

ATTACHMENTS

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ATTACHMENT 1

Transportation System and Contract Language Summary

Every charter school is required to meet Florida laws relating to health and safety, including, in part, Sections 1006.22, 1006.25, and 1012.45, F.S., relating to school bus inspection, maintenance, specifications, condition, and qualification of drivers. The District shall periodically assess the compliance of the charter school regarding these important safety requirements using the district transportation assessment process including:

1. DRIVER TRAINING AND LICENSURE

All drivers of school buses shall have in their driver record:

- Current CDL license with passenger (P) endorsement
- State of Florida initial pre-service 40-hour training certificate
- Current DOE physical (Form ESE 479)
- Current reflex test
- Background check as evidenced by current FDLE fingerprint screen
- Pre-employment drug and alcohol screening
- Proof that the driver is enrolled in a random drug and alcohol screening program
- MVR of driving history secured within one (1) week of the first and second semesters and any summer school session if conducted
- Proof of annual eight (8) hour driver in-service training

Failure to secure, and maintain any of the above prior to driving shall result in suspension of driving until such time as the Director of Transportation and the Charter School Director determine that corrective action has been taken and the appropriate documentation has been completed.

The school district training coordinator and staff shall maintain copies of such records and make all necessary contact with charter schools to ensure all drivers remain fully compliant. In matters pertaining to driver licensure, the district training coordinator shall have authority to revoke driving status if any charter driver fails to comply fully with Florida school bus driver qualification requirements.

Charter school drivers shall be notified of and participate in district annual in-service training for drivers or Capstone Academy will scheduled and provide in-service training from a qualified vendor if charter school bus drivers are unable to attend district training. Charter school drivers shall be subject to the random drug and alcohol screening process.

2. SCHOOL BUS INSPECTION, MAINTENANCE, SPECIFICATIONS, AND CONDITION

All buses transporting students in the State of Florida must comply with state inspection, maintenance, and specification requirements. The Florida Handbook for Bus Inspection

details inspector qualifications, inspection procedure and schedule requirements and a copy may be obtained from the Florida Department of Education Division of Student Transportation.

3. BUS INSPECTION AND SPARE ISSUE

All charter buses shall be provided with the complete annual inspection schedule in advance of each school year. This schedule shall be made and affixed to each of the charter school's buses by the district fleet service manager. Charter schools shall ensure that each bus is brought to the appropriate service facility on the dates scheduled. Failure to bring a bus in for its assigned inspection during normal working hours shall result in the bus being rendered out of service. The average inspection lasts 1.5 hours. If an item discovered during an inspection renders the bus out of service, repairs will be made as quickly as possible to return that bus to service. If, however, that bus cannot be returned to service before its next scheduled run, a spare will be provided by the district if available. Said spare will be returned to the issuing service facility in the same condition it was checked out as soon as the regular charter bus is available for pick-up.

If a repair requires substantial delay due to the severity of the discrepancy and the charter school chooses to have the repairs made, charter schools shall make a good faith effort to accommodate existing runs to not require the use of a spare bus for longer than a reasonable period of time.

4. BUS MAINTENANCE

Repairs may be conducted by district service technicians at district facilities. Preventative, warranty, and emergency repair schedules shall be fully accommodated by all charter schools. The district shall provide appropriate scheduling and sufficient and timely notice for all repair evolutions. If the charter elects to have repairs made at the district's facility and does not comply with the repair schedule, the bus will be considered out of service, without a spare, until the repairs have been made.

5. CHARGES, FEES, AND PAYMENT: DRIVER TRAINING AND LICENSURE

All file management and coordination shall be conducted by the district at no cost to the charter school. This includes annual in-service and driver training with the following exceptions:

a. New Driver Training

All new driver costs currently covered by the applicant, which includes permits, CPR and first aid certification, and licensure shall be paid for by the charter school driver trainees in the same manner as district trainees. Payment shall be due at the time the service is provided.

b. Random Drug and Alcohol Screening

Santa Rosa Charter shall be responsible for random drug and alcohol screening unless it elects to participate in the district's random testing program. In either case, the cost associated with the screening shall be the responsibility of Santa

Rosa Charter School.

