorded as they are issued to be sold and reflects the current tickets remaining in inventory. A separate Ticket Control Sheet shall be used for each roll of tickets on hand and is used in conjunction with the Report of Tickets.

EXHIBIT 19.G.1 – TICKET CONTROL SHEET

CAPE CORAL CHARTER SCHOOL AUTHORITY
TICKET CONTROL SHEET

School _____

USE ONE SHEET PER ROLL	BEGINNING NUMBER	ENDING NUMBER	
TICKET COLOR			

		NUMBERS USED		
DATE USED	EVENT	FIRST	LAST	COMMENT

A copy of this document should be filed in your year-end records. A new sheet should be started for the next year reflecting a continuation of the number sequence for each roll.

19.H. REPORT OF TICKETS SOLD OR ADMISSIONS

The report of Tickets Sold **(EXIBIT 19.H.1)**, must be completed when tickets are sold or admission is charged for an event and is used in conjunction with the Ticket Control Sheet. The report provides for the accountability of monies collected and is a source document supporting accounting entries. The Report of Tickets Sold form is to be filed numerically by receipt number with the Deposit Verification form. The process for using the Report of Tickets Sold is as follows:

The Sponsor shall enter the following data on the form:

a. Nature of the event
b. Location
c. Opponent school
d. Date
e. Ticket Color
f. Beginning Ticket Number
g. Selling price of the ticket

The form is provided to the ticket seller. The ticket seller shall enter the following data upon completion of the ticket sales:

a. The last ticket number sold.
b. Signature of the ticket seller.
c. The form is submitted to the Cash Custodian at the conclusion of the event.
d. The Cash Custodian shall complete the remainder of the form, verify the accuracy of all data, enter the receipt number, indicate the date received, and sign the form in the appropriate place.

Multiple Reports of Tickets sold forms for a particular event may be assigned to the same receipt number.

EXHIBIT 19.H.1 – REPORT OF TICKETS SOLD

CAPE CORAL CHARTER SCHOOL AUTHORITY
REPORT OF TICKETS SOLD OR ADMISSIONS

Name of Event _____ Fund Name _____
Locations _____ Fund Number _____
Opponent School (if any) _____ Date _____

Adult

Ticket Color _____

Beginning Number (A) _____

Last Number Used (B) _____

Number of Tickets Used _____ (Number of tickets used = B-A+1)

Complimentary Tickets _____

Tickets Sold _____ @_____ = $_____

Student

Ticket Color _____

Beginning Number (A) _____

Last Number Used (B) _____

Number of Tickets Used _____ (Number of tickets used = B-A+1)

Complimentary Tickets _____

Tickets Sold _____ @_____ = $_____

TOTAL ALL TICKETS SOLD	$_____
LESS: Cash Box Starting Max ($300)	- 300
AMOUNT TO DEPOSIT	$_____

I hereby certify that this report is true and accurate. _____
Ticket Seller

I hereby certify that this report is true and accurate. _____
Athletic/Activity Director or Designee

I hereby certify that the above report accurately represents the cash transmitted and/or tickets returned.

Date Received _____ Computer Receipt Number _____

School Secretary _____ _____ _____
Printed Name Signature Date

Bookkeeper _____ _____ _____
Printed Name Signature Date

This form must accompany the deposit and Report of Monies Collected and forwarded to Bookkeeper

EXHIBIT 19.H.2 – TALLY SHEET

Concessions

Event: _____ **Club:** _____

Date Collected: _____

Collected By:

_____ _____
Printed Name Signature

_____ _____
Printed Name Signature

Item	Cost	Number Sold
Chips	$1.00	
Rice Krispies	$1.00	
Oatmeal Pies	$1.00	
Dips	$1.00	
Water	$1.00	

Today's Total: _____

School Official Verifying: _____ _____
Printed Name Signature

CCCSA Forms – Tally Sheet
1/25/2016

20. MUSIC AND BANDS

Music accounts are to be utilized for band activities, music class functions, uniform maintenance, and instrument related costs.