6. CHARGES, FEES, AND PAYMENT: SCHOOL BUS INSPECTION, MAINTENANCE

All inspections and service shall be conducted by district certified service technicians and inspectors at a labor rate of \$50 per hour. All parts, including fluids, shall be provided at regular district pricing.

Payment for service and parts shall be due within thirty (30) days after receipt of invoice and/or properly completed repair order including details of all costs, except in circumstances when substantial overhauls or costly items are encountered. In this circumstance the charter school shall work with the District Finance Department to determine payment structure and conditions.

7. FLEET CONDITION

Buses operated by charter schools shall not be considered a part of the district's fleet. Additionally, all insurance and licensing shall be maintained by the respective charter school.

District surplus buses which exceed all state standards for mileage and useable service life should not be depended upon for continued service requirements. Inspection and maintenance of surplus buses beyond their salvage to maintenance breakeven point represents an extremely inefficient operating approach. Each charter school shall make reasonable efforts each year to work toward continuous fleet renewal through aggressive lease and purchase program planning, budgeting, and implementation. Continued petitioning for surplus buses is not considered reasonable effort.

8. INSTRUCTIONS FOR END OF YEAR BUS STORAGE, INSPECTION, AND REPAIR

All charter school transportation coordinators shall contact the district fleet service manager to arrange for the delivery of all charter school buses to the main bus compound located at 6544 Firehouse Road within the first week after the last regular day of school.

9. END OF YEAR BUS STORAGE, INSPECTION, AND REPAIR PROCESS

- All buses shall be given an end-of-the-year exit inspection.
- Repairs shall be scheduled for any out-of-service items identified in the exit inspection.
- All buses shall then be stored for the summer at one of the district storage sites. As the new school year approaches, all buses will be scheduled and given an in-service inspection.
- Upon completion of the in-service inspection and associated repairs, charter transportation coordinators shall be contacted to retrieve their buses.
- Charter drivers shall be informed of the inspection schedule and shown where it is

posted above their bus.

- All billing for associated inspection and repairs shall be immediately submitted when the respective inspection form and work order is properly completed.

10. INSTRUCTIONS FOR END OF YEAR DRIVER RECORD TURNOVER

All charter school transportation coordinators shall contact the district driver training coordinator to arrange for the delivery of copies of all charter bus driver records as soon as possible but no later than the end of the first week following the last regular day of school.

Records shall be reviewed immediately and deficiencies shall be reported back to the charter transportation coordinators for corrective action. Corrective action shall be completed before the driver may resume driving in the new school year.

All current drivers shall be added to the in-service notification roster, the Department of Motor Vehicles driving record report system, and the random drug-screening list if the charter school elects to participate.

ATTACHMENT 2
Copy of Transportation Contract

VEHICAL MAINTENANCE AGREEMENT

THIS VEHICLE MAINTENANCE AGREEMENT ("Agreement") is entered into as of the 25th day of September, 2018 by and among Student Transportation of America, Inc. ("STA"), and The Capstone Academy ("District").

Capstone Academy
5308 Stewart Street
Milton, Florida 32570
850-626-3091

Student Transportation of America, Inc.
3349 Highway 138, Building A
Wall, New Jersey 07719

WHEREAS District desires that STA perform inspections, maintenance, repairs, and other related services on and to a vehicle owned by District (the "Vehicle"), and STA is agreeable to performing such inspections, maintenance, repairs and other related services on said Vehicle;

NOW, THEREFORE, in consideration of the rights and obligations set forth herein the parties agree as follows:

TERM:

The term of this Agreement shall be effective September 25th, 2018 and end on June 30, 2023.

REPAIRS TO BE PERFORMED BY STA

STA agrees to perform inspections, scheduled services, general maintenance and repairs on and to the Vehicle designated in accordance with the terms and conditions contained in the Agreement. STA agrees to treat District requests and maintenance with equal priority as its own vehicles. All repairs will be initiated and completed on a timely basis. All services and repairs will be performed according to the manufacturer's guidelines and all parts will be replaced with OEM parts or equivalent. STA will provide service facility and all qualified technical service personnel necessary.

TECHNICIANS

All repairs shall be performed by technicians who are competent and certified to perform repairs if required by Federal, State, or Local law and regulations.

PARTS

All parts, fluids and tires permanently removed from the Vehicles during the performance of the repairs shall be properly disposed of by STA and in accordance with applicable environmental laws and regulations.

EMERGENCY ROAD SERVICE

STA shall be responsible for arrangement of towing and emergency road service as may be needed from time to time. STA will select the vendor. STA will be billed directly by the vendor and then invoice District for reimbursement.

SCHEDULING OF REPAIRS

STA will supply PM maintenance scheduling bi-monthly to the District.

WARRANTY ADMINISTRATION

The District will provide STA with all documents and information requested by STA for the performance of the warranty service. STA will file all claims related to warranty repairs against OEM and other providers. All proceeds from warranty claims will be remitted to District.

RECORD KEEPING

STA School Services will maintain the manual and electronic vehicle records at its site and shall be solely and exclusively responsible for those records.

REPAIR CHARGES

STA will perform PM services each year on this fleet. STA will work to combine the A-PM's with LOF services (lube, oil and filter) and the C-PM's with transmission services in order to ensure compliance with PM schedule.

Regular audits may be performed by the District's Fleet Maintenance Manager or his designee to ensure they are completed in a timely manner, compliant with STA Policy and on time. To ensure tracking of PM services in the STA School Services maintenance software tracking system, the PM inspection sheets and repair orders will be managed at the local level for input and tracking.

SERVICES RATE SCHEDULE

<u>Service</u>	<u>Charge</u>
General Repair	\$60.00/hour
Preventative Maintenance	\$60.00/hour
Manufacturer Warranty/Recall	\$82.00/hour
Road Service	\$75.00/hour + (2 hour minimum)
Supplies and Parts	cost plus 10%
Towing	cost plus 10%
Sublet Repair	cost plus 10%

BILLING AND PAYMENT TERMS

STA shall invoice District for all charges and services at the rates listed above for repairs performed on a monthly basis and itemized according to the number of repair hours associated with each repair. Each invoice shall be accompanied by reasonable documentation or explanation supporting such charges and shall be paid no later than thirty (30) days after the end of the month in which the invoice is received. District will notify STA of any disputed invoice within the 30-day period and both parties will work to resolve any disputes in a timely manner.

CONFIDENTIALITY

STA and District agree to keep and to cause each of its affiliates, directors, officers and employees to keep confidential all information of the other party that it receives in the course of performing its obligations. At the termination of this agreement each party will return and cause its affiliates to return all original documents.

This agreement shall be construed and interpreted in accordance with the laws of the state of Florida. Exclusive venue for any dispute arising hereunder shall be in Escambia County, Florida. The parties hereby irrevocably submit themselves to the process, jurisdiction and venue of the courts of the state of Florida, Escambia County.

AND IT IS SO AGREED:

Student Transportation of America, Inc.

By: [Signature]

Print: Denis Gallagher Jr

Title: VP Operations, Southeast US

The Capstone Academy

By: [Signature]

Print: CLARE E. FERRINGTON

Title: PRINCIPAL, CAPSTONE ACADEMY MILTON

ATTACHMENT 3

Food Management Agreement

This Management Agreement ("Agreement") is made and entered into as of this 1st day of July 2019, by and between Santa Rosa County School District and Capstone Academy who agree as follows:

PURPOSES OF AGREEMENT

The Agreement sets forth the terms and conditions upon which Capstone Academy will retain Santa Rosa County School District to breakfast and lunch items and Rhodes Elementary for pickup and delivery by Capstone Academy.

DEFINITIONS

Accounting Period: A period of a calendar month, twelve (12) of which shall constitute an accounting year.

Charge: A fee established by Santa Rosa County School District for lunches prepared by Santa Rosa County School District.

Food Services: The preparation of a student, employee or visitor lunch at Santa Rosa County School District premises for pickup and delivery by Capstone Academy.

TERM

The term of the agreement is one (1) year, commencing on July 1st, 2019, and continuing until June 30th, 2034, and is subject to renewal annually upon mutual agreement of the parties, unless terminated earlier as hereinafter provided.

FOOD SERVICE PROGRAM

Services and Location: Santa Rosa County School District shall prepare meals for Capstone Academy at Santa Rosa County School District facility.