20.A. COLLECTION OF MONIES

All monies collected for school-sponsored activities are required to be deposited into the internal funds of the school. The money is to be recorded and deposited according to established procedures.

Collections from students for rental or maintenance of uniforms or instruments shall be recorded in separate accounts. These collections will be recorded within internal funds of the school.

20.B. EXPENDITURES

All expenditures shall comply with established internal funds procedures.

20.C. FUND-RAISING ACTIVITIES

All school-sponsored fund-raising activities must comply with Charter School Authority policies and procedures.

20.D. MUSIC AND BAND BOOSTERS

All music and band boosters are considered a cooperative organization.

21. YEARBOOKS

Yearbooks are sold to students at the lowest possible cost to afford the maximum number of students the opportunity to purchase the book. The sale of yearbooks should not be construed to be a fund-raising activity.

21.A. TRUST ACCOUNT

Yearbook transactions are to be accounted for within a separate Yearbook Internal Fund for each school.

21.B. SALES TAX

Yearbooks, by statute, are not subject to collection or payment of Florida Sales Tax.

21.C. EXPENDITURES AND PURCHASES

The purchase of yearbooks is not subject to the Charter School Authority's bid or quote provisions since such transactions are accounted for in a trust relationship.

The Yearbook Internal Fund may be utilized for any necessary expense relating to the production or printing of the yearbook. Expenses would include the actual cost of the printing of the publication, film and developing,

seminars and conferences, and refreshments for Yearbook Committee meetings.

21.D. INTERNAL REPORT OF MONIES COLLECTED FORM

The Report of Monies Collected Form and its companion forms should be completed when collecting monies for the sale of yearbooks and ads. The name of the individual making the purchase and amount paid by that individual must be listed. A class roster or list may be utilized and attached if all information is indicated on the attached listing.

21.E. PROFIT, LOSS, AND TRANSFERS

Yearbook Internal Funds are intended to be self-supporting and not incur a loss or make an excessive profit. Any excess fund balance created by yearbook transactions shall remain in the yearbook internal fund and be available for future yearbook transactions. In those instances where large fund balances have accumulated, the future sales price of yearbooks may be set at a reduced price or equipment such as printers, cameras or computers may be purchased to aid in the production of the yearbook.. The school should retain a reasonable balance in this fund to facilitate the startup of the yearbook in the next school year.

22. SCHOOL STORE (not currently in use)

Merchandise that is needed to facilitate classroom instruction and to accommodate students may be sold in the School Store. The School Store shall be a separate account within the internal funds.

The same rules apply to the Athletics Apparel Internal Fund and any other fund which carries an inventory of items to be sold to the students or staff.

22.A. CHANGE FUND

A Change Fund/Cash on Hand is recommended to be set up for the School Store. Cash collections are not to be retained in the School Store, the Change Fund is used for this purpose. See 4.C. for instructions on the Change Fund.

22.B. MONIES RECEIVED

Monies collected from School Store sales should be turned over to the Cash Custodian on a daily basis. A Report of Monies Collected Form and companion forms must accompany the monies when remitted to the Cash Custodian. All monies must be forwarded intact to the Cash Custodian in a sealed bag.

It is not required that student names be listed on the forms as required in other collection procedures. Tally sheets should be used when possible.

6. All items purchased for resale within the staff fund, social committee or vending funding, such as vending machine products, are subject to Florida Sales Tax.

    a. Schools have a special provision in the Florida Sales and Use Tax Laws that allows them to pay sales tax directly to the vendors. Sales tax in this situation is based upon the purchase price of the goods purchased for resale. The tax is considered part of the cost of the items purchased by the school and the tax is not collected separately.

    b. When ordering items that are not tax exempt, consider crossing out the tax-exempt number on the Request for Purchase Authorization Form. This may assist the vendor in knowing that sales tax is due.

    c. If items are purchased for resale from an out-of-state vendor or a vendor who will not accept payment of Florida Sales Tax, then the sales tax must be paid directly to the Florida Department of Revenue. Sales tax in this case is based upon the sales price of the goods purchased for resale.