Meal Program: Santa Rosa county School District shall provide nutritional lunches in accordance with the following terms and conditions:

- A. Meals shall be prepared for pickup.
- B. Prices to be charged for meals during the contract year shall be mutually agreed upon by the parties.
- C. Capstone Academy shall administer all free, reduced and full paid pattern meals for reimbursement. The school shall be responsible for establishing and notifying parents and guardians of program criteria for providing free and reduced price meals for eligible students.

PAYMENT TERMS AND FINANCIAL ASSUMPTIONS

Invoice Due Date: Santa Rosa County District shall invoice the school at the end of each accounting period for amounts due based on on-site records. Invoiced amounts shall be paid within fifteen (15) days after the invoice date.

Capstone Academy shall pay Santa Rosa County School District:

A rate of \$3.25 per adult meal and \$2.85 per student meal ordered for lunch. A rate of \$1.75 per adult meal and \$1.05 per student meal ordered for breakfast. Reduced prices are \$0.40 for lunch and \$0.30 for breakfast.

This agreement contains the entire understanding and agreement of the parties concerning the matters contained herein and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein. All provisions of the agreement shall remain in effect throughout the term thereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision. The agreement may not be changed other than by an agreement in writing signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have entered in the agreement as of the date indicated in the first paragraph of the first day of the term, whichever is sooner.

Capstone Academy

By: _____

Name (Printed): Claire E. Errington

Title: Principal, Capstone Academy

Santa Rosa County School District

By: _____

Name (Printed): Judson C. Crane

Title: Director of Purchasing & Contract Administration / School Food Authority

ATTACHMENT 4
Enrollment Projections

- 7.1.1. Year 11: 2019-2020 Grades: Pre-K - up to 24 students
- 7.1.2. Year 12: 2020-2021 Grades: Pre-K - up to 24 students
- 7.1.3. Year 13: 2021-2022 Grades: Pre-K - up to 24 students
- 7.1.4. Year 14: 2022-2023 Grades: Pre-K - up to 24 students
- 7.1.5. Year 15: 2023-2024 Grades: Pre-K - up to 24 students
- 7.1.6. Year 16: 2024-2025 Grades: Pre-K - up to 24 students
- 7.1.7. Year 17: 2025-2026 Grades: Pre-K - up to 24 students
- 7.1.8. Year 18: 2026-2027 Grades: Pre-K - up to 24 students
- 7.1.9. Year 19: 2027-2028 Grades: Pre-K - up to 24 students
- 7.2.0. Year 20: 2028-2029 Grades: Pre-K - up to 24 students
- 7.2.1. Year 21: 2029-2030 Grades: Pre-K - up to 24 students
- 7.2.2. Year 22: 2030-2031 Grades: Pre-K - up to 24 students
- 7.2.3. Year 23: 2031-2032 Grades: Pre-K - up to 24 students
- 7.2.4. Year 24: 2032-2033 Grades: Pre-K - up to 24 students
- 7.2.5. Year 25: 2033-2034 Grades: Pre-K - up to 24 students

ATTACHMENT 5
Copy of Lease/Management Agreements

LEASE AGREEMENT

Capstone Adaptive Learning and Therapy Centers, Inc.

2912 North E Street

Pensacola, FL 32501

Phone: 850-432-1596 Fax: 850-432-1930

For a term not to exceed one (1) year. This lease may be amended or terminated at the request of either party after thirty (30) days written notice, otherwise it will remain in effect for one (1) year beginning July 1, 2019 through June 30, 2020.

PARTIES: This is a lease ("the Lease") between **Capstone Adaptive Learning and Therapy Centers, Inc.** (Landlord) and **Capstone Academy Milton** ("Tenant").

PROPERTY LEASED: Landlord leases to Tenant the land and buildings located at **5308 Stewart Street and 5318 Stewart Street, Milton, FL 32570**, together with, but not limited to, all furnishings, appliances, fire and safety equipment, phone systems, security systems, computer systems and/or pre-existing furnishings, equipment and attachments.

TERM: This is a lease for a term, not to exceed **one (1) year or 12 months, beginning on July 1, 2019 and ending June 30, 2020** (the "Lease Term").