    Note: It may be in the school's best interest to choose an alternate vendor if the vendor does not collect Florida Sales Tax.

    d. If the vendor does not separate the tax on the invoice, a corrected invoice will need to be obtained, or a written statement from the vendor noting that the price includes the sales tax. This will alleviate any potential questions that may arise with the Florida Department of Revenue.

Changes to School Internal Funds Standard Operating Guide

Section

1. Introduction
   a. In limited cases funds will be carried forward to the next school year. For Fiscal Year 2019 grades 9-10 will rollover 100% funds and grades K-8th will keep 100% of funds. Starting in Fiscal Year 2020 grades 9-10 will continue to rollover 100% of funds and grades K-8 will rollover all funds greater than $500.

5. Receipts
   5.A. Process has changed due to new form which is what the District uses.
   5.A.1 Added/Updated Schedule/form used by District.
   5.D. Administrative Regulation 1.18 Student Fees & Donations/Contributions states that all donations (monetary or tangible) of $250.00 or more received by the school must be acknowledged back to the donor by the school, with the exception of fundraising activities.

6. Purchasing
   6.A.2 Purchase amount has increased from $300 to $500.
   6.A.5 When purchasing from Amazon and an item total, not the overall total, is over $500 (example, 1 at $550 each or 4 at $150 each) then three quotes are required.
   6.C. All quote threshold amounts updated to match City Policy.

7. Disbursements
   7.A.1 Added/Updated Schedule/form
   7.H. Credit Card purchases must not exceed $500, with the exception of field trips.

10. Fund-Raising Activities
    10.A.1 Added/Updated Schedule/form
    10.D.1 Added/Updated Schedule/form

12. Year-End Financial Statement
    12.1 Added/Updated Schedule/form

19. Athletics
    19.G.1 Added/Updated Schedule/form
    19.H.1 Added/Updated Schedule/form
    19.H.2 Added/Updated Schedule/form

Item Number:	**14.E.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of Custodial Outsourcing; RFP-Charter18-79-MM to United States Services Industries, Inc (USSI) - Danielle Jensen, Director of Procurement

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
D	CUSTODIAL OUTSOURCE USSI - JULY 2018	Backup Material

CAPE CORAL CHARTER SCHOOL AUTHORITY

ADMINISTRATION DIVISION

TO: Cape Coral Charter School Authority Governing Board

THRU: Jacquelin Collins, Superintendent

FROM: Danielle Jensen, Director of Procurement and Food Services

DATE: July 30, 2018

SUBJECT: Cape Coral Charter School Authority Custodial Outsourcing; RFP-CHARTER18-79-MM; Firm recommendation.

BACKGROUND:

Currently, the Charter Schools have our custodian work done by Charter School staff. Our primary function is education and with our limited number of support staff to manage this function, we wanted to research using a firm that specializes in this function. It has been difficult to prevent turnover at the school with our salary scale combined with our needs to primarily have staff work second shift. With the constant coverage issues along with the need to train new staff, it has been an ongoing issue at the school. We consider our student's health and well-being an essential concern and we have to look for other ways to ensure our buildings are cleaned and maintained to our standards. It was budgeted in our 2018-19 general fund budgets to have current staff until this proposal was completed with actual numbers.

RECOMMENDATION:

A request for proposal bid package was completed and distributed to the public on May 16, 2018. All vendor questions were submitted in writing by May 31st with the requirement that all final bids needed to be submitted by 1:30pm on June 22, 2018. We had 6 vendors submit proposals for all schools. An Evaluation Team meeting was held on July 19, 2018 to score the firms. Based on scoring, the Evaluation Team is in total agreement and is recommending awarding the proposal to United States Service Industries, Inc. (USSI). The experience of the staff and firm, along with their thorough training and scope were key drivers in our decision. Their proposed cost of $535,404.48 would include all labor and supply cost. This cost would be less than our proposed budget for the 2018-19 school year. We are expecting a 30 day start up from contract completion.

Our recommendation is to proceed with USSI to outsource our custodial needs with a projected start day of October 1, 2018. The annual contract amount cost of $535,404.48 is below the budgeted amount for the year so funding is not an issue. With the Governing Board's approval, we will work to finalize the contract with legal and USSI.

Item Number:	**14.F.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of Charter School Secretary Job Description and Salary - Superintendent Collins

SUMMARY:

This job description and salary was originally approved on November 14, 2017. This submission returns the bookkeeping tasks and functions to the position.

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
🗎	Charter School Secretary JULY 2018	Backup Material

Charter School Secretary

Class Code: 00163

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL
Revision Date: Feb 13, 2018

SALARY RANGE

$11.30 - $17.00 Hourly
$904.02 - $1,360.00 Biweekly
$1,958.71 - $2,946.67 Monthly
$23,504.56 - $35,360.00 Annually

GENERAL STATEMENT OF JOB:
Under general supervision of the Principal, performs diversified office support and administrative functions requiring specialized school based knowledge. Incumbents possess considerable organizational skill and excellent clerical/keyboard skills. Duties may range from extensive record and report maintenance tasks to heavy public/parental contact work with accounting responsibilities. Employees in this position have considerable contact with the public, which requires exercise of initiatives and independent judgment. Office support functions performed at this level are moderate to complex in nature, requiring incumbent to coordinate several specific tasks, and maintain a high degree of accuracy in processing information. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Position exercises considerable discretion due to the sensitive and confidential nature of information processed at this level. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:
Maintains Student and Staff records.

Establishes office procedures and coordinates duties of clerical office personnel.

Serves as receptionist for the school, answers phones, maintains a log, and responds appropriately to requests, needs, and crises.

Schedules appointments for conferences and interviews.

Coordinates with outside agencies to assist teachers, students and parents.

Prepares confidential documents for employee evaluations, disciplinary action, grievances, and other personnel issues.

Sorts and files correspondence, reports, vouchers or other materials.

Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.

Maintains effective working relationship with other employees, students, parents and the public.

Orders and maintains supplies as needed.

Locates, removes, transfers, and distributes requested information; keeps records of material transferred/distributed/removed.

Computes data from listings, reports, or other records: assembles data in appropriate form for use in completing required reports.

Types letters, memoranda, statements, purchase orders, and other materials from copy or rough draft; operates other office machines as needed.

Maintains a schedule of appointments and makes arrangements for conferences and interviews for the Principal/Superintendent.

Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy.

Provides public assistance via telephone, in person, and/or by mail, e.g., completing forms/applications, explaining policy and procedure, researching information, directing to appropriate entities for assistance.

Verifies accuracy and completeness of all data/information received, and researches and provides verification on information requests from School District personnel.

Processes data/information received into a variety of formats specific to department of placement, e.g., crime reports, complaint cards, cash summaries, purchase orders, billing statements, forms, and applications.

Operates word processors in transferring/transcribing/composing various documentation, i.e., school correspondence, memoranda, various school logs and records.

Performs daily accounting tasks related to work performed, i.e., calculating, billing, and cash handling associated with payments; balancing daily revenues.

Receives, processes and distributes school mail, and prepares forms, letters, and parcels for mailing.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel.

Maintains professional contact with other agencies as applicable.

Prepares, organizes and maintains the school's activity and event lists and distributes as required.

Completes all personnel and payroll processing of new/terminated or employees requiring changes.

Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.

Organizes school functions as assigned.

Schedules appointments for conferences and interviews.

Works with the principal in carrying out the day-to-day operations necessary for the smooth functioning of the school.

Works with teachers and support personnel in carrying out the day-to-day office and administration operations necessary for the smooth functions of the school.

Contributes to a positive, professional office atmosphere.

Coordinates and assists with compliance of outside agencies to assist parents, students, and staff.

Maintains radio communications with administrators and other security personnel.

Orders school materials and supplies.