RENT PAYMENTS AND CHARGES: Tenant shall pay rent **monthly** in the amount of **\$2,600** for the Lease Term. The rent shall be payable by the Tenant in advance monthly, on the first day of the month. All payments shall be made to Landlord. The Tenant shall make rent payments required under the Lease by check, money order or cashier's check.

MONEY DUE PRIOR TO OCCUPANCY: The Landlord waives the cost of a "deposit" due by the Tenant prior to occupying the Premises.

NOTICE: The Tenant must notify the Landlord of any changes, in writing, via U.S. mail or by hand delivery. Changes may include phone numbers, point of contact, etc.

UTILITIES: The Tenant shall pay for all utilities services during the Lease Term and connection charges and deposits for activating existing utility connections to the Premises.

MAINTENANCE: The Tenant shall be responsible for maintenance and repair of the Premises, unless otherwise stated, over the amount of \$25 per repair. The Tenant shall notify the Landlord of maintenance and repair requests.

ASSIGNMENT: The Tenant may not assign the Lease or sublease all or any part of the Premises without first obtaining the Landlord's written approval and consent to the assignment of a sublease. The Landlord shall reserve the right to utilize the building during non-school hours for other services/usage such as after school, trainings, etc.

KEYS AND LOCKS: The Landlord shall issue five (5) keys to the Tenant. At the end of the Lease Term, all keys shall be returned to the Landlord, unless another lease agreement is entered into.

LANDLORD'S ACCESS TO THE PREMISES: The Landlord may enter the Premises in the following circumstances: at any time for the protection and/or preservation of the Premises, for the purpose of repairs or to inspect the Premises.

RISK OF LOSS/INSURANCE: The Landlord and Tenant shall each be responsible for loss, damage, or injury caused by its own negligence or willful conduct. The Landlord will carry insurance covering said property.

LIENS: The Tenant shall not have the right or authority to encumber the Premises or to permit any person to claim or assert any lien for the improvement or repair of the Premises made by the Tenant.

RENEWAL/EXTENSION: The lease can be renewed or extended only by a written agreement signed by both Landlord and Tenant, but the term of a renewal or extension together with the original Lease Term may not exceed one (1) year. A new lease is required after the expiration of the previous lease.

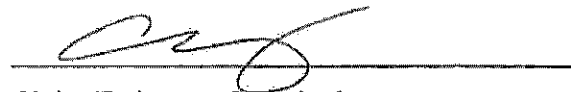
MISCELLANEOUS: The agreements contained in the Lease set forth the complete understanding of the parties and may not be changed or terminated orally. No agreement to accept surrender of the Premises from Tenant will be valid unless in writing and signed by Landlord. A facsimile copy of the Lease and any signatures hereon shall be considered for all purposes originals.

Capstone Adaptive Learning and
Therapy Centers, Inc.

Capstone Academy Milton



Dr. Sherry A. White, President/CEO
Landlord Signature



Claire Errington, Principal
Tenant Signature

6-18-17
Date

18 JUNE 2019
Date

MANAGEMENT AGREEMENT

Capstone Adaptive Learning and Therapy Centers, Inc.
2912 North E Street, Pensacola, FL 32501
Phone: 850-432-1596 Fax: 850-432-1930

PARTIES: This is an agreement ("the Agreement") between **Capstone Adaptive Learning and Therapy Centers, Inc.** (Capstone) and **Capstone Academy Milton** (School).

SCOPE OF SERVICES: Capstone manages the following functions for the School located at **5308 Stewart Street and 5318 Stewart Street, Milton, FL 32570**, together with, but not limited to: Education Management; Health, Safety and Welfare Management; Development and Operations Management; Financial Management; Facilities Management; Human Resource Management; and Technology Management.

TERM: This is an Agreement for a term, not to exceed **one (1) year or 12 months, beginning on July 1, 2019 and ending June 30, 2020** (the "Agreement Term"). This Agreement may be amended or terminated after thirty (30) days written notice; otherwise it will remain in effect for one (1) year beginning July 1, 2019 through June 30, 2020.

NOTICE: Capstone will notify the School in writing of any changes.

PAYMENTS AND CHARGES: The School shall pay a monthly fee in the amount of **\$400** (\$4,800 annually) for the Agreement Term. The fee shall be payable by the School monthly, on the first day of the month. All payments shall be made to Capstone. The School shall make fee payments required under the Agreement by check or electronic transfer.

EDUCATION MANAGEMENT: The School shall be responsible for using curriculum designed to meet national, state and local standards; student Individualized Education Plans, assessment records, etc.; coordinate with the parent, teachers, and student organizations. The School will provide continuous program evaluation, accountability, and sustainable performance via appropriate instruments of measurement. Capstone will provide support and oversight as needed. The School will pursue accreditation(s) when appropriate or deemed appropriate by Capstone.

HEALTH SAFETY AND WELFARE MANAGEMENT: Capstone will have oversight of the health, safety and welfare of the students via its Quality Assurance program and monitoring programs as the Capstone Executive Management Team deems appropriate. Capstone will provide nursing services on an as needed basis as indicated by the principal, lead teacher or other designated staff at the School.

DEVELOPMENT AND OPERATIONS MANAGEMENT: Capstone will provide oversight assistance with the completion and submission of charter application and other pertinent documents (as necessary in the future); charter contract negotiations; assist in the development of timelines as appropriate; and assist in recruiting the advisory board. The School is responsible for student registration and parent and student orientations. The School will assess demographic

and market needs; develop an enrollment marketing plan; ensure state, local and school board compliance; classroom ratios; teacher credentials; etc. Capstone will assist with negotiation of contract services such as food, transportation (as appropriate), etc.

FINANCIAL MANAGEMENT: Capstone will provide budget development and oversight of operational and capital budgets; fundraising, where applicable; applications for grants and loans; establish accounting systems; monthly, quarterly and annual financial and governmental reporting and analysis; and third-party audit assistance.

FACILITIES MANAGEMENT: Capstone shall oversee and handle building maintenance and/or renovation; assist in alternate site accession and/or lease negotiations (for future needs); secure basic utility services to include but not limited to phone, water, electrical, disposal, landscaping, etc.; negotiate contract services for security, custodial, etc.; develop strategic financing and construction partnerships.

HUMAN RESOURCE MANAGEMENT: Capstone will provide for the management of employee benefits; ongoing staffing assistance; Worker's Compensation and Retirement Plan; personnel policies and procedures; payroll service; professional back-office services. Capstone will assist with personnel administration: hiring teachers, other staff; teacher coaching and training; continuous professional development; government compliance and reporting. The sole decision of hiring of principal will be the President/CEO of Capstone. The Principal will serve at the pleasure of the President/CEO of Capstone. In no way, does this contract, nor any other document, imply an employment contract with the principal or any other school staff. The Capstone President/CEO will evaluate the Principal at least annually.

TECHNOLOGY MANAGEMENT: Capstone will develop a network, remote access and software integration as appropriate.

RENEWAL/EXTENSION: The Agreement can be renewed or extended only by a written agreement. The term of a renewal or extension together with the original Agreement Term may not exceed one (1) year. A new Agreement is required after the expiration of the previous Agreement.

MISCELLANEOUS: This Agreement does not diminish the core responsibilities and ultimate accountability of the School for its performance.

Capstone Adaptive Learning and
Therapy Centers, Inc.



Dr. Sherry A. White, President/CEO
Capstone Signature

6-18-19
Date

Capstone Academy



Claire Errington, Principal
School Signature

18 JUNE 2019
Date

ATTACHMENT 6
Santa Rosa School District Charter School Technology Services Document

A clear demarcation of the support responsibilities of the Santa Rosa School District and the District Charter Schools is prerequisite to efficient delivery of technology services to Charter School students, faculty, and administrators. Given a context of shared support responsibilities and limited fiscal resources, the School District's most practical role is and will be one of Technology Consultant. Specifically, the School District Information Technology Department will use departmental expertise to act as a technology consulting service for Charter School. The respective support responsibilities of the Santa Rosa School District and the District Charter Schools will be detailed upon mutual agreements between all parties and as required under appropriate Florida Statutes.

The Santa Rosa County School District and Charter School responsibilities for Delivery of
Technology Services to Charter Schools

To be Established Between Parties

ATTACHMENT 7
School Calendar 2019-2020

Capstone Academy Milton
ESE School Year Calendar 2019-2020

August 2019
Days: 14

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5*	6*	7*	8*	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019
Days: 19/33

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019
Days: 21/54

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14*	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019
Days: 15/69

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019
Days: 14/83

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020
Days: 18/101

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6*	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020
Days: 18/119

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020
Days: 16/135

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020
Days: 20/155

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020
Days: 19/174

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1*	2*	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

720 hours of instructional time are required for children in Pre-K programs.

The Capstone Academy Milton calendar provides 174 days of school with the school day being 4.25 hours (4 hours and 15 minutes) in length. Multiplying 4.25 hours per day times 174 days equals a total of 739.5 hours which exceeds the required 720 hours per school year. The additional hours (19.50) are "extra" hours (beyond the required 720) that may be used in place of 4 closing days due to weather or another emergency. Break days may also be used as additional make up days for school closures.

	Student Days
	Non Student Days/* Teacher Planning Days
	Holidays
	Break Days

First Day of School:
August 12, 2019

Last Day of School:
May 29, 2020

Break Days:

Fall Break	November 25-29
Christmas Break	Dec. 20- January 3
Spring Break	March 16-20

Holidays:

September 2	Labor Day
November 11	Veterans Day
November 28-29	Thanksgiving
December 24-25	Christmas
January 1	New Year's
January 20	MLK Day
February 17	Presidents Day
April 10	Good Friday
May 25	Memorial Day

Teacher Pre-Planning Days:
August 5-9

Teacher Planning Days:
October 14, January 6, March 13

Teacher Post-Planning Days:
June 1-2

Nine Weeks:

1st: 8/12-10/11
2nd: 10/15-12/19
3rd: 1/7-3/12
4th: 3/23-5/29

ATTACHMENT 8
Copy of 2019 FLDOE Capital Outlay Report



Charter School Portal Office of Independent Education and Parental Choice

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Capital Outlay Report

This form must be completed and provided to the Florida Department of Education by July 1 for consideration to receive Charter School Capital Outlay funds, pursuant to Section 1013.62, Florida Statutes. Upon completion and submission of this form (you are responsible for completing each section) it will be sent electronically to your sponsor for review. Your sponsor will review and certify the information in Section 1. The Department will then review and consider the sponsor's recommendation and make the eligibility determination.

School Opened In: 2009-2010

Section 1:

☒ Yes ☐ No

Did the school receive capital outlay funding for the 2018-2019 school year?

The charter school's sponsor can verify that (both criteria apply):

☒ Yes ☐ No

(a) There exists an agreement with the charter school that includes provisions for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the district school board in the event that the school terminate operations.

☒ Yes ☐ No

(b) The charter school was not created by the conversion of a public school; additionally, the charter school does not operate in facilities provided by its sponsor for a nominal fee or at no charge, and is not directly or indirectly operated by the local school district.

Section 2

A charter school must meet one of the following five criteria:

Please check the criteria that the school will meet for the upcoming (2019-2020) school year.

☒ Yes ☐ No

(1) For the 2019-2020 school year, the school will be in its third or more full year of operation.

☒ Yes ☐ No

(2)(a) By the beginning of the 2019-2020 school year, the school will be accredited by a regional accrediting association. (Note: Pursuant to State Board of Education Rule 6A-2.0020, proof of regional accreditation must be sent to the Department of Education by December 1 of the fiscal year for which the charter school seeks funding.)

Date of Accreditation (or anticipated date):

☒ Yes ☐ No

(b) The school anticipates receiving accreditation by a regional accrediting association during the 2019-2020 school year. (Note: Pursuant to State Board of Education Rule 6A-2.0020, proof of accreditation must be sent to the Department of Education by December 1 of the fiscal year for which the charter school seeks funding.)

Anticipated Date of Accreditation:

☒ Yes ☐ No

(3) For the 2019-2020 school year, the school will establish an expanded feeder pattern with a charter school currently receiving capital outlay funds within the same school district.

a SENDER school which sends a majority of its population to:

District:

a RECEIVING school which receives a majority of its population from:

District:

☒ Yes ☐ No

(4) Serves students in facilities that are provided by a business partner for a charter school-in-the-workplace pursuant to s.1002.33(15)(b), F.S.

☒ Yes ☐ No

(5) Is governed by a governing board, which has been established in Florida for two or more years and operates both charter and charter conversion schools in Florida.

Please provide the name and MSID of the conversion charter school AND traditional charter school:

Conversion Charter School:

District: Please Select

Traditional Charter School:

District: Please Select

Section 3**A charter school must meet all of the following criteria to qualify for capital outlay funds:**

- ☒ Yes ☐ No (1) The school's most recent audit does not reveal any of the financial emergency conditions provided in Section 218.503(1), F.S.
- ☒ Yes ☐ No (2) Has satisfactory student achievement based on state accountability standards applicable to charter schools.
- ☒ Yes ☐ No (3) Has received final approval from its sponsor pursuant to s. 1002.33, F.S. for operation in the coming fiscal year.
- ☒ Yes ☐ No (4) Serves students in facilities not provided by the charter school's sponsor:

(a) This IS NOT a conversion charter school utilizing district-owned facilities;

(b) Nor operating in a district-owned facility which is rented, leased, or otherwise made available to the charter school by the school district.

Section 4**A charter school may use charter school capital outlay funds for any of the following nine expenditures. Please check the box(es) that apply.**

- ☒ (1) The purchase of real property.
- ☒ (2) The construction of school facilities.
- ☒ (3) The purchase, lease-purchase, or lease of permanent or relocatable school facilities.
- ☒ (4) The purchase of vehicles to transport students to and from the charter school.
- ☒ (5) The renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.
- ☒ (6) The purchase, lease-purchase, or lease of computer and device hardware, and operating system software necessary for gaining access to or enhancing the use of electronic and digital instructional content and resources; and enterprise resource software applications that are classified as capital assets in accordance with the definitions the Governmental Accounting Standards Board. The software application must have a useful life of at least five years, and be used to support school-wide administration or state-mandated reporting requirements. Enterprise resource software may be acquired by annual license fees, maintenance fees or lease agreement.
- ☒ (7) The payment of the cost of premiums for property and casualty insurance necessary to insure the school facilities.
- ☒ (8) The purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.
- ☒ (9) The payment of the cost of the opening day collection for the library media center of a new school.

CERTIFICATIONS:**CHARTER SCHOOL REPRESENTATIVE**

First Name Claire

Last Name Errington

Comments:

☒ As representative of the charter school, I certify that all information indicated above is accurate and current.

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Last Update: 09/28/2015 Ver: 1.1.1

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ATTACHMENT 9
Santa Rosa County School District Public Records Request Form

How Public Records Can Be Requested and Obtained:

Copies of public records can be obtained by making a request to the Human Resource Department.

Requests for records may be made in writing (electronic mail, US mail, Fax or in person). All requests will be processed by the appropriate staff members at a time which does not interfere with their normal work duty and will be completed during normal business hours (Monday-Friday 7:30am-4pm). All requests will be completed in a reasonable time fashion.

Public Records Fees and Charges:

The Public Records Act allows the Santa Rosa County School District to collect the actual cost of duplication for materials and supplies used to duplicate records. Additionally, the district may collect a service charge for any request that requires more than 15 minutes of use of district resources to produce. The cost of the appropriate staff member's time will be computed to the nearest $\frac{1}{4}$ of an hour and the charge will be based upon the current hourly rate of pay plus benefits.

Actual Cost Fees:

- Paper copies - \$.15 per page
- CD/DVD -\$1.00 *Santa Rosa County School District will not accept any external compact disk or DVD*
- Shipping – US postage rate or any other necessary shipping costs required to deliver records

Payment Processing:

All payments or deposits must be collected prior to the release of records. Payments should be delivered to the Human Resources Department and will be accepted by check, money order (made payable to Santa Rosa County School Board) or cash (exact amount).

If actual duplication costs and any additional service charges exceed \$100, the requestor will be provided with an estimate and will be required to remit a minimum of 50% of the total invoice prior to any record inspection or production.

Santa Rosa County School District may withhold releasing any public records produced until the total invoice is paid in full.

Public Records Exemptions:

Santa Rosa County School District is responsible for protecting any confidential information or as otherwise exempt according to Florida Statutes, Section 119.07. All confidential information will be redacted (concealed or removed) from records prior to inspection or distribution of copies of the nonexempt portions.