Performs related work as directed.

MINIMUM QUALIFICATIONS:
High school diploma or GED required; with minimum four (4) years' experience as an office secretary; or graduation from a recognized school of secretarial/office skills, and two (2) years successful experience as a secretary.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:
Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Has general knowledge of report and record keeping principles and techniques.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to establish and maintain effective-working relationships with Principal, support staff and other personnel.

Has general knowledge of modern office practices and procedures.

Has general knowledge of business mathematics. Is able to organize and review work for efficient results and accuracy.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, copiers and scanners.

Is able to issue and follow oral and written instructions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Item Number:	**14.G.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of Charter School Network Support Analyst Job Description and Salary - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
D	NETWORK SUPPORT ANALYST JOB DESCRIPTION JULY 2018	Backup Material

Charter School Network Support Analyst

Class Code:
CHS 173000

Bargaining Unit: CONTRACT EMPLOYEE

CITY OF CAPE CORAL
Established Date: Jun 10, 2008
Revision Date: Jun 13, 2017

SALARY RANGE

$21.11 - $33.07 Hourly
$43,908.80 - $68,785.60 Annually

GENERAL STATEMENT OF JOB:

Under the general direction of the School Principal/Superintendent this is a technical and analytical position responsible for the overall operation, maintenance, administration, and integration of the Charter School Network, installing and repairing computer equipment/software and peripheral, and phone switch. This will include daily and monthly backups. Track work orders and time. Provide quotes for purchases of new equipment or software to management.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Coordinates with ITS Network Administration as required in maintenance of school based wiring plans and network documentation.

Uses appropriate equipment to isolate and replace faulty data wiring, network equipment and related technologies.

Assists in network equipment installation & upgrades – e.g. routers, switches, server upgrades/ updates.

Develop work order system to monitor service requests to ensure problem resolution and documentation – update work order system.

Develop disaster recovery plan.

Maintain inventory of all equipment.

Establishes and maintains data communication support systems.

Installs and troubleshoots Windows based network/work station operating systems and hardware.

Installs & troubleshoots server and client based application software including the instructional and administrative applications required by the school. (Additionally the cafeteria Point of Sale System).

Assists educators in planning for and in using technology in the instructional program.

Manages the implementation of standard inventory, maintenance, and disaster recovery procedures for resources.

Provides staff with information about new technology developments in their specific area of responsibility through research and recommends specific hardware and software that complement and support a diversity of instructional techniques.

Assists in the development of the school technology plan.

Participates in staff development training to update skills and such other inservice that may be provided by the City ITS Department, including technology seminars, conferences, and workshops relevant to the Charter School system's technology objectives.

Recommends budget requirements and provide purchase order information for an effective school technology plan.

Performs other duties as assigned.

May be required to operate a motor vehicle in performance of assigned tasks.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. A+ and Network + Certifications from college or technical school; or two years related experience and/or training; or equivalent combination of education or experience. Experience in troubleshooting microcomputer hardware configurations and application installation and maintenance. Experience in network Microsoft Server Administration. Ability to communicate clearly and work well with both technical and non-technical personnel. Knowledge of a variety of hardware and software platforms and technology trends that impact education. Must possess a valid state driver's license and obtain a valid Florida drivers license within 30 days.

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

Tasks involve some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. (such as monitors and UPSs).

Skill in organization and interpretation of procedures.

Interpersonal skills necessary for providing effective in service that encourages effective use of technology.

Item Number:	**14.H.**
Meeting Date:	**8/14/2018**
Item Type:	**NEW BUSINESS:**

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Approval of Charter School Technical Support Specialist - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
D	TECHNICAL SUPPORT SPECIALIST JOB DESCRIPTION JULY 2018	Backup Material

Charter School Technical Support Specialist

Class Code:
CHS 174000

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL
Established Date: Jun 10, 2008
Revision Date: May 31, 2018

SALARY RANGE

$21.65 - $33.65 Hourly
$45,032.00 - $69,992.00 Annual

GENERAL STATEMENT OF JOB:

Under the general direction of the appropriate supervisor, the Charter School Technical Support Specialist facilitates and supports the effective use of technology in the school for teaching and learning by ensuring the schools network and computer equipment is capable. The position supports all instructional and administrative applications, the underlying technology infrastructure and the integration of the technology into the curriculum. The Technical Support Specialist is a technical and analytical position responsible for maintaining the continuity and standardization of both hardware and software for PCs in use by the City Charter School system. Performs routine software configuration and set-up tasks for PCs. May also perform routine investigation and diagnostics for PCs and other electronic equipment. Coordinates with the City's IT Department which provides advanced infrastructure support on an as-required basis.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provides routine support for computer-related issues.
- Provides assistance to other staff in troubleshooting problems.
- Tests, implements and configures new applications software, software upgrades, and operating system software.
- Installs and troubleshoots PCs, media equipment, associated software, and/or peripherals.
- Performs minor cabling duties as necessary.
- Assists in network equipment installation and upgrades.
- Tests network installs and/or adds, changes and deletes as required.
- Monitors service requests to ensure problem resolution and documentation.
- Organizes and maintains inventory and provides proper paperwork to ensure maintenance of inventory records.
- Ensures proper disposal of obsolete equipment.

- Trains users on use of equipment, software, applications and network operation.
- Provides staff with information about new technology developments in their specific area of responsibility through research and recommends specific hardware and software that compliment and support a diversity of instructional techniques.
- Participates in staff development training to update skills and such other in-service that may be provided and/or promoted by the District, including technology seminars, conferences and workshops relevant to the school's technology objectives.
- Coordinates with the City's IT Department which provides advanced technical support on an as-required basis.
- Recommends budget requirements and provide purchase order information for an effective school technology plan.
- Maintains a Florida Driver's license and transportation, as a Technician travels from one site to another frequently.
- Performs related work as deemed necessary by administration.

MINIMUM QUALIFICATIONS:

Education and Experience

- High school diploma and an additional six months to one year of advanced study or technical training.
- Two (2) years of experience in computer support activities.

Licenses or Certifications

- CompTIA A+ Certification.
- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

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

Knowledge of:

- Modern office practices, procedures, report and record keeping principles and techniques.
- The principles of microcomputer and telecommunications systems, procedures, analysis, design and programming.
- Networks facilities; TCP/IP; Ethernet and token ring topology; PC hardware and software.

- PC applications such as Client Access, MS Office Suit, and Internet connections.
- Microsoft operating systems and Office applications.

Skill in:

- Prioritizing several activities, performing under pressure, identifying and solving user problems, well organized, detailed and analytical.
- Oral and written communications for effective expression and clarity.
- Utilizing a variety of modern office equipment, i.e., computers, facsimile machines, copiers.

Ability to:

- Provide good customer service, communicate courteously and responsively and provide effective and efficient service to the public and co-workers.
- Relate to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Be adaptable to performing under frequent deadlines and/or in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Read and interpret various technical materials, ranging from moderate to complex terminology, associated with job functions.
- Add, subtract, multiply and divide, interpret graphs, and calculate decimals and percentages.
- Prioritize several activities and perform under pressure.
- Compare and/or judge the readily observable, functional, or composite characteristics of main system, remote systems, terminals and related system peripherals.
- Identify and solve user problems.
- Configure, operate, install PC hardware, software, and peripherals.
- Train users and to recognize, analyzes, and resolves PC hardware, software problems.
- Carry up to 50 lbs. (such as monitors and UPSs)

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve frequent walking, standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of main system, remote systems, terminals and related system peripherals.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in oral or written form. Requires the ability to coordinate daily and weekly responsibilities to ensure completion of assigned tasks.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing computers and associated peripheral equipment.

Manual Dexterity: Must be able to handle a variety of items such as computer paper boxes, printers, and monitors. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, and fumes).

Item Number:	**16.A.**
Meeting Date:	**8/14/2018**
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, September 11, 2018 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION: