



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Monday, September 18, 2017

Council Chambers

9:00 AM

1. CALL TO ORDER

A. Chair Cosden

2. MOMENT OF SILENCE:

A. Chair Cosden

3. PLEDGE OF ALLEGIANCE:

A. Chair Cosden

4. ROLL CALL:

A. Boyer, Campbell, Cosden, Fisher, McMillan, Ross, Traiger,
Winstead, Zivkovic

5. APPROVAL OF MINUTES:

A. August 8, 2017 Regular Meeting Minutes

6. APPROVAL OF AGENDA REGULAR MEETING:

A. September 18, 2017 Regular Meeting Agenda

7. PUBLIC COMMENT:

A. Limited to 3 Minutes per Individual, 45 Minute Total Limit

8. CONSENT AGENDA:

- A. Approval of CME 5th Grade Billie Swamp Field Trip on November 20, 2017 - Kevin Brown
- B. Approval of OES 4th Grade Billie Swamp Field Trip on December 15, 2017- Chris Fennell
- C. Approval of OES 1st Grade Lowery Park Zoo Field Trip on January 26, 2018- Chris Fennell

- D. Approval of OES 4th Grade St. Augustine Field Trip on March 26 - 27, 2018- Chris Fennell
- E. Approval of OES 5th Grade Busch Gardens Field Trip on May 21, 2018 - Chris Fennell
- F. Approval of OHS Cheer Program to Perform at ACC Championship Game - Amanda Sanford
- G. Approval of OHS JROTC Raider Field Trip - Amanda Sanford

9. SUPERINTENDENT REPORT:

- A. Jacque Collins

10. CHAIRMAN REPORT:

- A. Chair Cosden

11. FOUNDATION REPORT:

- A. Gary Cerny

12. STAFF COMMENT:

- A. Danielle Jensen - Director of Procurement and Food Services

13. UNFINISHED BUSINESS:

14. NEW BUSINESS:

- A. Approval of the Articulation Agreement for Dual Enrollment - Amanda Sanford
- B. FY 2016-2017 Budget Amendment #2 - Mary Anne Moniz
- C. Approval of Using Reserves for AC Replacements - Jacque Collins
- D. Discussion on Interim Superintendent Add Pay - Member Zivkovic
- E. Discussion on the Modification for the Superintendent Search - Chair Cosden
- F. Discussion of Hiring Jacquelin Collins Permanently for the Superintendent Position - Member Campbell

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The regular Governing Board Meeting will be held on Tuesday, October 10, 2017 at 9:00 AM in Council Chambers.

17. ADJOURNMENT:

- A. Chair Cosden

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this

proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

MINUTES OF THE CAPE CORAL
CHARTER SCHOOL AUTHORITY GOVERNING BOARD
REGULAR MEETING

Tuesday, August 8, 2017

Council Chambers

9:00 a.m.

1. CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on August 8, 2017, at City of Cape Coral Council Chambers, a Special Governing Board Meeting. Chair Cosden called the meeting to order at 9:00 a.m.

2. MOMENT OF SILENCE: Chair Cosden

3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:

All in attendance

4. ROLL CALL: Boyer, Campbell, Cosden, Fisher, McMillan, Traiger, Zivkovic
Winstead - Excused

ALSO PRESENT: Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority
Donnie Hopper, Principal, Oasis Middle School
Amanda Sanford, Principal, Oasis High School
Keith Graham, Assistant Principal, Oasis High School
Scott Baldwin, Assistant Principal, Oasis High School
Christopher Fennell, Assistant Principal, Oasis Charter Elementary School
Kevin Brown, Principal, Christa McAuliffe Elementary School
Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary School
Dolores Menendez, City Attorney
Brian Bartos, Assistant City Attorney
Adam Nowicki, Charter School Network Analyst
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority
Britt Martin, Accountant, Cape Coral Charter School Authority
Danielle Jensen, Director of Procurement and Food Service
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools
Brian Montag, Oasis High School
Kim Shuler, Parent

5. APPROVAL OF MINUTES:

Motion to approve the minutes for the Special Governing Board Meeting of April 4, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All "Aye's," motion carries.

Motion to approve the minutes for the Regular Governing Board Meeting of April 21, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries.

Motion to approve the minutes for the Special Governing Board Workshop Meeting of April 21, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries.

Motion to approve the minutes for the Special Governing Board Workshop Meeting of May 3, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries

Motion to approve the minutes for the Regular Governing Board Meeting of May 9, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries

Motion to approve the minutes for the Special Governing Board Workshop Meeting of May 9, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries

Motion to approve the minutes for the Special Governing Board Workshop Meeting of June 2, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries

Motion to approve the minutes for the Regular Governing Board Meeting of June 13, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All “Aye’s,” motion carries

Motion to approve the minutes for the Special Governing Board Meeting of June 16, 2017 was made by Member Boyer and seconded by Member Campbell.

All “Aye’s,” motion carries

Motion to approve the minutes for the Special Governing Board Meeting of July 13, 2017 was made by Member Boyer and seconded by Member Fisher.

All “Aye’s,” motion carries

Motion to approve the minutes for the Special Governing Board Meeting of July 27, 2017 was made by Member Boyer and seconded by Member Traiger.

All “Aye’s,” motion carries

6. APPROVAL OF AGENDA REGULAR MEETING:

Motion was made by Member Boyer and seconded by Member Fisher to approve the agenda.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

All “Aye’s,” motion carries.

7. PUBLIC COMMENT:

None

8. CONSENT AGENDA:

None

9. SUPERINTENDENT REPORT:

Mrs. Collins states all hiring has been done except for the RN position.

Mrs. Collins states the projected enrollment numbers are 788 for Christa McAuliffe Elementary, 893 for Oasis Elementary School, 720 for Oasis Middle School, and 741 for Oasis High School.

Mrs. Collins states the City of Cape Coral’s Manager has tried to find the capital outlay formula to see how much money the Charter Schools will get but was unsuccessful. The amount that the Charter Schools will get is unclear but is no where near three million dollars. The Charter Schools will know in February how much we receive.

Member Fisher asks Mrs. Collins if Lee County is part of any litigation with this.

Mrs. Collins states Lee County is a part of the lawsuit and she does not know anything else at this time.

Mrs. Collins states the Charter Schools have been hit by lightning five times over the summer which costs the System about \$10,000.00.

Mrs. Collins asks the Board to pick a date for the Strategic Plan Workshop. The dates the Yacht Club will be available are September 26, 27, and 29.

Mrs. Collins states the City had 57 recommendations in their Best Practices Analysis.

Mrs. Collins states the City Manager will ask City Council to waive the Charter School charge back fees.

Mrs. Collins reviews the Best Practices that have been updated in the Charter Schools.

Brian Bartos left the meeting at 9:16 am.

Dolores Menendez arrived at the meeting 9:16 am.

Discussion Held

Mrs. Collins asks the Board if they can decide on a Strategic Plan Workshop date.

Discussion Held

The Board agrees to have the Strategic Plan Workshop on September 26, 2017.

Mrs. Collins states the Charter System will be using One Call Alert System instead of the K-12 Alert System.

Mrs. Collins states that Oasis High School will now have two Assistant Principals instead of one Assistant Principal and one Dean of Students.

Mrs. Collins states she's working on the System Wide Staff Handbook.

10. CHAIRMAN REPORT:

Chair Cosden welcomes the new Oasis Elementary School Parent Representative, Robert Ross.

Chair Cosden states there was another Superintendent application that was received by her office but was not included in the selection process.

Chair Cosden states the Board should discuss including the application even though it was not submitted properly under Agenda Item #14F.

Chair Cosden states Member Winstead handed a lighting information packet to the Board during the last Board Meeting and suggests the Charter System take a look at it to maybe save some money.

Chair Cosden states there was a political candidate that attended the Charter System's Welcome Back Breakfast.

Chair Cosden makes it clear to the Public that, "We do not support or endorse political candidates. We are not a political body and as a System, it will never happen again. We do not want anyone campaigning on school property."

Member Fisher states he saw the material being handed out and Mrs. Collins immediately addressed it.

11. FOUNDATION REPORT:

Mrs. Collins states a Foundation Meeting was held in July.

Mrs. Collins states the Foundation will continue with the Rally this year but will be run differently. There will be no money collection in the schools; instead there will be an entrance fee.

Mrs. Collins states Jami DiMaria will be stepping down and the Foundation needs to find someone to be in charge of the Rally.

12. STAFF COMMENT:

Charter School Network Analyst

Adam Nowicki states he is working on the security policies and updates.

Adam Nowicki states he will be working on asset management.

Adam Nowicki states his primary focus is to make sure the teachers are up and running for day one when students return.

Member Fisher welcomes Mr. Nowicki.

Member Fisher asks when Office 365 will roll out and how long will the migration take.

Adam Nowicki states the invoice was just approved and may take four to six weeks.

Christa McAuliffe Elementary School

Mr. Brown introduces his new Assistant Principal, Kelly Weeks.

Mr. Brown welcomes his new staff.

Mr. Brown recognizes Carrie Abes. She agreed to go into a fifth grade classroom when a teacher resigned at the last minute. If you know anything about Carrie Abes, she's all about the students.

Mr. Brown states Christa McAuliffe Elementary is an "A" school for the fourth year in a row.

Mr. Brown states he's meeting with staff on a one on one basis and asking how to improve the school.

Mr. Brown states Open House had a lot of energy and was a successful event.

Mr. Brown sends the Board an open invitation to visit Christa McAuliffe Elementary School.

Oasis Elementary School

Mr. Fennell states he is excited Mrs. Collins has joined the staff at Oasis Elementary.

Mr. Fennell thanks Sabrina Bendezu for all her hard work in getting the school ready.

Mr. Fennell states Oasis Elementary is a “B” school.

Mr. Fennell states mathematics is one of the focus points this year.

Mr. Fennell states Open House is tonight and we are ready to go.

Mr. Fennell sends the Board an open invitation to visit Oasis Elementary School.

Oasis Middle School

Mr. Hopper congratulates Oasis Middle School for being an “A” school for the ninth year in a row.

Mr. Hopper states Oasis Middle School is ranked number 3 out of the eight Cape Coral middle schools.

Mr. Hopper states there will no longer be block scheduling. Instead students will go to each class for fifty minutes each day.

Mr. Hopper states Oasis Middle School will be using a Positive Behavior Support System this year. Students will be expected to be respectful and responsible.

Mr. Hopper states there are nine new staff members this year.

Mr. Hopper states there are a couple of new courses being offered at Oasis Middle School as well as some new after school clubs.

Mr. Hopper states the enrollment is currently 822 students. Only 80 out of 110 fifth grade students came from Christa McAuliffe Elementary School.

Mr. Hopper states Open House was last night and everyone looked excited for Thursday.

Oasis High School

Amanda Sanford states there are fifteen new hires.

Amanda Sanford states Oasis High School is a “B” school.

Amanda Sanford states Oasis High School will follow a new A, B, C schedule. Every Monday, students will see all their teachers for forty minutes. Then Tuesday through Thursday, students will remain on their A/B block schedules and have four classes for ninety minutes each day.

Amanda Sanford states the reason for the scheduling change is because the Summit Program needs a block of time for students to get one on one tutoring.

Amanda Sanford states PBL will be utilized at Oasis High School this year.

Amanda Sanford states Summit is a ninth grade program that uses Chromebooks as textbooks. The Program centers on student projects. It also has study hall and one on one with teachers.

Amanda Sanford stresses the Summit Program is not an online program or virtual school. The Summit Program just houses the information on the Chrome Book.

Amanda Sanford states the Freshman Camp was on August 1st. Roughly 110 out of 200 students attended.

Amanda Sanford states during the Freshman Camp there was a scavenger hunt and she talked about Summit, the dress code, and taught them a spirit cheer.

Amanda Sanford states sports started July 31st and is doing well.

13. UNFINISHED BUSINESS:

None

Meeting Recess beginning at 10:32 am

Meeting Resumes at 10:42 am

14. NEW BUSINESS:

A. Approval of the City of Cape Coral Charter School Authority's Wellness Policy – Danielle Jensen

Danielle Jensen states one of the requirements for the National School Lunch Program is to have an annual review and present it in a public setting.

Danielle Jensen requests the Board to approve the Wellness Policy

Motion made by Member Boyer and seconded by Member Fisher to approve the Wellness Policy.

Discussion Held

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All "Aye's," motion carries.

B. Approval of the Oasis High School Chromebooks Lease – Danielle Jensen

Danielle Jensen states since there were budget cuts, it is more affordable to lease the Chromebooks rather than purchase them.

Danielle Jensen states the high school will be leasing 34 Apple iMac Computers for their Graphic Design class.

Danielle Jensen states the cost to purchase the Apple iMac Computers is \$39,712 and the three year lease will cost \$14,241 each year with a total lease cost of \$42,725.73.

Danielle Jensen states the high school will be leasing 195 Chromebooks for the Summit Program. The purchase cost is \$40,735.50 and a three year lease costs \$15,310.60 each year with a total lease cost of \$45,931.80.

Motion made by Member Traiger and seconded by Member Boyer to approve both leases.

Discussion Held

Member Boyer withdraws her motion to approve both leases.

Motion made by Member Boyer and seconded by Member Fisher to approve the Apple iMac Computers.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All “Aye’s,” motion carries.

Dolores Menendez recommends the Board make a motion to rescind the previous approval of the Chromebook Lease and explain it will proceed as a purchase under the Superintendent’s purchasing authority.

Motion made by Member Zivkovic and seconded by Member Fisher to approve the removal of the previous Chromebook Lease motion made at an earlier meeting and proceed with the purchase of the Chromebooks under the Superintendent’s purchasing authority.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All “Aye’s,” motion carries.

C. Approval of the FY 2017-18 Adopted Operating Budget – Mary Anne Moniz

Discussion Held

Mary Anne Moniz requests the Board to approve the FY 2017 – 18 Adopted Operating Budget.

Motion made by Member Fisher and seconded by Member Campbell to approve the FY 2017 – 18 Adopted Operating Budget.

Discussion Held

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All “Aye’s,” motion carries.

D. Approval of the New City of Cape Coral Charter School Authority's Parent Volunteer Policy – Jacque Collins

Mrs. Collins states our system's volunteer policy has been under some scrutiny.

Mrs. Collins states we accept monetary donations for volunteer hours and our sponsor, The Lee County School District, does not agree with this. They have asked us to cease that policy immediately.

Mrs. Collins states the new policy will require families to do twelve quality hours. The volunteers must physically work for their hours or lose their seat.

Discussion Held

Motion made by Member Boyer and seconded by Member Traiger to approve the New City of Cape Coral Charter School Authority's Parent Volunteer Policy.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All "Aye's," motion carries.

E. Approval of Changing the Charter School Math Coach Job Description – Jacque Collins

Mrs. Collins states there is a need for a K-12 Math Specialist who goes to each school and helps students understand and learn math. The position is for only one year and at the end of this year, we will see if it's worth keeping.

Discussion Held

Motion made by Member Traiger and seconded by Member Zivkovic to approve the Math Coach Job Description.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All "Aye's," motion carries.

F. Discussion of Narrowing Down the Superintendent Candidates

Chair Cosden states there was an applicant that applied for the position but was not received by Human Resources before the closing date.

Chair Cosden states the applicant sent an electronic application copy on July 1, 2017 to Chair Cosden but it went into her junk folder.

Jacqueline Collins left the meeting at 11:44 am.

Chair Cosden states the applicant should have sent the application through the website which she didn't.

Chair Cosden states if the application was received before the deadline, she would have included the person in her top ten superintendent applicant list.

Discussion Held

Member Traiger states the top three superintendent candidates do not have financial experience with a large budget or any experience with debt service like we have.

Member Traiger states the right superintendent candidate is out there but might be inclined to apply for the next school year.

Chair Cosden agrees with Member Traiger.

Discussion Held

Dolores Menendez understands the Board wants to close the Superintendent Job Posting. The top three candidates will be notified by Human Resources with a different message than the remaining candidates. This message will state the Board was very interested in them; however the Board has altered its decision and will hire for the next school year 2018-19. The Board will repost the position and the top three candidates will need to reapply if the candidate is still interested in the position. The applicants who were not in the top three will receive a message stating the posting will be closed and will not be invited to reapply. The Superintendent posting will be reposted at a later date and will specify it's for the 2018-19 school year.

Motion made by Member Zivkovic and seconded by Member Boyer to close the Superintendent Job Posting. The top three candidates will be notified by Human Resources with a different message than the remaining candidates. This message will state the Board was very interested in them; however the Board has altered its decision and will hire for the next school year 2018-19. The Board will repost the position and the top three candidates will need to reapply if the candidate is still interested in the position. The applicants who were not in the top three will receive a message stating the posting will be closed and will not be invited to reapply. The Superintendent posting will be reposted at a later date and will specify it's for the 2018-19 school year.

Discussion Held

Member Campbell states there should be some discussion on compensation for the Interim Superintendent.

Discussion Held

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

Ayes: Boyer, Campbell, Cosden, Traiger, Zivkovic

Opposed: Fisher

Motion passes

15. FINAL BOARD COMMENT AND DISCUSSION

Member Zivkovic thanks everyone for enduring the long meeting and wishes them good luck in 2018.

16. TIME AND DATE OF NEXT MEETING:

Regular Governing Board Meeting will be held Tuesday, September 12, 2017 at 9:00 A.M. in Council Chambers.

Adjournment

There being no further business, the meeting adjourned at 12:15 p.m.

Respectfully submitted,
Sabrina Bendezu
Interim Executive Assistant to the Superintendent
Cape Coral Charter School Authority

Name of your Group?	Sponsor?	Where?	When?	Who?	Out of Lee County ?	Overnight ?	Transportation	Cost estimate per student?	Purpose of Trip	How many chaperones?	If overnight, how many nights?
American Sign Language I-IV	Jeannie Ware	Florida Repertory Theatre	Friday, March 2, 2018	I would like to offer it to all of my students which is 160, but I don't know what percent of students normally go.	No	No	Charter School System Bus (Cost per student = \$15/hr of trip divided by students, 4 hour trip = \$60/25 students = \$2.50)	\$12	To watch The Miracle Worker (play) about the life of Hellen Keller.	5- Or however many I need to have depending on the number of students going.	
4th Grade	4th Grade	Billie Swamp Safari	December 15, 2017		140 Yes	No	Renting a Charter Bus (Cost per estimate/invoice)	\$45	To Meet 4th grade Social Studies and Science standards at a hands -on approach.	18	
Oasis 7th grade PE	OMS PE department	South Florida Canoe Kayak Club	October 5th & 6th		60 No	No	Charter School System Bus (Cost per student = \$15/hr of trip divided by students, 4 hour trip = \$60/25 students = \$2.50)	\$15	Promote every day physical activity through paddle sports	6	
4th grade	Deanna Brock	St. Augustine	March 26, 2017- March 27, 2017	estimated total 98	Yes	Yes	www.myedtlours.com	\$250	Study the history of Florida's Oldest city- To align with our standards about Florida and provide a first hand look at history.	7 teachers	1
First Grade	Heidi Dimitris	Lowery Park Zoo	January 26, 2018		140 Yes	No	Renting a Charter Bus (Cost per estimate/invoice)	30	To expand our knowledge about animals and their habitats.	26	
5th grade	Josh Zedd	Busch Gardens	May 21, 2017	5th grade - 150 students	Yes	No	Renting a Charter Bus (Cost per estimate/invoice)	\$75 per student	Promotion trip	4 to 5 per class	
4th grade	Deanna Brock	St. Augustine Florida	March 26th- March 27th	92-138	Yes	Yes	Myedtlours.com	\$250	To enhance the students' understanding of Florida history- Aligns to our 4th grade Social Studies standards 7-25	7-25	1

Item Number: 8.F. Meeting Date: 9/18/2017 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of OHS Cheer Program to Perform at ACC Championship Game - Amanda Sanford

SUMMARY:

The OHS cheer program won an opportunity to perform at the ACC championship game in Charlotte NC on December 2nd 2017. We would like to leave after school on November 30th and travel by motorcoach to Charlotte North Carolina and return on Sunday December 3rd. While in Charlotte we will be staying at the Homewood Suites Ayrley, NC. Coach Tutterrow and Coach Downey will be in attendance as well as several other parents. The cheer families will fundraise to earn the money to attend.

ADDITIONAL INFORMATION:

Item Number: 8.G.
Meeting Date: 9/18/2017
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of OHS JROTC Raider Field Trip - Amanda Sanford

SUMMARY:

During the period of 3-5 November, 24-36 OHS JROTC Raiders, CSM Pratt and a chaperone will ride a school or Commercial Bus to the Gerald Lawhorn Boy Scout Camp, Molena, Georgia to compete in the National Army JROTC Raider Challenge Championships. SFC Smith will take the Shark Van with the JROTC trailer.

This group will be camping out at the Boy Scout Camp. Additionally, all meals will be on site at the Boy Scout Camp during this period.

3 November 2017

Travel leaving OHS at 5:00 am on Thursday, 3 November 2017, Set Up Camping Site, and Prepare for Competition.

4-5 November 2017

Competition on both Days – Saturday and Sunday and return to OHS Late Sunday Evening around 10:00pm, 5 November 2016.

ADDITIONAL INFORMATION:



Jacquelin Collins, Interim Superintendent
3519 Oasis Boulevard
Cape Coral, FL 33914

Phone: 239-424-6100
Fax: 239-541-1039

Public Records Request Policy

Under Chapter 119, Florida Statutes, the public (media, community members) is given access to government records. It is important to the City of Cape Coral Charter School Authority that our stakeholders understand their rights to obtain public records.

According to F.S.119 a public record is defined as the following:

"Public Records" include all documents, papers, letter, map, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

You may also review the statute in its entirety here: [Chapter 119, Florida Statute](#). To view exemptions to the statute set by the Florida Legislature you may follow these links: [F.S. 119.07](#) & [F.S. 119.071](#)

Requests for Public Records do not need to be in writing, nor do they need to be made in person. According to FS119.07(b):

"If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both."

To provide the record(s) in question, there may be a cost involved. Per Florida Statutes and Neola policy, the cost is \$.15 per page, one-sided; \$.20 per page, two-sided for hard copies of reports or other documents. While that may sound like a small amount to charge, some reports can be hundreds of pages long, which will, of course, will result in a substantial charge.

In addition, if the time required to produce the Public Records will take longer than fifteen (15) minutes, the City of Cape Coral Charter School Authority charges for the staff time to do the work (the hourly rate of the person[s] doing the work.) Also, if the documents are to be reviewed, the review must be done under the supervision of charter staff. If the total amount of time to review the documents takes longer than fifteen (15) minutes, again, per Florida Statutes, the cost will be the hourly rate of the staff member supervising the review. Again, depending on the type of request made, this charge can be substantial.

One thing to remember about a public record is that it has to exist in order to be provided. That may sound simple, but many times individuals request information they think The Authority maintains, when in fact, we don't. This can lead to the misconception that we are not providing information, which is not the case at all – we must have it in order to provide it. Any information

we have will be made available and you have the right to inspect it – and have copies made if you so choose.

The City of Cape Coral Charter School Authority has never, nor will The Authority ever, refuse to provide information that is public.

"Under Florida law, E-mail addresses are public record. If you do not want your E-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." - Senate Bill 80, Electronic Mail

**THE CAPE CORAL CHARTER SCHOOL AUTHORITY AND
FLORIDA SOUTHWESTERN STATE COLLEGE—LEE CAMPUS
AGREEMENT AND ARTICULATED ACCELERATION PLAN FOR
COLLEGE-INSTRUCTION FOR HIGH SCHOOL STUDENTS
2017-2018**

This Agreement effective this 25th day of July 2017 is made by and between the District Board of Trustees of Florida SouthWestern State College, Florida (hereinafter “College”) and the Cape Coral Charter School Authority (hereinafter the “School District”) pursuant to s. 1007.271, Florida Statutes.

FURTHER, it is the intent of the School District and the College that a variety of articulated acceleration mechanisms be made available for secondary students. Articulated acceleration mechanisms shall include, but are not limited to, dual enrollment, early college/admissions, advanced placement, CLEP, the International Baccalaureate Program, AICE, or other institutional credit by exam.

FURTHER, this Agreement shall provide for delineation of institutional responsibility for costs of the Dual Enrollment program pursuant to s. 1007.271 (21), Florida Statutes, and the current General Appropriations Act.

FURTHER, pursuant to s. 1007.271, Florida Statutes, the School District and the College agree to cooperate in the advancement of the Career Pathways Program.

FURTHER, this Agreement includes articulation for Dual Enrollment college credit in A.A., A.S., and Certificate programs; and the Early Admissions Program.

FURTHER, this Agreement as established by the articulation committee shall provide the framework within all future cooperative objectives and activities shall be described. The School District Superintendent and the College President shall establish an articulation committee for the purpose of developing the agreement comprised of members from the School District and members from the College.

NOW, THEREFORE, in consideration of the foregoing recitals, mutual promises contained herein the parties agree as follows.

SECTION 1 – AGREEMENT TERM, TERMINATION AND RENEWAL

The term of this agreement shall be August 1, 2017 through July 31st, 2018 and shall be subject to review and revision on an annual basis and to be completed before the Fall term of the following school year. The Cape Coral Charter School Authority Chief Academic Officer and the Florida SouthWestern State

College Provost and Vice President of Academic Affairs shall conduct the annual review and shall present substantive revision(s) for adoption.

Either party shall have the right to terminate this Agreement by delivery of written notice not less than ninety (90) days prior to the termination date.

This is the entire agreement between the parties and to the extent set forth herein ratifies any existing agreements between the College and the School District. This agreement and all activities under taken pursuant to the agreement shall be consistent with Federal and State statutes and regulations as they may be enacted and amended from time to time.

SECTION 2 – NOTIFICATION OF STUDENTS AND PARENTS

The School District shall work collaboratively with the College to inform students and their parents or guardians in writing of opportunities under this Agreement and the requirements for participation including eligibility criteria and the process by which students and parents exercise their options to participate in dual enrollment. This information shall be provided to parents in written mail out and web formats and be included annually in each districts pupil progression plan and high school program of studies. Additionally, an explanation of accelerated programs for high school students shall be published in the Florida SouthWestern State College Catalog.

SECTION 3 – COURSES AND PROGRAMS

All of the credits earned by high school students under this Articulated Acceleration Plan for College-Level Instruction for High School Students shall be defined as Accelerated Credit(s). Following validation of high school graduation, such credits may be applied to an associate degree or vocational certificate at the College, or transferred to another accredited college.

The statewide list is a **minimum** list of dual enrollment courses that must be accepted for high school credits by all school districts. The list provides a guarantee that certain dual enrollment courses will meet high school graduation requirements in specific subject areas; all other dual enrollment courses on the list are guaranteed high school elective credit. This list does not prohibit the offerings of other dual enrollment courses, if agreed upon by the School District and the College. **Please refer to Appendix A for the Florida SouthWestern State College Dual Enrollment/Early Admissions Course Matrix.**

The College and the School District shall collaborate in offering a variety of articulated acceleration mechanisms for secondary students. The following programs are authorized by this Agreement and are defined below:

1. **Dual Enrollment** – A status assigned to an eligible secondary school student who has certified that he/she is seeking an Associate Degree or Vocational Certificate and who is enrolled in a

College post-secondary course that is creditable toward the high school diploma. A Dual Enrolled student must be concurrently enrolled in a high school program. Students enrolled in post-secondary instruction that is not creditable toward the high school diploma shall not be classified as Dual Enrollment. College preparatory instruction, as defined in State Board of Education Rules and physical education courses, shall not be included in the Dual Enrollment program pursuant to s. 1007.271 (2), Florida Statutes.

2. **Career and Technical Dual Enrollment** – A status assigned to an eligible secondary school student who has identified in their application that he/she is seeking an Associate Degree or Vocational Certificate from a complete job preparatory program and is not enrolled in isolated technical courses; and who is enrolled in a College post-secondary course that is creditable toward the high school diploma.

Technical Dual Enrollment students must be assessed and advised in appropriate A.S. or technical certificate career pathways at the College. A Technical Dual Enrollment student must be concurrently enrolled in a high school program with a minimum 2.0 unweighted high school GPA. Students enrolled in post-secondary instruction that is not creditable toward the high school diploma shall not be classified as Career and Technical Dual Enrollment. College preparatory instruction, as defined in State Board of Education Rules and physical education courses, shall not be included in the Dual Enrollment program pursuant to s. 1007.271 (2), Florida Statutes.

3. **Early Admissions (College)** – Early Admissions is a status assigned to an eligible secondary school student who has completed the eleventh (11th) grade in high school and who has enrolled on a full-time basis **at the College Campus** in courses that are creditable toward the high school diploma and the Associate Degree or Certificate. Students are self-identified as Early Admissions. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to participate in the Early Admissions program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.
4. **Advanced Placement (AP)** – A status assigned to an eligible secondary school student enrolled in a course offered through the Advanced Placement Program administered by the College Entrance Examination Board, CEEB.
5. **College Level Examination Program (CLEP)** – A program through which secondary and post-secondary high school students generate post-secondary credits based on the receipt of a specified minimum score on nationally standardized subject area examinations.
6. **International Baccalaureate Program (IB)** – A curriculum in which eligible secondary students are enrolled in a program of studies offered and administered by the International Baccalaureate Office. The specific courses for which a student receives such credit shall be determined by the college.

7. **Career Pathways** – Partnerships developed and strengthened between the College and business, industry, labor, educational agencies, parents, civic organizations, and any other group necessary for the support and promotion of the initiative within the area. Working with School District personnel, the College has identified courses and programs that can articulate from the School District to the College to help prepare students from Associate Degrees and Technical Certificates. The College provides the opportunity for high school graduates in one of our service area school districts (Charlotte, Collier, Hendry, Glades and Lee) to earn college credit that may be applied towards an Associate Degree. **Please refer to Appendix B regarding articulation.**

SECTION 4 – DUAL ENROLLMENT ADMISSIONS, REGISTRATION AND ORIENTATION

The School District is responsible for initial certification of student eligibility as outlined herein. Students and their parents are encouraged to develop the student's educational plan through the use of FLVC.org automated advisement system. Please note that non-public schools must provide the College Registrar a written statement of legal compliance with Florida Statutes.

In order to seek admission for Dual Enrollment the students shall:

- A. Application – The high school student should submit an online application for admission and test scores to the College Admissions and Registration Office no later than two weeks prior to the beginning of the high school term. As part of the application the student must certify an intent to seek an Associate Degree or Technical Certificate. Home-schooled students must provide current proof of enrollment in home-school education program pursuant to s. 1002.41, Florida Statutes.
- B. Testing – The student should present current (no more than 2 years old) test scores on the ACT, SAT, or PERT. The PERT is scheduled and taken through Florida SouthWestern State College, either on the College campus or at the high school, and administered by the testing specialist or designee.

Students who apply to enter degree or certificate programs are tested using the ACT, SAT, or the Post Secondary Education Readiness test (hereafter referred to as PERT) assessment process. Placement in a course may occur when one minimum score in appropriate area has been met. Please refer to the College Catalog for specific placement score requirements and/or pre-requisite requirements.

For an admission into any of the following courses, all dual enrollment students must have scores as listed below:

ENTRY PLACEMENT TEST CUTOFF SCORES (2017-2018)*

COURSE**	ACT-E	PERT	SAT-R (Prior to March 1, 2016)	SAT- (On/after March 1, 2016)
All Courses	19-Reading	106-Reading	440-Critical Reading	24-Critical Reading
ENC 1101	17-English & 19-Reading	103-Writing Skills & 106-Reading	440-Critical Reading	25-Writing
MAT 1033	19-Math	114-Math	440-Quantitative	24-Quantitative
MGF 1106 & MGF 1107	23 Math	123-Math	540-Quantitative	28.5-Quantitative
MAC 1105	23-Math	123-Math	540-Quantitative	28.5-Quantitative
STA 2023	23-Math	123-Math	540-Quantitative	28.5-Quantitative
MAC 1106	25-Math	135-Math	560-Quantitative	29-Quantitative

Dual Enrollment Placement Guidelines in College Mathematics

MGF 1106 & MGF 1107	A minimum grade of “C” in MAT 1033 or minimum scores on placement testing either 123 (PERT) or 23 (ACT-E) or 540 (SAT-R-test prior to 03/01/2016) or 28.5 (SAT -test on/or after 03/01/2016)
MAC 1105 & STA 2023	A minimum grade of “C” in MAT 1033 or minimum scores on placement testing either 123 (PERT) or 23 (ACT-E) or 540 (SAT-R-test prior to 03/01/2016) or 28.5 (SAT-R-test on/or after 03/01/2016)
MAC 1140	A minimum grade of “C” in MAC 1105 or appropriate CLM score
MAC 1114	A minimum grade of “C” in MAC 1105 or MAC 1106 or appropriate CLM score
MAC 1147	A minimum grade of “B” in MAC 1105 or appropriate CLM score
MAC 2311	Successful completion of MAC 1140 and MAC 1114 or MAC 1147 and with a minimum grade of a “C” or appropriate CLM score.

1. Prospective Dual Enrollment students have a maximum of three (3) attempts on the PERT.

2. A dual enrollment student may retest once per academic term, for a maximum of three (3) attempts in each subtest. Exceptions may be granted if mutually agreed upon by both the college and school district designees.
 3. Pursuant to Rule 6A-10.0315, prior to administering a retest, the test administrator must require documentation from the student that verifies alternative remediation has occurred since the prior test attempt. **See Appendix C.** If a student produces acceptable SAT or ACT scores, these scores may be used for admission.
 4. All high school students are eligible to again take the PERT or present more recent ACT or SAT scores after high school graduation if it is in their best interest to do so. Testing required pursuant to § 1008.30(3), F.S., shall be exempted from the maximum number of attempts under this subsection.
 5. Students must satisfy the college preparatory testing requirements of Section 1008.30(3)(a), F.S. and Rule 6A-10.0315, F.A.C.
- C. Registration - Any student who has completed eligibility requirements and who seeks admission to any Dual Enrollment course shall require permission of the high school principal or designee.

Registration and Registration Policies – For Dual Enrollment classes held on the high school campus, all registration will occur at the high school and will be the responsibility of the high school principal or designee. All completed applications, test scores, and registrations for Dual Enrollment courses must be received by the Registrar, or designee, at the Lee Campus no later than two weeks prior to the first day of class at the high school. The Admissions and Registration Office on the Lee Campus will be responsible for registration of students taking Dual Enrollment courses held on the college campus. Admissions materials, verification of unweighted GPA, test scores, and the approved High School Acceleration Programs Form will be required of each student. These materials must have the approval and signature of the high school principal or designee two weeks prior to the beginning of the College term.

Course selection – Since accelerated high school students are meeting high school graduation requirements while taking college courses, it is imperative that these students work with high school counselors to ensure that their requirements are met. The college will accept the signature of the high school principal or designee as decisive regarding suitability of courses and/or their applicability towards high school graduation.

The counseling staff at the high school shall advise students according to their high school graduation requirements and have them complete the appropriate School District (MIS 636) and College forms (Accelerated High School Registration Approval Form, Appendix D). Final approval for enrollment shall be reflected by the affixed signature of the Superintendent or designee on the appropriate School District and College forms. The College shall accept the

signature of the Superintendent or designee as decisive regarding acceptability of the credits in applying to high school graduation requirements.

- D. Withdrawal - A student with permission from his/her assigned school who drops out of a Dual Enrollment course must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the end of the college “drop/add” period. Students with extenuating circumstances wanting to withdraw after the end of the drop/add period must follow the late drop petition process outlined in the college catalog. Students meeting the extenuating circumstance criteria may begin this permission process with permission from the School District Chief Academic Officer.

An Early Admissions student with permission from his/her assigned school, who drops or withdraws from a Dual Enrollment course and falls below 12 credit hours, must return to the assigned high school for class assignment by the Principal or designee and will lose his/her Early Admissions full-time status.

- E. Orientation - Complete new student orientation and advisement at the College if the student is to be classified as a Dual Enrollment/Early Admissions student.

SECTION 5 – DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Pursuant to Florida Statutes 1007.271 an eligible secondary student is a student who is enrolled in any grades 6-12 in a Florida public school or in a Florida private school that is in compliance with Florida Statutes 1002.42(2). Procedural requirements that apply to public high school and charter high school students apply to non-public high school and home school students as well.

Eligible secondary students who have identified an interest in taking these courses shall meet the following criteria:

- A. Students designated as Seniors in their high school shall:
1. Have attained not less than unweighted, cumulative 3.0 high school grade point average in high school. Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School District Chief Academic Officer mutually agree to the specific exception.
 2. Be permitted to enroll on an individual case basis, as authorized specifically by the high school principal or designee.
 3. Have achieved minimum passing scores on the ACT-E, SAT-R, or PERT, earning a score appropriate for College-level instruction, prior to enrollment (see matrix on page 5).

4. Immediately upon completing their junior year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for seniors.
5. If a student is projected to graduate from high school before the completion of the postsecondary course, the student may not take that course as a Dual Enrollment or Early Admissions student.

B. Students designated as juniors in their high school shall:

1. Have attained not less than a 3.0 unweighted, cumulative high school grade point average. Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School District Chief Academic Officer mutually agree to the specific exception.
2. Meet all other criteria stated above which apply to seniors.
3. Be permitted to enroll on an individual case basis, as authorized specifically by the principal or designee.
4. Immediately upon completing their sophomore year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for juniors.

C. Students designated as sophomores in their high school shall:

1. Have attained not less than a **3.5 unweighted***, cumulative high school grade point average (GPA). Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School District Chief Academic Officer mutually agree to the specific exception for the purpose of taking SLS 1101 – College Success Skills.
2. Meet all other criteria stated above which apply to seniors.
3. Be permitted to enroll on an individual case basis, as authorized specifically by the principal or designee.
4. Immediately upon completing their freshman year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for sophomores.

D. Students designated as grades 6-9 shall:

1. Have attained not less than a **3.5 unweighted***, cumulative high school grade point average (GPA). Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School District Chief Academic Officer mutually agree to the specific exception.
2. Meet all other criteria stated above which apply to seniors.

3. Be permitted to enroll on an individual case basis, as authorized specifically by the principal or designee.
4. Immediately upon completing their **fall semester** requirements, students shall be permitted to enroll, providing the following:
 - PERT entrance requirements*
 - 3.5 **high school** GPA*
 - At least **two** teacher recommendations submitted to the College District Dual Enrollment office*

**additional eligibility requirements established mutually by School District and College to ensure student readiness for post-secondary education.*

E. Students continuing in the program must meet the following:

1. Florida SouthWestern State College students must maintain the required minimum high school GPA for continued participation in Dual Enrollment. The School District shall be responsible for monitoring continued high school GPA eligibility, confirmed each semester at the point of student registration. Exceptions to the required GPA may be granted if both the College Dean and the School District Chief Academic Officer mutually agree to the specific exception.
2. Students must maintain at least a cumulative 2.0 College grade point average to continue Dual Enrollment. The standard Florida SouthWestern State College Academic Warning procedures will apply to Dual Enrollment students who fall below the required 2.0 College GPA. Students placed on Academic Warning/Probation are given one semester to raise their cumulative, college GPA to a 2.0. Students who do not meet the minimum GPA after the semester of Academic Warning/Probation will no longer be eligible to continue in the Dual Enrollment program.
3. Per FS 1007.271 (3) regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the process of other students or the efficient administration of the course is hindered.
4. Students who meet the eligibility requirements of Dual Enrollment/Early Admissions are able to enroll in full-term courses during the Fall and Spring semesters only. Permission to enroll in Summer courses may be granted if both the College Provost and Vice President of Academic Affairs and the School District Chief Academic Officer mutually agree to the specific exception.

5. Apply all credits earned through Dual Enrollment as subject area or elective credits toward high school graduation requirements. Beginning Fall 2016, ECO 2013 will include the required financial literacy component required for high school graduation.
6. All courses must be at least three (3) credits and be taken for a letter grade, not pass/fail unless required by the college, not including required laboratory experiences which may be less than three credits.
7. Students are ineligible to repeat a college course until after high school graduation.
8. Student performance in the Dual Enrollment courses shall be monitored by the faculty member on a regular basis via written testing and performance on assignments. Schools shall be advised by the College of final grades via the official grade report at the conclusion of the semester.
9. A student with permission from his/her assigned school who drops out of a Dual Enrollment course must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the end of the college "drop/add" period. Students with extenuating circumstances wanting to withdraw after the end of the drop/add period must follow the late drop petition process outlined in the college catalog. Students meeting the extenuating circumstance criteria may begin this petition process with permission from the School District Chief Academic Officer.
10. An Early Admissions student with permission from his/her assigned school, who drops or withdraws from a Dual Enrollment course and falls below 12 credit hours, must return to the assigned high school for class assignment by the Principal or designee and will lose his/her Early Admissions full-time status.
11. A student who enrolls as high school Dual Enrollment must present minimum passing scores on all sections of placement testing to continue enrollment beyond 12 credit hours. For example, if a student passes the Reading and Writing portions of the placement test, but does not pass the Math portion, he or she may take non-math courses for up to 12 credit hours. Before beginning the 13th hour, the student must have passed the math portion of the exam. All students must be on College Level Reading to enroll in any course as a dual enrollment student.
12. All pre-requisites for courses must be met prior to student registration. Neither the high school principal nor the professor of record shall override a pre-requisite or allow a student who lacks a pre-requisite to "sit in" on a college class taught at the high school. The College shall not be held responsible in cases in which students are allowed to participate

in a Dual Enrollment class when they lack the admissions requirement or have not been properly registered.

13. For Dual Enrollment courses offered on the high school campus, the instructor teaching the course is responsible for verifying the College student roster against the School District roster for accuracy. Students who are not properly registered for the dual enrollment course prior to the end of the drop/add period will not be awarded college credit and shall be re-assigned by the high school to a non-dual enrollment high school credit course.

F. Course Loads - Dual Enrolled student credit courses are limited as follows:

1. Junior and Senior Dual Enrollment students are limited to a maximum of fifteen (15) credit hours per semester.
2. Sophomore Dual Enrollment students are limited to nine (9) credit hours per semester.
3. Grades 6-9 course loads as approved by the School District designee.

G. Course Expectations - All courses must be at least three (3) credits and be taken for a letter grade, not pass/fail unless required by the college, not including required laboratory experiences which may be less than three credits. Students are ineligible to repeat a course until after high school graduation.

SECTION 6 – GRADE WEIGHTS AND REPORTING

A. Grade Reporting – When a high school student completes a course on the College campus and a final grade has been assigned, the high school will be advised of the student’s grade in the course. This will be transmitted no later than two weeks after the completion of the Dual Enrollment course conducted at the College campus.

Grades for College classes completed on the high school campus will be recorded by the instructors into the Florida SouthWestern student Grading System at a date as determined in the Annual Dual Enrollment Academic Calendar approved by the College.

B. Transferability of Credits – College credit becomes valid when students who have taken courses under this agreement present evidence of high school graduation to the College. Such credit may then be applicable to an Associate Degree at Florida SouthWestern State College, or shall be transferable to another regionally accredited college or university. As indicated in the Florida Department of Education’s statement on dual enrollment transfer guarantees, Florida dual enrollment college credit will transfer to any Florida public college or university offering the

Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment. The high school counselor will inform students orally and in writing, it is the student's responsibility to provide the College with all documentation relevant to this section.

- C. College Transcript – Dual Enrollment courses are part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Poor performance as a Dual Enrollment student can ultimately impact one's postsecondary career, including academic standing and financial aid eligibility.
- D. Per s. 1007.271(18) Florida Statutes, College Level Dual Enrollment/Early Admissions courses will be weighted the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

SECTION 7 – COLLEGE LEVEL EXPECTATIONS

- A. College Course-Level Expectations – In support of Florida State Rule 6A-14.064 the College and School District, represented by the College Dean and School District Chief Academic Officer, will coordinate efforts to inform students and parents of college course-level expectations pursuant to said State Rule.

Such coordination, at a minimum, must include new student orientation to the following, per Rule 6A-14.064, F.A.C.:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C; however, all grades are calculated in a student's GPA and will appear on their college transcript.
2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object

to for minors. Courses will not be modified to accommodate variation in student age and/or maturity.

4. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
5. The inclusion of Dual Enrollment course plans in their personal career planner to minimize enrollment in a random selection of college courses.

SECTION 8 – STUDENT SERVICES

All students who are completing courses under the terms of this Agreement shall be entitled to all appropriate student services available at the College, including academic advising, the Learning Resources Center, the open computer labs, tutorial services, etc., are available to all Dual Enrollment, Early Admission, and CI students on the same basis as for other college students.

Guidance Services and Academic Advising – These services are provided to accelerated students through both the College and the high school. Services may be offered in small groups or individually. Information in these services includes the use of the automated advisement system (FLVC.org), as well as course and program requirements leading to an Associate Degree or Career Certificate. The College provides guidance services to home-educated, private and public school students and School District personnel to inform students and parents about the articulation accelerated programs and to assist them in the educational planning process.

All dually enrolled students requiring an academic accommodation based upon a disability will be provided with an academic accommodation consistent with Section 504 of the Rehabilitation Act of 1971, as amended, 29 U.S.C. Section 794, and its implementing regulation at 34 CFR Part 104; and Title II of the Americans with Disabilities Act of 1990 (Title II), as amended, 42 U.S.C. §§12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35. All academic accommodation shall be in conformity with 34 CFR 104.44. The accommodation provided shall not be dependent on whether instruction occurs on a College campus or at a high school site.

- A. College Adaptive Services provides services in the provision of educational accommodations to self-identifying students. For information regarding services available, please refer to the Office of Adaptive Services at <http://www.fsw.edu/adaptiveservices> or 239-432-7354.
- B. It is the obligation of the individual with a disability to request a reasonable accommodation. Enrolled students must submit any request for accommodations to the Program Office for Students with Disabilities on the appropriate campus for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that speaks to the specific disability and the requested accommodation. Requests for accommodations must be specific to the documented needs. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester that he or she is enrolled.

- C. Individual Education Plans (IEPs) ARE NOT acceptable forms of primary documentation. IEPs are plans which were structured and agreed to with that particular school at the time they were written. They are not binding agreements with Florida SouthWestern State College. On the other hand, IEPs may be helpful in determining the level of support and types of accommodations which were provided to a student in the past, and they may provide insight regarding successful support.
- D. Transportation to and from the College campus shall be the responsibility of the student.

SECTION 9 – OVERSIGHT OF DUAL ENROLLMENT COURSES & FACULTY

- A. The College is responsible for ensuring that the curriculum and assessment procedures in Dual Enrollment courses meet College and Southern Association standards regardless of whether the Dual Enrollment courses are taught on the College or the high school campus.
- B. Class scheduling on the high school campuses.
 - 1. In preparation for scheduling classes for the Fall and Spring semesters at Florida SouthWestern State College, the District Director of Dual Enrollment, or his/her designees shall contact the School District Chief Academic Officer, or his/her designee to determine the courses which are to be offered on site within the School District. Dual Enrollment courses shall be offered at high schools only during the Fall and Spring semesters. Both the Fall and Spring semesters shall begin and conclude on a date agreed upon by the School District and the College. **Please refer to Appendix E for Course and Instructor Approval Form.**
 - 2. The School District Chief Academic Officer and the high school Principal or designee shall determine, with input from the District Director of Dual Enrollment of Florida SouthWestern State College or designee, and in accordance with College deadlines, an appropriate time for offering any courses located on a high school campus. All high school-based classes to be offered as Dual Enrollment sections must be printed and published in the College's upcoming semester's class schedule according to the college scheduling deadlines. Classes that do not appear in the class schedule will not be offered.
 - 3. A proposed syllabus for each Dual Enrollment section must be submitted by every professor, to the District Director of Dual Enrollment and to the appropriate College department chair for review and approval. As the College and School District Academic Calendar start dates may be different, any syllabi distributed to students prior to this approval must be designated as "Draft" until approved by the appropriate College Dean and faculty department chair.

4. The College is required to provide written notification to SACSCOC prior to implementing an off-campus site offering 25-49% of credits towards a program or degree and a prospectus for any off-campus site offering 50% of credits or more towards a program or degree. The credit thresholds are monitored over a rolling four-year period, equivalent to each freshman's high school cohort. In order to adhere to the SACSCOC timeline for submission and approval, any high school site who requests to move into the 25-49% category must notify the College 30 days prior to the start of the term. A high school site requesting a substantive change by offering 50% of credits or more towards a program or degree must submit the request to the District Director of Dual Enrollment by October 1st for implementation during the subsequent academic year. Final approval regarding substantive changes are at the determination of SACSCOC.
 5. New courses offered on the high school campus will be implemented in a three-year probationary period. During the probationary period, instructor(s) teaching the new course will meet with the Department Chair or Dean prior to the course scheduling to outline course expectations. Student outcomes from the course will be assessed at the end of the three-year probationary period for permanent Dual Enrollment scheduling.
 6. Dual Enrollment Faculty shall be required to use College's learning management system (CANVAS) for tracking of grades and attendance. Final grades are to be entered into the FSW Portal during the end of term grade period. Dual Enrollment Faculty shall not use the School District's LMS (Focus) for the tracking of grades.
- C. The high school-based faculty member's performance in each College course will be monitored by the appropriate College administrator. This monitoring will only reflect on the faculty member's ability to teach Florida SouthWestern State College Courses and will have no bearing on the individual's status as a teacher of high school courses. In addition, students will participate in Student Evaluation of Instruction surveys each semester using the appropriate College form.
- D. As Dual Enrollment students are expected to do college level work and to demonstrate competency equivalent to that of students in other sections of the same course. The quality assessment of high school-based Dual Enrollment courses, programs, and instruction shall include, but not limited to, these criteria:
1. Follow the State of Florida approved course content outline designated for the specific course title and number according to the post-secondary Common Course Numbering System.
 2. A college-approved course syllabus in the format supplied. This syllabus must be issued to students at the first class meeting each semester.

3. An Adjunct Faculty Portfolio, in the timeline established by the College, by the Dual Enrollment Faculty. The portfolio shall include:
 - a. A short reflective statement on teaching philosophy and accomplishments.
 - b. A self-evaluation based on student reports of instruction.
 - c. Copies of the syllabi used for the current semester.
 - d. A copy of the final exam used in the last semester.
 - e. A copy of one assignment that demonstrates how the faculty member addresses a general education outcome.
4. Performance evaluation of students in sequential courses.
5. College's Student Evaluation of Instruction surveys in an environment similar to that afforded to students in other college classes (this evaluation will only reflect on the faculty member's ability to teach Florida SouthWestern Courses and will have no bearing on the individual's status as a teacher of high school courses).
6. Tests and assessments in the course on the level of and covering material equivalent to that of other college classes. This will include, but is not limited to:
 - a. The use and administration of a common course assessment for each Dual Enrollment course offered on-site in the high schools, which will constitute a major component of the overall grade issued for that course.
 - b. Submitting a copy of the final exam, if not the common course assessment, for each course taught in each semester offered.
 - c. Submitting assignment examples and student artifacts as part of the General Education Assessment study.
- E. Instructional quality shall be monitored by the appropriate College Dean or designee in the College and by the Principal or designee in the high school. Student Evaluation of Instruction surveys shall be provided to the College administrator by the faculty member each semester.
- F. Courses offered on a high school campus site must be comprised of Dual Enrollment students only. Enrollment for classes designated as writing intensive must be capped at 25 students per section.
- G. Appointment of Faculty:

1. For Dual Enrollment courses offered on the high school site, the principal or designee in each high school of the District shall publicize the teaching opportunities involved in the program. The College, in conjunction with designated School District personnel, will identify qualified applicants from the full-time high school faculty for selection by the principal. Under terms of this agreement, such applicants if qualified under regional accreditation standards shall be given first preference for instruction of courses to be offered at the high school site.
2. High school faculty who wish to teach courses offered under this agreement must meet the same qualifications as all other faculty employed by the College for similar instruction.
3. Potential instructors must apply to the Dual Enrollment adjunct pool through the College's job board. Credentials for any high school personnel being proposed as faculty for Dual Enrollment courses must be submitted to the College Director of Dual Enrollment or designee. This submission must occur no later than four weeks prior to the first day of classes at the high school campus.
4. For all designated courses, the College Dean will qualify Dual Enrollment faculty to ensure college-level instruction.
5. The College Dean is responsible for the final determination of the applicant's credentials.
6. Prior to the first semester teaching, a new Dual Enrollment faculty member may be required to meet with the College Dean or designee.

H. Dual Enrollment In-Service Training and Mentoring:

1. Each semester, high school faculty who teach dual enrollment courses will be required to participate in an in-service experience hosted by the College. The College Director of Dual Enrollment or designee and the School District Chief Academic Officer or designee will collaborate on the in-service activities. These experiences will be scheduled in person or through a webinar setting
2. To ensure course consistency and equivalency, high school faculty and college faculty in the same discipline will schedule at least one meeting (either in person or through a virtual medium) per year for the purpose of exchanging information, establishing peer relations, and reviewing course entry and exit competencies. These meetings will be scheduled through the offices of the College Director of Dual Enrollment or designee and the School District Chief Academic Officer or designee.

3. Students are expected to do college-level work and to demonstrate competency equivalent to that of students in other college sections of the same course.

SECTION 10 – INSTITUTIONAL RESPONSIBILITIES FOR THE COST FOR DUAL ENROLLMENT COURSES AND PROGRAMS

A. Tuition and Fees:

1. Students enrolled in the Dual Enrollment/Early Admissions program shall be exempt from payment of all registration, matriculation, textbooks, and laboratory fees.
2. Students enrolled in home education or non-public school will be liable for the cost of instructional materials, special course fees, and any other fees.
3. Specialized and limited-access programs and courses may have costs outside of the Dual Enrollment program that will be the responsibility of the student. Programs in the Health Sciences may have costs for (including but not limited to) uniform, medical testing, and background checks that are the responsibility of the student. The costs beyond the standard rate of tuition for courses with a travel component (including local, state, national, and international travel) will be the responsibility of the student.

B. Distribution of Financial Resources:

1. The College shall count students enrolled in courses under the terms of this Agreement as full-time equivalent students for purposes of generating FTE for College Program Funding, as provided by the current General Appropriations Act.
2. The School District shall count students enrolled in courses at the high school site or on campus at the College site in reporting enrollment to the State to generate funding, as provided in the current General Appropriations Act.
3. For dual enrollment courses offered on the College campus, the School District pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2017-2018, the standard tuition at a Florida College System institution is \$71.98 per credit hour. The School District will receive a certified enrollment roster within seven business days after the last day of drop and add. A final Fall invoice will be forwarded by November 15th and a Spring invoice by March 15th. Payment will be due 45 days from date of invoice.
4. For dual enrollment courses offered on the high school campus by college faculty, the school district must reimburse the college for costs associated with the proportion of salary and benefits of the instructor and other actual costs associated with Dual

Enrollment to be determined during the 2017-2018 academic year with billing to occur between April 1 and May 1 2018.

- C. Courses which are taught under the provisions of this Agreement shall be provided in the facilities of the high schools of the School District, on the College Campus, or in the appropriate off-campus center. High school facilities for purpose of this Agreement shall be available at no cost to the College.
- D. Regular School District personnel may teach a Dual Enrollment course as part of their regular class load.
- E. Dual Enrollment teachers may be employed by the College to teach a class outside of the high school work day. For purposes of College faculty load calculations, they are subject to College adjunct faculty load procedures and limitations. Adjunct faculty members' maximum loads are twelve (12) contact hours per semester (Fall and Spring semesters). Anything beyond twelve (12) contact hours must be approved by the Provost and Vice President of Academic Affairs. The high school adjunct faculty member will satisfy the course teaching needs of the high school prior to being offered adjunct teaching responsibilities at the college outside of Dual Enrollment.
- F. The College and School District shall coordinate services to secure books and other instructional materials for use by students enrolled in Dual Enrollment courses on the high school campus.
 - 1. Books and other instructional materials, with the exception of lab supplies, shall be provided by the School District to high school students enrolled under the provisions of this Agreement at no cost to the student. Students who withdraw, with permission from a high school principal or designee, from a course(s) prior to completion shall be required to return textbooks and other instructional materials to the School District designee, and reimburse the School District for any/all lost or damaged textbooks/instructional materials.
 - 2. The College will communicate to the School District at the earliest possible date, all relevant information about the texts which have been selected for specific courses involved in the Dual Enrollment program. Based upon this information, the School District will purchase and distribute the appropriate texts from the College bookstore (or other provider if the textbook costs are less) to the Dual Enrollment students.
 - 3. The textbooks and other materials will be collected from the students at the conclusion of the course (or at the time of termination of the student prior to the completion of the course) by the district or high school designee. The books will remain housed in the School District book repository for future disposition at the discretion of the School District.

4. Textbook and other relevant coursework materials currency and compliance, as required by relevant State Rule and College requirements, will commence with the 2017-2018 Dual Enrollment Articulation Agreement. Dual Enrollment courses and instructors will use textbooks and other relevant coursework materials as adopted by the College for use in all sections of a course.

SECTION 11 – MECHANISMS AND STRATEGIES FOR REDUCING THE INCIDENCE OF POST-SECONDARY REMEDIATION

The College shall collaborate with the School District to design mechanisms and strategies for reducing the incidence of post-secondary remediation.

- A. The College and School District shall offer resources to help prospective students to prepare for the PERT.
- B. The College shall extend on- or off-campus PERT testing to eligible students.
- C. The School District may administer the PERT to students on the high school campus at a mutually negotiated time to identify students who may benefit from being enrolled in remedial courses in the senior year.

SECTION 12 – MECHANISMS AND STRATEGIES FOR PROMOTING CAREER PATHWAYS PROGRAMS OF STUDY

The College shall collaborate with the School District to design mechanisms and strategies to promote career and technical education.

- A. Charlotte, Collier, Hendry, Glades, and Lee District Schools and Florida SouthWestern State College are Consortium partners in the career and technical education pathway program which offers students the opportunity to focus on technical high school electives that will help train them for high-skill, high-wage occupations (**See Appendix B**).
- B. While high school students are preparing for careers and postsecondary education, they can begin to earn Florida SouthWestern State College credits. The College shall provide continuous opportunities for technical program students to earn college credit that may be applied towards an Associate Degree.
- C. The College and School District shall collaborate to update career and technical education brochures and media targeted to the high school population, make presentations in area high schools and high tech centers, and promote career and technical education via the College website and the partnership with Alliance of Educational Leaders (a consortium of secondary and postsecondary institutions' academic administration).

SECTION 13 – STRATEGIES FOR IMPROVING THE PREPARATION OF ELEMENTARY,
MIDDLE, AND HIGH SCHOOL TEACHERS

The College shall collaborate with the School District to provide training for prospective and active teachers.

- A. As a baccalaureate degree granting institution, the College has been authorized to offer four-year degrees in Education. Such degrees will train K-12 teachers in FEAP and Florida standards. In addition, current teachers will be eligible to enroll at Florida SouthWestern State College to complete necessary coursework to remain a certified Florida educator.
- B. The College and School District may engage in offering other training to prepare individuals for appropriate State Educator Tests.

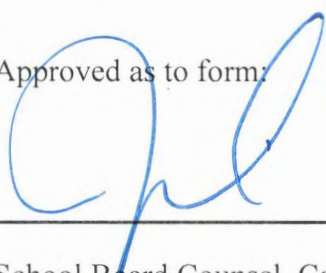
Board Chair, Cape Coral Charter School Authority

Date

Superintendent, Cape Coral Charter School Authority

Date

Approved as to form:



9/15/17

School Board Counsel, Cape Coral Charter School Authority

Date

President, Florida SouthWestern State College

Date

Approved as to Form:

General Counsel, Florida SouthWestern State College

Date

APPENDIX A

Florida SouthWestern College/School District Accelerated Programs 2017-2018 Course/Test Matrix

	MINIMUM TEST SCORES (students with incomplete ACT or SAT must take the placement exam on campus.) (must be current within 2 years from term of enrollment)			TEST	MATH	ENGLISH	READING
	UPDATE: Students must have a college-level score in Reading to enroll in any DE class, including math. Students take classes <3.0 credits, unless it is an accompanying lab.			SAT-Reasoning Test (prior to March 2016)	See individual courses	Critical Reading 440	Critical Reading 440
				SAT- After March 2016		24	24
				ACT-E	for scores.	17	19
				PERT		103	106
	Please refer to college website (FSW.edu) for specific test score placement information for math classes. Students with AP, IB, or CLEP scores that meet pre-req must present scores at time of registration. * Courses are equivalent toward High School Graduation Subject Requirements WI = Writing Intensive I =International Diversity focus Courses are listed in alphabetical order. All may not be offered every semester. Consult website for availability. ** Offered if sufficient demand Note: Beginning Fall 2016, ECO 2013 includes the Financial Literacy requirement needed for High School graduation. ECO 2023 will only meet high school elective credit.			AP, IB or CLEP ⇔⇔⇔⇔⇔⇔	Refer to ⇔	College Catalog	for specific score, if applicable
		College Credits	HS Credit	COURSE PRE-REQUISITE and/or CO-REQUISITE (Please note: prerequisites are subject to change)		TEST SCORE PRE-REQ.	TEST SCORE PRE-REQ.
ACG 1001	FINANCIAL ACCOUNTING I	3.0	0.5				X
ACG 1002	MICROCOMPUTER ACCOUNTING APPLICATIONS	3.0	0.5				X
ACG 2011	FINANCIAL ACCOUNTING II	3.0	0.5	ACG 1001			X
ACG 2071	MANAGERIAL ACCOUNTING	3.0	0.5	ACG 2011			X
ACG 2100	INTERMEDIATE ACCOUNTING	3.0	0.5	ACG 2100			X
ACG 2110	INTERMEDIATE ACCOUNTING II	3.0	0.5	ACG 2100			X
ACG 2360	COST ACCOUNTING	3.0	0.5	ACG 2071			X
ACG 2500	GOVER. AND NOT FOR PROFIT ACCOUNTING	3.0	0.5	ACG 2011			X
AMH 2010 *	HISTORY OF THE U.S. TO 1865	3.0	0.5				X
AMH 2020 *	HISTORY OF THE U.S. 1865 - PRESENT	3.0	0.5				X
AMH 2070	FLORIDA HISTORY **	3.0	0.5				X
AMH 2091	AFRICAN - AMERICAN HISTORY (I)	3.0	0.5				X
AMH 2095	AMERICAN INDIAN HISTORY	3.0	0.5				X

AMH 2931	WOMEN IN U.S. HISTORY	3.0	0.5				X
AML 2010 *	LITERATURE OF THE UNITED STATES I	3.0	1.0	ENC 1101 (min. C)		X	X
AML 2020 *	LITERATURE OF THE UNITED STATES II	3.0	1.0	ENC 1101 (min. C)		X	X
ANT 1410	INTRO. TO CULTURAL ANTHROPOLOGY (I)	3.0	0.5				X
ANT 1511	INTRO. TO PHYSICAL ANTHROPOLOGY	3.0	0.5				X
ANT 2534	RACE: BIOLOGY & CULTURE	3.0	0.5	ENC 1101 (min C)		X	X
ARC 1211	INTRO. TO ARCHITECTURE	3.0	0.5				X
ARH 1000 *	ART APPRECIATION	3.0	0.5				X
ARH 1050 *	HISTORY OF ART I (I)	3.0	0.5				X
ARH 1051 *	HISTORY OF ART II (I)	3.0	0.5				X
ARH 2010	ART OF THE WESTERN WORLD (I)	3.0	0.5				X
ART 1201C *	BASIC DESIGN	4.0	0.5				X
ART 1203C *	THREE-DIMENSIONAL DESIGN	4.0	0.5				X
ART 1300C *	DRAWING I	4.0	0.5				X
ART 1301C *	DRAWING II	4.0	0.5	ART 1300C			X
ART 1330C	FIGURE DRAWING	4.0	0.5	ART 1301C			X
ART 2012C	MEDIA EXPLORATION	4.0	0.5	ART 1301C or 2501C			X
ART 2205C	COLOR THEORY	4.0	0.5				X
ART 2500C *	PAINTING I	4.0	0.5	ART 1201C & ART 1300C			X
ART 2501C *	PAINTING II	4.0	0.5	ART 2500C			X
ART 2527C	ABSTRACT PAINTING	4.0	0.5	ART 2500C & 2501C			X
ART 2750C *	CERAMICS I	4.0	0.5				X
ART 2751C *	CERAMICS II	4.0	0.5	ART 2750C			X
AST 2003C *	ASTRONOMY: THE SOLAR SYSTEM	4.0	1.0	MAT 1033 w/C or higher Co-Requisite AST 2003Lab	PERT 123, ACT 23 or SAT 540	X	X
AST 2004C *	ASTRONOMY: STARS, GALAXIES & COSMOLOGY	4.0	1.0	MAT 1033 w/C or higher Co-requisite AST 2004/Lab	PERT 123, ACT 23 or SAT 540	X	X
BAN 1004	PRINCIPLES OF BANKING	3.0	0.5				X
BCN 1040	INTRODUCTION TO SUSTAINABILITY IN CONSTR	3.0	0.5				X
BCN 1230C	MATERIAL & METHODS OF CONSTRUCTION	3.0	0.5				X
BCN 1272	BLUEPRINT READING	3.0	0.5				X
BCN 2710	CONSTRUCTION PROCEDURES	4.0	0.5				X
BCT 1720	CONSTRUCTION SCHEDULING	3.0	0.5				X
BCT 1760	BUILDING CODES	3.0	0.5				X
BCT 1770	CONSTRUCTION ESTIMATING	3.0	0.5				X
BCT 2708	ADV. CONST. PROJECT MANAGEMENT	3.0	0.5				X
BCT 2730	CONSTRUCTION MANAGEMENT	3.0	0.5				X
BSC 1005 C*	GENERAL BIOLOGY	4.0	1.0		PERT 114, ACT 19 or SAT 440	X	X
BSC 1010/L *	BIOLOGICAL SCIENCE I W/LAB	4.0	1.0	1 yr. HS Biology or BSC 1005	PERT 114,	X	X

				Co-requisite BSC 1010 lab	ACT 19 or SAT 440		
BSC 1011/L *	BIOLOGICAL SCIENCE II W/LAB	4.0	1.0	Min. C in BSC 1010/L Co-requisite BSC 1011 lab	X	X	X
BSC 1050C *	ENVIRONMENTAL BIOLOGY: Our Global Environment	3.0	1.0		PERT 114, ACT 19 or SAT 440	X	X
BSC 1051C *	ENVIRONMENTAL BIOLOGY: Southwest Florida Ecosystem	3.0	1.0		PERT 114, ACT 19 or SAT 440	X	X
BSC 1084C	ANATOMY & PHYSIOLOGY W/LAB	4.0	1.0		PERT 114, ACT 19 or SAT 440	X	X
BSC 1093C *	ANATOMY & PHYSIOLOGY I W/LAB	4.0	1.0	Min. C in BSC 1010/L & C in MAT 1033 or Elem Alg. 123	PERT 114, ACT 19 or SAT 440	X	X
BSC 1094C *	ANATOMY & PHYSIOLOGY II W/LAB	4.0	1.0	BSC 1093C (min. C)	X	X	X
BSC 2008C	THE BIOLOGY OF BEHAVIOR	3.0	0.5	BSC 1005 or 1 cr HS Biology	PERT 114, ACT 19 or SAT 440	X	X
BUL 2241	BUSINESS LAW	3.0	0.5				X
CCJ 1010	INTRODUCTION TO CRIMINOLOGY	3.0	0.5				X
CCJ 1020	INTRODUCTION TO CRIMINAL JUSTICE	3.0	0.5				X
CGS 1000	COMPUTER LITERACY	3.0	0.5				X
CGS 1100	COMPUTER APPLICATIONS FOR BUSINESS	3.0	0.5	CGS 1000 or CLEP			X
CGS 2260	COMPUTER HARDWARE & SOFTWARE MAINTENANCE	3.0	0.5	CGS 1000 or CLEP			X
CGS 2511	ADVANCED SPREADSHEET COMPUTING	3.0	0.5	CGS 1100			X
CGS 2541	ADVANCED DATABASE COMPUTING	3.0	0.5	CGS 1100			X
CHD 1120	INFANT/TODDLER DEVELOPMENT	3.0	0.5				X
CHD 1134	MANAGEMENT OF EARLY CHILDHOOD LEARNING	3.0	0.5				X

CHD 1135	UNDERSTANDING YOUNG CHILDREN	3.0	0.5				X
CHD 1220	INTRODUCTION TO CHILD DEVELOPMENT	3.0	0.5				X
CHD 1332	CREATIVE EXPERIENCES FOR THE YOUNG CHILD	3.0	0.5				X
CHD 2324	EARLY CHILDHOOD LANG. ARTS & READING	3.0	0.5				X
CHM 2025/L *	INTRO. TO COLLEGE CHEMISTRY W/LAB	4.0	1.0	Co-Req CHM 2025Lab	PERT 114, ACT 19 or SAT 440	X	X
CHM 2032/L *	GENERAL CHEMISTRY FOR HEALTH SCIENCES	4.0	1.0	MAT 1033 w/C	PERT 114, ACT 19 or SAT 440	X	X
CHM 2045/L *	GENERAL CHEMISTRY I W/LAB	4.0	1.0	CHM 2025/L or CHM 2032/L w/ C	PERT 114, ACT 19 or SAT 440	X	X
CHM 2046/L *	GENERAL CHEMISTRY II W/LAB	4.0	1.0	CHM 2045 & CHM 2045L w/	X	X	X
CHM 2210/L *	ORGANIC CHEMISTRY I W/LAB (ELECTIVE CREDI	4.0	1.0	CHM 2045/L & CHM 2046/L	X	X	X
CHM 2211/L *	ORGANIC CHEMISTRY II W/LAB(ELECTIVE CREDI	4.0	1.0	CHM 2210/L w/C	X	X	X
CIS 2321	DATA SYSTEM AND MANAGEMENT	3.0	0.5	CGS 1100, CNT 1000 & COP 1000			X
CJB 2801	INSTRUCTOR TECHNIQUES	5.0	0.5				X
CJC 1000	INTRODUCTION TO CORRECTIONS	3.0	0.5				X
CJE 1300	POLICE ORGANIZATION & ADMINISTRATION	3.0	0.5				X
CJE 1640	INTRODUCTION TO CRIME SCENE TECHNOLOGY	3.0	0.5				X
CJE 2304	LINE SUPERVISION	5.0	0.5				X
CJE 2600	CRIMINAL INVESTIGATIVE TECHNIQUES	3.0	0.5				X
CJE 2643C	ADVANCED CRIME SCENE TECHNOLOGY	4.0	0.5	CJE 1640, CJE 2670, CJE 277 and CJE 2671			X
CJE 2649	FORENSIC DEATH INVESTIGATIONS	3.0	0.5	CJE 1640 and CJE 2670			X
CJE 2670	INTRODUCTION TO FORENSICS SCIENCE	4.0	0.5				X
CJE 2671	LATENT FINGERPRINT DEVELOPMENT	3.0	0.5	CJT 1110			X
CJE 2770C	CRIME SCENE PHOTOGRAPHY	3.0	0.5	CJT 1110			X
CJJ 2002	JUVENILE DELINQUENCY	3.0	0.5				X
CJL 2100	CRIMINAL LAW	3.0	0.5				X
CJL 2130	CRIMINAL PROCEDURE AND EVIDENCE	3.0	0.5				X
CJL 2610	COURTROOM PRESENTATION OF SCIENTIFIC EVI	3.0	0.5	CJE 2600, CJE 2670, CJE 277			X

				and CJE 2671			
CLP 1001	PERSONAL & SOCIAL ADJUSTMENT	3.0	0.5				X
CNT 1000	NETWORKING ESSENTIALS	3.0	0.5	CGS 1000 or CLEP			X
COP 1000	INTRODUCTION TO COMPUTER PROGRAMMING	3.0	0.5	CGS 1000 or CLEP			X
COP 1170	VISUAL BASIC PROGRAMMING I	3.0	0.5	COP 1000			X
COP 1224	PROGRAMMING WITH C++	3.0	0.5	MGF 1106 or HIGHER			X
COP 1822	INTERNET PROGRAMMING – HTML	3.0	0.5	CGS 1000 or CLEP			X
COP 2171	ADVANCED VISUAL BASIC PROGRAMMING II	3.0	0.5	COP 1170			X
COP 2228	ADVANCED PROGRAMMING WITH C++	3.0	0.5	COP 1224			X
COP 2360	C# PROGRAMMING I	3.0	0.5	COP 1000 with C or higher			X
COP 2362	C# PROGRAMMING II	3.0	0.5	COP 2360 with C or higher			X
COP 2700	DATABASE PROGRAMMING	3.0	0.5	COP 1822			X
COP 2800	JAVA PROGRAMMING	3.0	0.5	COP 1000			X
COP 2823	ADVANCED MICROSOFT WEB DEVELOPMENT	3.0	0.5	COP 1822 & COP 1170 or COP 2360			X
COP 2830	INTERNET PROGRAMMING HTML II	3.0	0.5	COP 1822			X
CPT XXXX	Any CARDIOVASCULAR TECHNOLOGY course(s)	-----	-----	PROGRAM ACCEPTANCE	⇒⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒⇒
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
CRW 2001	CREATIVE WRITING I **	3.0	0.5	ENC 1101 (min. C)		X	X
CRW 2002	CREATIVE WRITING II **	3.0	0.5	CRW 2001, ENC 1101		X	X
CTS 1210	DESKTOP PUBLISHING	3.0	0.5				X
CTS 2321	LINUX INTERNET SERVICES	4.0	0.5	CNT 1000 & COP 1000			X
CTS 2334	MICROSOFT WINDOWS SERVER	3.0	0.5	CNT 1000 & COP 1000			X
CTS 2655	INTERNETWORKING w/CISCO ROUTERS	3.0	0.5	CNT 1000 & COP 1000			X
CVT XXXX	Any CARDIOVASCULAR course(s)	-----	-----	PROGRAM ACCEPTANCE	⇒⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒⇒

DEH XXXX	Any DENTAL ASSISTANCE/HYGIENE course(s)			PROGRAM ACCEPTANCE	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
DEP 2004	HUMAN GROWTH & DEVELOPMENT	3.0	0.5				X
DEP 2102	CHILD PSYCHOLOGY	3.0	0.5	PSY 2012			X
DEP 2302	ADOLESCENT PSYCHOLOGY	3.0	0.5	PSY 2012			X
DES XXXX	Any DENTAL HYGIENE course(s)	-----	-----	PROGRAM ACCEPTANCE	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
ECO 2013 *	ECONOMICS I	3.0	0.5		Recommended		X
ECO 2023	ECONOMICS II	3.0	0.5		Recommended		X
EDF 2005	INTRODUCTION TO TEACHING PROFESSION	3.0	0.5	Co-Req: 15 HRS FIELD EXP			X
EDF 2085	INTRODUCTION TO DIVERSITY FOR EDUCATORS	3.0	0.5	Co-Req: 15 HRS FIELD EXP			X
EEC 1000	FOUNDATIONS IN EARLY CHILDHOOD EDUCATION	3.0	0.5				X
EEC 1202	PRINCIPLES OF EARLY CHILDHOOD CURRICULUM	3.0	0.5				X
EEC 1603	POSITIVE GUIDANCE AND BEHAVIOR MGMT	3.0	0.5				X
EEC 2521	ADMINISTRATION OF CHILD CARE CENTER	3.0	0.5				X
EEX 1013	SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION	3.0	0.5				X
EGS 1001	INTRODUCTION TO ENGINEERING	3.0	0.5	MAC 1105 w/ min. C or HIGH	X		X
EME 2040	INTRODUCTION TO TECHNOLOGY FOR EDUCATION	3.0	0.5				X
EMS XXXX	Any EMERGENCY MEDICAL SERVICES course(s)	-----	-----	PROGRAM ACCEPTANCE	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
ENC 1101 *	COMPOSITION I (WI) (I)	3.0	1.0			X	X
ENC 1102 *	COMPOSITION II (WI) (I)	3.0	1.0	ENC 1101 (min. C)		X	X
ENG 1012*	AMERICAN ENGLISH	3.0	0.5				X
ENG 2100	AMERICAN CINEMA	3.0	0.5				X
ENL 2012 *	BRITISH LITERATURE & CULTURE I TO 1780 (I)	3.0	1.0	ENC 1101 (min. C)		X	X
ENL 2022 *	BRITISH LITERATURE & CULTURE II 1780 TO PRESENT	3.0	1.0	ENC 1101 (min. C)		X	X
ETD 1102	ENGINEERING GRAPHICS I (MANUAL)	4.0	0.5				X
ETD 1103C	ENGINEERING GRAPHICS I (AUTOCAD)	4.0	0.5	ETD 1320			X
ETD 1320	COMPUTER AIDED DRAFTING	3.0	0.5				X
ETD 1390	INTRODUCTION TO REVIT ARCHITECTURE	4.0	0.5	ETD 1320 and BCN 1272			X
ETD 1530	DRAFTING AND DESIGN (MANUAL)	4.0	0.5				X
ETD 2340	ADVANCE COMPUTER AIDED DRAFTING	3.0	0.5	ETD 1320			X
EVS 2891C	HYDROGEOLOGIC SAMPLING	4.0	1.0				X
EVS 2893 C	ECOLOGIC SAMPLING	4.0	1.0	Recommended as sophomore level course			X
FFP XXXX	Any FIRE SCIENCE TECHNOLOGY course(s)	-----	-----	PROGRAM ACCEPTANCE	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
FIN 2001	PRINCIPLES OF FINANCE	3.0	0.5				X
FIN 2100	PERSONAL FINANCE	3.0	0.5				X

FRE 1120 *	ELEMENTARY FRENCH I (I) **	4.0	1.0	Placement Testing		X	X
FRE 1121 *	ELEMENTARY FRENCH II (I) **	4.0	1.0	FRE 1120		X	X
FRE 2210	INTERMEDIATE FRENCH CONVERSATION & COMPOSITION (I)	3.0	1.0	FRE 1121		X	X
FRE 2220 *	INTERMEDIATE FRENCH I (I)	4.0	1.0	FRE 1121 with C or higher		X	X
FRE 2221 *	INTERMEDIATE FRENCH II (I)	4.0	1.0	FRE 2200 with C or higher		X	X
GEA 2010	GEOGRAPHY OF EASTERN HEMISPHERE (I) **	3.0	0.5				X
GEA 2040	GEOGRAPHY OF WESTERN HEMISPHERE **	3.0	0.5				X
GEB 1011	INTRODUCTION TO BUSINESS	3.0	0.5				X
GER 1120 *	ELEMENTARY GERMAN I (I) **	4.0	1.0	Placement Testing		X	X
GER 1121 *	ELEMENTARY GERMAN II (I)**	4.0	1.0	GER 1120		X	X
GIS 1040	GEOGRAPHIC INFORMATION SYSTEMS	3.0	0.5	ETD 1320 or CGS 1100			X
GIS 1045	GEOGRAPHIC INFORMATION SYSTEMS (CUSTOM	3.0	0.5	ETD 1320 or CGS 1100			X
GLY 1010C *	PHYSICAL GEOLOGY W/LAB	4.0	1.0		X	X	X
GLY 1100C	HISTORICAL GEOLOGY W/LAB	4.0	1.0		X	X	X
HFT 1000	INTRODUCTION TO HOSPITALITY MANAGEMENT	3.0	0.5				X
HFT 1050	TOURISM & THE HOSPITALITY INDUSTRY	3.0	0.5				X
HFT 2410	FRONT OFFICE PROCEDURES	3.0	0.5				X
HFT 2501	HOSPITALITY SALES PROMOTION	3.0	0.5				X
HFT 2600	HOSPITALITY LAW	3.0	0.5				X
HIM XXX	Any HEALTH INFORMATION MANAGEMENT course Students can work on pre-requisites and/or General Educa if applicable. Check College Catalog for information.			PROGRAM AC CEPTANCE	⇄⇄⇄⇄⇄⇄	⇄⇄⇄⇄⇄⇄	⇄⇄⇄⇄⇄⇄
HIM 1430	PRINCIPLES OF DISEASE	3.0	0.5	HSC 1531 with C			X
HSA 1100	ORIENTATION TO HEALTHCARE	3.0	0.5				X
HSC 1100	LIVING WITH HEALTH	3.0	0.5				X
HSC 1421	HEALTH, SAFETY AND NUTRITION FOR THE YOUNG	3.0	0.5				X
HSC 1531	MEDICAL TERMINOLOGY	3.0	0.5		X	X	X
HUM 2020	HUMANITIES FORUM (WI)	3.0	0.5	ENC 1101 Recommended	X	X	X
HUM 2211	ANCIENT WORLD - MEDIEVAL PERIOD (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
HUM 2235	RENAISSANCE THRU AGE OF REASONING (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
HUM 2250	THE ROMANTICS TO THE PRESENT (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
HUM 2510	HUMANITIES: The Arts (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
HUM 2930	GREAT HUMAN QUESTIONS (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X

HUM 2410	INTRODUCTION TO ASIAN HUMANITIES (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
HUN 1201	NUTRITION (Not a Laboratory Science)	3.0	0.5	BSC 1010/L	X	X	X
HUS 1001	INTRODUCTION TO HUMAN SERVICES	3.0	0.5				X
HUS 1013	SELF ESTEEM IN HUMAN SERVICES	3.0	0.5	HUS 1001 with C or better			X
HUS 1111C	INTRODUCTION TO INTRA/INTER PERSONAL PROCESSES	3.0	0.5	HUS 1001 with C or better			X
HUS 1320	THEORIES AND FOUNDATIONS OF CRISIS INTERVENTION	3.0	0.5	HUS 1001 & HUS 1111C with C or better			X
HUS 1400	ALCOHOLISM AND OTHER DRUG ABUSE	3.0	0.5				X
HUS 2220	DYNAMICS OF GROUPS AND GROUP COUNSELING	3.0	0.5	HUS 1001 & HUS 1111C with C or better			X
HUS 2302	BASIC COUNSELING SKILLS	3.0	0.5	HUS 1001 & HUS 1111C With C or better			X
HUS 2315	STUDIES IN BEHAVIORAL MODIFICATIONS	3.0	0.5	ENC 1101 w/ C or better, PSY 2012, STA 2023 or MGF 1106	X	X	X
HUS 2404	WORKING WITH ALCOHOLICS & OTHER DRUG ABUSERS	3.0	0.5				X
HUS 2540	BUILDING STRONGER FAMILIES & COMMUNITIES	3.0	0.5				X
IDS 1350	CRITICAL THINKING	3.0	0.5				X
INP 2301	HUMAN RELATIONS IN BUSINESS & INDUSTRY	3.0	0.5				X
INR 2002	INTERNATIONAL RELATIONS (I)	3.0	0.5				X
ISC 1001C *	FOUNDATIONS OF INTERDISC. SCIENCE I W/LAB	3.0	0.5		X	X	X
ISC 1002C	FOUNDATIONS OF INTERDISC. SCIENCE II W/LAB	3.0	0.5		X	X	X
JOU 1100	BASIC REPORTING **	3.0	0.5				X
LIT 2090 *	CONTEMPORARY LITERATURE	3.0	0.5	ENC 1101 (min. C)		X	X
LIT 2110 *	WORLD LITERATURE I (I)	3.0	1.0	ENC 1101 (min. C)		X	X
LIT 2120 *	WORLD LITERATURE II (I)	3.0	1.0	ENC 1101 (min. C)		X	X
MAC 1105 *	COLLEGE ALGEBRA	3.0	1.0	MAT 1033w/C or El Al = 12	PERT 123, ACT 23 or		X

					SAT 540		
MAC 1106 *	COMBINED COLLEGE ALGEBRA & PRE-CALCULUS (credit is not given for both MAC 1105 & MAC 1106 or for MAC 1106 & MAC 1140)	5.0	1.0	MAT 1033 with B or appropriate CLM score	X		X
MAC 1114 *	TRIGONOMETRY	3.0	1.0	MAC 1105 or 1140 w/ min. C or appropriate CLM score	X		X
MAC 1140 *	PRE-CALCULUS ALGEBRA	3.0	1.0	MAC 1105 w/ min. C or appropriate CLM score	X		X
MAC 1147 *	PRE-CALCULUS ALGEBRA/TRIGONOMETRY (credit is not given for both MAC 1147 & MAC 1114 or for MAC 1140 & MAC 1147)	5.0	1.0	MAC 1105 w/ min. B or appropriate CLM score and high school trigonometry	X		X
MAC 2233 *	CALCULUS FOR BUS./LIFE SCIENCES	4.0	1.0	MAC 1105 ,MAC 1106 or MAC 1140 w/ min. C or appropriate CLM score	X		X
MAC 2311 *	CALCULUS W/ANALYTICAL GEOMETRY I	4.0	1.0	MAC 1140 & MAC 1114 with in each course or MAC 1147 with minimum grade of C	X		X
MAC 2312 *	CALCULUS W/ANALYTICAL GEOMETRY II	4.0	1.0	MAC 2311 w/ min grade C	X		X
MAC 2313 *	CALCULUS W/ANALYTICAL GEOMETRY III	4.0	1.0	MAC 2312 w/ min grade C	X		X
MAN 2021	MANAGEMENT PRINCIPLES	3.0	0.5				X
MAP 2302*	DIFFERENTIAL EQUATIONS	3.0	1.0	MAC 2312 w/C	X		X
MAR 2141	INTERNATIONAL MARKETING & BUS. PRACT.	3.0	0.5				X
MAT 1033 *	INTERMEDIATE ALGEBRA (ELECTIVE CREDITS ONLY)	3.0	0.5	El Algebra = 114	PERT 114, ACT 19 or SAT 440		X
MCB 2010C *	MICROBIOLOGY W/LAB (ELECTIVE CREDIT ONLY)	4.0	1.0	Min. C in BSC 1010L	PERT 123, ACT 23 or SAT 540	X	X
MGF 1106 *	MATHEMATICS FOR LIBERAL ARTS I	3.0	1.0	Min. C in MAT 1033 or El Al = 123	PERT 123, ACT 23 or SAT 540		X
MGF 1107 *	MATHEMATICS FOR LIBERAL ARTS II	3.0	1.0	Min. C in MAT 1033 or El AL = 123	PERT 123, ACT 23 or SAT 540		X
MKA 1161	INTRODUCTION TO CUSTOMER SERVICE	3.0	0.5				X
MKA 1511	ADVERTISING & SALES PROMOTION	3.0	0.5				X
MKA 2021	SALESMANSHIP	3.0	0.5				X
MMC 1000	SURVEY OF MASS COMMUNICATIONS **	3.0	0.5				X
MNA 2300	PERSONNEL ADMINISTRATION	3.0	0.5				X
MNA 2345	SUPERVISION	3.0	0.5				X
MTB 1103	BUSINESS MATHEMATICS (elective credit only)	3.0	0.5	College Math Placement Co-Requisite FIN 2100			X

MTG 2206*	COLLEGE GEOMETRY	3.0	1.0	MAC 2311 w/C	X		X
MUH 2018 *	JAZZ HISTORY AND APPRECIATION (I)	3.0	0.5				X
MUL 1110 *	MUSIC HISTORY AND APPRECIATION (I)	3.0	0.5				X
MUM 2700	MUSIC BUSINESS	3.0	0.5				X
MUT 1001 *	FUNDAMENTALS OF MUSIC	3.0	0.5				X
MUT 1111 *	MUSIC THEORY I	3.0	0.5				X
MUT 1112 *	MUSIC THEORY II	3.0	0.5	MUT 1111			X
MUT 2116	MUSIC THEORY III	3.0	0.5	MUT 1112			X
MUT 2117	MUSIC THEORY IV	3.0	0.5	MUT 2116			X
NUR XXXX	Any NURSING course(s)	-----	-----	PROGRAM ACCEPTANCE	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
OCB 1001C *	THE LIVING OCEAN	3.0	1.0		X	X	X
OCB 2010/L*	MARINE BIOLOGY W/LAB	4.0	1.0	BSC 1010/L or 1 year HS bio Co-requisite OCB 2010 lab	X	X	X
OCE 1001C *	INTRODUCTION TO OCEANOGRAPHY	3.0	1.0		X	X	X
OPT XXXX	Any OPTICIANRY course(s)	-----	-----	PROGRAM ACCEPTANCE	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
PGY 1800C	INTRODUCTION TO DIGITAL PHOTOGRAPHY	3.0	0.5	Must have access to digital camera with manual controls.			X
PGY 1801C	ADVANCED DIGITAL PHOTOGRAPHY	3.0	0.5	PGY 1800C or instructor permission. Must have tripod digital camera w/manual controls			X
PGY 2401C *	PHOTOGRAPHY I	4.0	0.5	Manual 35mm camera and the purchase of darkroom supplies			X
PGY 2410C *	PHOTOGRAPHY II	4.0	0.5	PGY 2401C or permission of instructor			X
PHI 2010	INTRODUCTION TO PHILOSOPHY	3.0	0.5				X
PHI 2100	LOGIC: REASONING & CRITICAL THINKING	3.0	0.5				X
PHI 2600	ETHICS	3.0	0.5				X
PHT XXXX	Any PHYSICAL THERAPY ASSISTANT course(s)	-----	-----	PROGRAM ACCEPTANCE	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒	⇒⇒⇒⇒⇒⇒
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
PHY 1007*	PHYSICS FOR THE HEALTH SCIENCES (Not a lab course)	3.0	0.5	MAT 1033 w/ C or higher math	PERT 123, ACT 23 or SAT 540	X	X
PHY 2053/L *	COLLEGE PHYSICS I W/LAB	5.0	1.0	MAC 1140 & MAC 1114 or MAC 1147 (Min. C)	X	X	X

				Co-requisite PHY 2053 lab			
PHY 2054/L *	COLLEGE PHYSICS II W/LAB	5.0	1.0	PHY 2053 & PHY 2053Lab	X	X	X
PHY 2048/L *	GENERAL PHYSICS w/ ANALYTICAL GEOMETRY I	5.0	1.0	MAC 2311 w/C Co-requisite PHY 2048 lab	X	X	X
PHY 2049/L *	GENERAL PHYSICS w/ ANALYTICAL GEOMETRY II	5.0	1.0	PHY 2048 & PHY 2048L Co-requisite PHY 2049 lab	X	X	X
PLA 1003	INTRODUCTION TO PARALEGAL STUDIES	3.0	0.5				X
PLA 1103	LEGAL RESEARCH & WRITING I	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2114	LEGAL RESEARCH & WRITING II	3.0	0.5	PLA 1103		X	X
PLA 2200	LITIGATION	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2202	TORTS	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2600	WILLS, TRUST AND PROBATE	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2610	REAL ESTATE LAW & PROPERTY	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2763	LAW OFFICE MANAGEMENT	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2800	FAMILY LAW	3.0	0.5	ENC 1101 w/ C or better		X	X
PLA 2880	CONSTITUTIONAL LAW	3.0	0.5	ENC 1101 w/ C or better		X	X
POS 2041 *	AMERICAN NATIONAL GOVERNMENT	3.0	0.5				X
POS 2112	AMERICAN STATE & LOCAL POLITICS	3.0	0.5				X
POS 2141	URBAN GOVERNMENT & POLITICS	3.0	0.5	POS 2112			X
PSY 2012	GENERAL PSYCHOLOGY I	3.0	0.5				X
PSY 2014	GENERAL PSYCHOLOGY II	3.0	0.5	PSY 2012			X
REE 1040	REAL ESTATE PRINCIPLES & LAW	3.0	0.5				X
REE 2041	REAL ESTATE BROKERAGE PRINCIPLES	3.0	0.5	REE 1040			X
REL 1921	NEW RELIGIOUS MOVEMENTS IN AMERICA	3.0	0.5	REL 2300 strongly recommen			X
REL 2300	WORLD RELIGIONS (<i>I</i>)	3.0	0.5				X
RMI 2001	PRINCIPLES OF RISK MANAGEMENT	3.0	0.5				X
RET XXXX	Any RESPIRATORY CARE course(s)	-----	-----	PROGRAM ACCEPTANCE	⇐⇐⇐⇐⇐⇐⇐	⇐⇐⇐⇐⇐⇐⇐	⇐⇐⇐⇐⇐⇐⇐

	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
RTE XXXX	Any RADIOLOGICAL TECHNOLOGY course(s)	-----	-----	PROGRAM ACCEPTANCE	-----	-----	-----
	Students can work on pre-requisites and/or General Ed., if applicable. Check college catalog for information.	See Counselor	See Counselor				
SBM 2000	SMALL BUSINESS MANAGEMENT	3.0	0.5				X
SLS 1101	COLLEGE SUCCESS SKILLS	3.0	0.5				X
SLS 1331	PERSONAL BUSINESS SKILLS	3.0	0.5				X
SLS 1515	CORNERSTONE EXPERIENCE	3.0	0.5				X
SLS 2261	LEADERSHIP DEVELOPMENT	3.0	0.5				X
SPC 1017*	FUNDAMENTAL OF SPEECH COMMUNICATION	3.0	0.5	ENC 1101		X	X
SPC 2608*	INTRODUCTION TO PUBLIC SPEAKING	3.0	0.5	ENC 1101		X	X
SPN 1120 *	BEGINNING SPANISH I (I)	4.0	1.0	Placement Testing		X	X
SPN 1121 *	BEGINNING SPANISH II (I)	4.0	1.0	SPN 1120		X	X
SPN 2210 *	ADVANCE SPANISH CONVERSATION & COMPOSITION (I)**	4.0	1.0	SPN 2201		X	X
SPN 2220 *	INTERMEDIATE SPANISH I (I)	4.0	1.0	SPN 1120 & 1121		X	X
SPN 2221 *	INTERMEDIATE SPANISH II (I)	4.0	1.0	SPN 2200		X	X
STA 2023 *	INTRODUCTORY STATISTICS	3.0	1.0	Min. C in MAT 1033	PERT 123, ACT 23 or SAT 540		X
SUR 1100C	SURVEYING	4.0	0.5				X
SUR 2140C	ADVANCED SURVEYING	4.0	0.5	SUR 1100C			X
SYG 1000	INTRO. TO SOCIOLOGY	3.0	0.5				X

SYG 1010	CONTEMPORARY SOCIAL PROBLEMS	3.0	0.5				X
SYG 2430	MARRIAGE & THE FAMILY	3.0	0.5				X
TAX 2000	FEDERAL TAX ACCOUNTING I	3.0	0.5	ACG 1001			X
TAX 2010	FEDERAL TAX ACCOUNTING II	3.0	0.5	ACG 2011			X
TAX 2401	TRUST, ESTATES & GIFTS: ACCOUNTING	3.0	0.5	TAX 2000			X
THE 1020	INTRODUCTION TO THEATRE	3.0	0.5				X
THE 1925 *	THEATRE PERFORMANCE & PRODUCTION I	3.0	0.5	Auditions required			X
THE 2100	THEATRE HISTORY AND LITERATURE (I)	3.0	0.5				X
THE 2925	THEATRE PERFORMANCE & PRODUCTION II	3.0	0.5				X
TPA 1210	STAGE CRAFT I	3.0	0.5				X
TPA 1290	FUNDAMENTALS OF THEATRE PRACTICE I	4.0	0.5				X
TPA 2291	FUNDAMENTALS OF THEATRE PRACTICE II	4.0	0.5				X
TPP 1110	ACTING I	3.0	0.5	Auditions required			X
TPP 1111 *	ACTING II	3.0	0.5	TPP 1110			X
WOH 1012 *	HISTORY OF WORLD CIV. TO 1500 (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
WOH 1023	HISTORY OF WORLD CIV. 1500-1815 (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X
WOH 1030	HISTORY OF WORLD CIV. 1815 – PRESENT (WI) (I)	3.0	0.5	ENC 1101 Recommended		X	X

Revised: 11/30/05; 12//06; 7/07; 5/08; 12/08; 1/09; 6/10; 7/11; 6/12; 5/14;7/15

APPENDIX B

Career Pathways (Technical Credit to College) ABSTRACT

Area partnerships are developed and strengthened between Florida SouthWestern State College and business, industry, labor, educational agencies, parents, civic organizations, and any other group necessary for the support and promotion of the initiative within the area. Working with District personnel, Florida SouthWestern State College has identified courses and programs that can articulate from the school districts to the College to help prepare students for Associate Degrees and career certificates.

Florida SouthWestern State College provides the opportunity for high school graduates to earn credit that may be applied to an Associate Degree. High school students who have completed a technical program from one of the five-county school districts (Charlotte, Collier, Hendry, Glades, or Lec) may be eligible for college credit at Florida SouthWestern State College. Articulated credit may be awarded to the eligible post-secondary graduate who meets the following criteria:

- The student must be currently enrolled and seeking an Associate Degree in a correlating program at Florida SouthWestern State College. Thus, the student will successfully meet all requirements that apply to an Associate Degree seeking student as stated in the Florida SouthWestern State College Catalog.
- Students will be awarded articulated credit upon successful completion of 12 college credit hours towards the Associate Degree.
- Students must complete one the approved technical programs of study.

Appendix C

Dual Enrollment Placement Test Referral Form

Last Name _____ First Name _____ M.I. _____

Grade _____ High School _____

Florida SouthWestern Student ID# _____

INSTRUCTIONS: Present this form with all appropriate signatures, along with a picture identification card, when testing for placement purposes at Florida SouthWestern State College. Students are not allowed to test without a referral form and a photo ID.

NOTICE: Florida SouthWestern State College allows Dual Enrollment students **three attempts at the P.E.R.T.** during their high school careers. The initial test counts as the first attempt. Additional attempts are considered by subtest. After three attempts, a student will not be eligible to take the P.E.R.T. again until admission status transitions from a Dual Enrollment student to a high school graduate.

FIRST TIME TEST

Select the section of the P.E.R.T. the eligible high school student will be taking.

All subtests are required unless the student has scored into college-level placement on ACT/SAT.

_____ All Subtest _____ Reading _____ Writing _____ Mathematics

(If First Time Test you may skip to the last box for signatures)

RETEST

At Florida SouthWestern State College, remediation is required prior to retesting for the P.E.R.T. A student will be allowed to retest, using available retest attempts, each fall, spring, and summer term **once registration begins for degree-seeking students**. (See the Florida SouthWestern State College Official College Calendar for the dates that registration begins for degree-seeking students).

Check sub-tests that apply: _____ All Subtests _____ Reading _____ Writing _____ Mathematics

I certify that this student meets the minimum unweighted grade point average (GPA) eligibility for dual enrollment at Florida SouthWestern State College.

Student Signature

(Phone Number)

Date

High School Counselor OR Authorized Designee Signature/Title

(Phone Number)

Date

Appendix D

ACCELERATED HIGH SCHOOL REGISTRATION APPROVAL FORM

- This form must be completed and submitted after College admittance. **All Dual Enrollment (Early College) and Early Admission applicants must have a college-level reading score to enroll in any course.** Specific program requirements (Dual Enrollment and Early Admission) are listed in the College Catalog. Please print in blue or black ink all information requested on this form. **Incomplete approval forms will delay your registration.**
- Please refer to the Florida SouthWestern State College Calendar for registration, drop, withdrawal, and other important deadline dates.
- DE & EA students must maintain a Florida SouthWestern State College cumulative GPA of 2.0 to remain eligible for accelerated programs, unless otherwise stated in IAA. See IAA for details.
- Must present new form at each registration to add, drop or withdraw from a class.

PART I – TO BE COMPLETED BY STUDENT

FSW STUDENT ID NUMBER _____		LEGAL LAST NAME		LEGAL FIRST NAME
EXPECTED HS GRAD DATE ____/____/____ MO DAY YEAR		DATE OF BIRTH ____/____/____ MO DAY YEAR	CURRENT HIGH SCHOOL ENROLLMENT YEAR FRESHMEN* SOPHOMORE JUNIOR SENIOR *GLADES, HENDRY & LEE COUNTIES ONLY. SEE IAA FOR DETAILS.	
HIGH SCHOOL INFORMATION Name _____ County _____ City _____ Phone _____				
REQUESTED TERM OF ENROLLMENT FALL (August) SPRING (January) SUMMER (May)				

The student understands that these Florida SouthWestern State College credit courses will appear on their official college transcript. **The student has advised his/her parent or legal guardian of participation in the accelerated high school program at Florida SouthWestern.**

Student's Signature and Date _____

PART II – TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL OR DESIGNEE

REGISTER – ADD			DROP - WITHDRAW	
FSW CRN	SUBJ/COURSE	COURSE TITLE	FSW CRN	SUBJ/COURSE
UNWEIGHTED CUM HIGH SCHOOL GPA	PROGRAM APPROVAL (Please X one) DUAL ENROLLMENT EARLY ADMISSION	SIGNATURE OF PRINCIPAL OR DESIGNEE		TODAY'S DATE

PART III – TO BE COMPLETED BY COLLEGE ADMINISTRATION

APPROVAL OF ACADEMIC ADVISOR (IF APPLICABLE) _____ DATE _____

APPROVAL OF DISTRICT REGISTRAR OR DESIGNEE _____ DATE _____

DUAL ENROLLMENT					EARLY ADMISSION		
Must present minimum passing scores on the appropriate section(s) of the placement test. Additional testing will be required in deficient areas.					Must present minimum passing scores for all parts of the placement test at initial registration.		
Per state guidelines and standards set by individual IAA agreements, students must meet the following unweighted cumulative high school GPA requirements:							
	Freshman	Sophomores	Juniors	Seniors		Juniors	Seniors
Charlotte	3.5	3.5	3.0	3.0	Charlotte	3.0	3.0
Collier	3.5	3.5	3.0	3.0	Collier	3.0	3.0
Glades	3.5	3.5	3.0	3.0	Glades	3.0	3.0
Hendry	3.5	3.5	3.0	3.0	Hendry	3.0	3.0
Lee	3.5	3.5	3.0	3.0	Lee	3.0	3.0
Part Time College (High school based or on college campus)					Full Time College (on college campus) – no high school classes		
Juniors & Seniors: up to 15 semester hours Sophomore limit – up to 9 semester hours 6 th -9 th grade by permission					Juniors & Seniors: 12 semester hours min. Semester hours beyond 18 require college advisor's approval.		
No fees assessed.					No fees assessed.		
Textbooks provided to the student. Non-public and home school students are responsible for their textbooks.					Textbooks provided to the student. Non-public and home school students are responsible for their textbooks.		
Must present Application for Admission to Florida SouthWestern at initial registration. NO APPLICATION FEE REQUIRED Home school students must also present an Acknowledgement of Home Education Enrollment (each year) and a Home School Verification Affidavit. Any student who is not in attendance for one year or more must reapply (no fee) to the College using paper format of admission application.					Must present Application for Admission to Florida SouthWestern at initial registration. NO APPLICATION FEE REQUIRED Home school students must also present an Acknowledgement of Home Education Enrollment (each year) and a Home School Verification Affidavit. Any student who is not in attendance for one year or more must reapply (no fee) to the College using paper format of admission application.		
Must present an Accelerated High School Enrollment Approval Form (AR-058) at each registration to add, drop or withdraw from a class.					Must present an Accelerated High School Enrollment Approval Form (AR-058) at each registration to add, drop or withdraw from a class.		
Approved courses are any courses except PE, Applied Music, and college preparatory (DLA). (Must meet all required college prerequisites.)					Approved courses are any courses except PE, Applied Music, and college preparatory (DLA). (Must meet all required college prerequisites.)		

Each school district in Florida SouthWestern's service area has an Inter-institutional Articulation Agreement (IAA) with the college. Please familiarize yourself with the specifics of your school district's agreement by visiting www.FSW.edu.

ENTRY PLACEMENT TEST CUTOFF SCORES

COURSE*	ACT-E	PERT	SAT-R (Prior to March 1, 2016)	SAT (On/After March 1, 2016)
ENC 1101	17-English & 19 Reading	103-English & 106 Reading	440-Critical Reading	24—Critical Reading
ALL OTHER COURSES	19-Reading	106-Reading	440-Critical Reading	25—Writing
MAT 1033	19-Math	114-Math	440-Math	24—Quantitative
MGF 1106	23-Math	123-Math	540-Math	28.5—Quantitative
MGF 1107	23-Math	123-Math	540-Math	28.5—Quantitative
MAC 1105	23-Math	123-Math	540-Math	28.5—Quantitative
STA 2023	23-Math	123-Math	540-Math	28.5—Quantitative
MAC 1106	25-Math	135-Math	560-Math	29—Quantitative

*Placement scores are subject to change in State Board Rules. Verify any changes at the College Assessment Center. SAT-R or ACT-E scores are preferred and must be current within two years of date of enrollment. Scores cannot be taken from high school transcript. Please refer to the College Catalog for specific placement score requirements and/or pre-requisite requirements.

Appendix E
FLORIDA SOUTHWESTERN STATE COLLEGE
HIGH SCHOOL ACCELERATED PROGRAM
COURSE AND INSTRUCTOR APPROVAL FORM

NAME OF SCHOOL DISTRICT: _____ Date: _____

NAME OF HIGH SCHOOL: _____ Phone: _____

CONTACT PERSON: _____

The above mentioned high school is requesting approval to offer the following college credit courses through the district Accelerated Program:

SEMESTER: **Fall** _____ **Spring** _____ **YEAR:** _____

COURSE #	TITLE	INSTRUCTOR	SCHOOL PERIOD BLOCK

DATE OF FIRST WEEK OF CLASSES: _____

PRINCIPAL (OR DESIGNEE): _____ DATE: _____
(Signature)

FSW STATE COLLEGE DEAN: _____ DATE: _____
(Signature)

Please return this form with an unofficial copy of the high school teacher's transcripts to Florida SouthWestern State College, 8099 College Parkway SW, Attention: District Dual Enrollment Office, U-214, Ft. Myers, FL 33919 or fax to 239-433-8050. If you have any questions, please call 239-489-9306. **Please note** high school instructors who have

been officially qualified to teach Florida SouthWestern State College courses do not need to resend transcripts unless seeking qualification in a different discipline.

APPENDIX F

2017-2018

Dual Enrollment - Course Offerings at the HS Sites			
Course Number	Course Name	Pre-Requisites	Testing Requirements
English			
ENC 1101	Composition I	Testing into ENC 1101	Reading & Writing
ENC 1102	Composition II	ENC 1101	
Math			
MAC 1105	College Algebra	MAT 1033 or College level placement scores	Reading & Math
MAC 1114	Trigonometry	MAC 1105 or 1106 with "C" or better	
MAC 1140	Pre-Calculus Algebra	MAC 1105 with "C" or better	
Education			
EDF 2005	Intro to the Teaching Profession	No Pre-Requisite	Reading
EDF 2085	Intro to Diversity for Educators	No Pre-Requisite	Reading
EME 2040	Intro to Technology for Educators	No Pre-Requisite	Reading
Social Science			
AMH 2010	History of the United States to 1865	No Pre-Requisite	Reading
AMH 2020	History of the United States 1865 to Present	No Pre-Requisite	Reading
DEP 2004	Human Growth and Development	No Pre-Requisite	Reading
ECO 2013	Economics I	No Pre-Requisite	Reading
POS 2041	American National Government	No Pre-Requisite	Reading
PSY 2012	General Psychology I	No Pre-Requisite	Reading

2017-2018

Dual Enrollment - Course Offerings at the HS Sites			
Course Number	Course Name	Pre-Requisites	Testing Requirements
Natural Sciences			
BSC 1010	Biological Science I	BSC 1005 or one year HS bio with "C" or better.	Reading, Writing, Math
BSC 1010L	Biological Science I Lab	BSC 1005 or one year HS bio with "C" or better.	Reading, Writing, Math
BSC 1011	Biological Sciences II	BSC 1010 & 1010L	
BSC 1011L	Biological Science II Lab	BSC 1010 & 1010L	
BSC 1050C	Environmental Biology : Our Global Environment	No Pre-req	Reading, Writing, Math
BSC 1051C	Environmental Biology : Southwest Florida Ecosystems	No Pre-req	Reading, Writing, Math
Business and Technology			
CGS 1000	Computer Literacy	No Pre-req	Reading
CGS 1100	Microcomputer Skills	No Pre-req	Reading
GEB 1011	Introduction to Business	No Pre-req	Reading
MAN 2021	Management Principles	No Pre-req	Reading
Speech and Foreign Language			
SPC 2608	Introduction to Public Speaking	ENC 1101	Reading & Writing
FRE 1120	Elementary French I	No Pre-req	Reading & Writing
FRE 1121	Elementary French II	FRE 1120	
GER 1120	Elementary German I	No Pre-req	Reading & Writing
GER 1121	Elementary German II	GER 1120	
SPN 1120	Beginning Spanish I	No Pre-req	Reading & Writing
SPN 1121	Beginning Spanish II	SPN 1120	

2017-2018

Dual Enrollment - Course Offerings at the HS Sites			
Course Number	Course Name	Pre-Requisites	Testing Requirements
Humanities and Fine Arts			
ARH 1050	History of Art I: Pre-Historic Times to the Renaissance	No Pre-req	Reading
ARH 1051	History of Art II: Renaissance to the Present	No Pre-req	Reading
HUM 2211	Studies in Humanities : The Ancient World Through the Medieval Period	Testing into ENC 1101	Reading & Writing
HUM 2235	Studies in Humanities : The Renaissance Through the Age of Reason	Testing into ENC 1101	Reading & Writing
HUM 2510	Studies in Humanities : Humanities Through Arts	Testing into ENC 1101	Reading & Writing
MUH 2018	Jazz History and Appreciation	No Pre-req	Reading
MUL 1110	Musical History and Appreciation	No Pre-req	Reading
Student Success			
SLS 1101	College Success Skills	No Pre-req	Reading



TO: Charter School Governing Board

THRU: Jacquelin Collins, Interim Superintendent

FROM: Mary Anne Moniz, Business Manager *Mary Anne Moniz*

DATE: September 6, 2017

SUBJECT: FY 2016-17 Budget Amendment #2

The FY 2016-17 Operating Budget of \$30,182,046 was adopted by the City of Cape Coral Charter School Authority Governing Board on August 9, 2016. 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 \$729,976 from fund balance to support operating expenditures while setting aside \$1,000,000 in Reserves to begin planning for the Christa McAuliffe portables, building upgrades, and technology needs.

On March 14, 2017, Budget Amendment No. 1 was approved to modify the estimates of revenues and appropriations which were primarily due to the decrease in the Florida Education Finance Program (FEFP) revenues associated with imprecise enrollment numbers. Budget Amendment No. 2 is necessary to capture miscellaneous adjustments and the reclassification of debt associated with the Capital Chromebook and Bus Leases.

Following is a summary of the proposed changes for both revenue and expenditure categories. In addition, detailed tables outlining all of the changes can be found in the attachments that follow.

Revenue Category - Sources	FY 2017 Adopted	FY 2017 Amend. No. 1	Adjustments	FY 2017 Amend. No. 2	% Change BA #1
Use of Fund Balance	\$ 729,976	\$ 461,334	\$ (209,282)	\$ 252,052	-45.36%
Committed Fund Balance	-	1,000,000	(1,000,000)	-	-100.00%
Operating Fund Balance	4,214,688	3,828,722	1,209,282	5,038,004	31.58%
Intergovernmental	23,499,781	22,161,108	98,928	22,260,036	0.45%
Capital Outlay	749,131	867,875	-	867,875	0.00%
Charges for Service	585,400	632,400	-	632,400	0.00%
Miscellaneous	403,070	376,048	(98,928)	277,120	-26.31%
Other: Debt Proceeds	-	-	163,071	163,071	100.00%
Total Incr (Reduction) of Rev. & Bal. Forward	\$ 30,182,046	\$ 29,327,487	\$ 163,071	\$ 29,490,558	0.56%

Expenditure Category - Uses	FY 2017 Adopted	FY 2017 Amended	Adjustments	FY 2017 Amend. No. 2	% Change BA #1
Personnel	\$ 16,573,599	\$ 16,455,154	\$ -	\$ 16,455,154	0.00%
Operating	7,502,015	7,518,171	(63,172)	7,454,999	-0.84%
Capital Outlay	546,165	525,440	(206,702)	318,738	-39.34%
Debt	-	-	307,226	307,226	100.00%
Restricted Fund Balance	1,000,000	-	-	-	0.00%
Committed Fund Balance	-	1,000,000	(1,000,000)	-	-100.00%
Unassigned Fund Balance	4,560,267	3,828,722	1,125,719	4,954,441	29.40%
Total Incr (Reduction) of Approp. Expend. & Reserves	\$ 30,182,046	\$ 29,327,487	\$ 163,071	\$ 29,490,558	0.56%

BALANCES BROUGHT FORWARD

Balances Brought Forward (Cash) are estimated at \$5,290,056 and remain consistent with Budget Amendment No. 1 in which we used year-end balances outlined in the Comprehensive Annual Financial Report (June 2016). It should also be noted that at the time of this memorandum the FY 2017 CAFR has not been finalized.

While we anticipated using \$461,334 of Fund Balance when Budget Amendment #1 was presented this is no longer the case. The proposed budget amendment has been adjusted to reflect a total use of \$252,052.

In addition, when Budget Amendment No. 1 was approved, a total of \$1,000,000 was set aside for Committed Fund Balance. As you may recall, a total of \$500,000 to begin saving for the future planning of the Christa McAuliffe portables and another \$500,000 for building upgrades and future information technology needs. Since then, there has been discussion to issue debt for the portables; therefore, these funds have been placed back into Unassigned Balances until a solid decision is made in FY 2018.

SOURCES/REVENUES

Sources, also called revenues, reflect a proposed increase of \$163,071 or .56% over Budget Amendment No. 1. Explanations for each adjustment to revenue can be found below:

INTERGOVERNMENTAL

- ***Voluntary Pre-Kindergarten VPK***

While there is a \$98,928 adjustment reflected in this category, it was required to re-categorize the Christa McAuliffe VPK funding to Intergovernmental which was inadvertently presented under the Miscellaneous Revenue. There is no net effect from this change but more so, to have the funds reflected in the correct category.

OTHER

- ***Debt Proceeds***

As part of the Capital Lease associated with the Chromebooks, the City of Cape Coral's Finance Department has reclassified these costs to Debt Lease Proceeds as well as Capital Outlay to capture the assets in FY 2017. The total increase of \$163,071 has been recognized in both revenue and expense as an offset. In addition to the \$163,071, the annual payment of \$54,357 has been recognized as a true expense under Principal Expense Debt.

EXPENDITURES/USES

The proposed Budget Amendment No. 2 would increase the Charter School's total budgeted expenditures by \$163,071 from \$29,327,487 to \$29,490,558. In addition, reserves will increase by \$125,719 for a net increase in appropriated expenditures and reserves of \$163,071 or .56%.

PERSONNEL

No adjustments to personnel have been recognized in this amendment.

OPERATING

While there were multiple transfers of funds between operating lines, the overall Operating category decreased by \$63,172 from \$7,518,171 to \$7,454,999. Below are items that have initiated this change:

- ***Equipment Rental/Leases***
Equipment Rental/Leases was reduced by \$233,550 to account for the reclassification of the Bus Lease which is now accounted for under the newly created Debt category.
- ***Other Professional Services***
Other Professional Services reflects an increase of \$31,554. This is associated with the change to the Fiscal Service Chargebacks.
- ***Insurance***
Due to a reduction in claims and lower than estimated rates, we received a credit of approximately \$27,000 to our insurance premiums in FY 2017.
- ***Building Maintenance***
Building Maintenance reflects a reduction of \$38,068. While there were many projects to be completed, our staff was unable to get the work completed before the year-end deadline. This included the installation of parking lot lights as well as the purchase of outside light fixtures. It is anticipated that this work be completed in FY 2018.
- ***Warranty/Maint/Service Plans***
The City Finance Department performed a thorough review of the expenditures associated with Vology, the company who performed our IT Project. As such, several of these expenditures were reclassified in the Capital Outlay and Operating categories. A total of \$84,283 was reclassified to this newly created object as part of this change.

- ***Computer Software/License***

Due to reclassification of the Vology invoice associated with the IT Project, an estimated \$77,678 was reclassified to Computer Software/Licenses.

CAPITAL OUTLAY

Capital Outlay reflects a total reduction of \$206,702 being reduced from \$525,440 to \$318,738 or 34.34%.

- ***Equipment***

As noted above, the Chromebook Lease was initially projected to be Capital. After review, City Finance reclassified this expense to Debt. A total reduction of \$163,071 has been adjusted from Capital Outlay to Principal Expense Debt.

Also, Food Service was unable to purchase the \$10,000 steam table budgeted for Christa McAuliffe in FY2017 due to lack of inventory from the vendor. Therefore, an additional reduction of \$10,000 has been captured along with a slight reduction of \$3,100 for a total of \$206,702 in Capital Outlay.

OTHER

- ***Debt***

After reviewing the Chromebook Lease, City Finance had reclassified both the Chromebook and Bus Leases to Debt. This new expense category will capture both Principal Expense as well as Debt Interest. Funding was simply shifted between Operating and Capital categories.

CONCLUSION

In conclusion, this budget amendment is requested primarily to align expenditure categories due to miscellaneous adjustments or transfers between accounts as well as the reclassification of the Chromebook and Bus Leases.

While there is an increase of \$163,071 to the overall budget, the change is solely associated with the reclassification of the Chromebook Lease to get the assets on the appropriate statements.

Through the support of staff, we continue to offset our shortfalls and reduce anticipated use of fund balances. While our financial statements have not been finalized it is anticipated that our Reserves will reflect an even greater balance in FY 2018.

In closing, it is staff's recommendation that the Governing Board approve the FY 2016-17 Budget Amendment #2.

Attachments

cc: Victoria Bateman, Financial Services Director, City of Cape Coral
Kevin Brown, Principal, Christa McAuliffe Elementary
Jacqueline Collins, Interim Superintendent and Principal, Oasis Elementary
Donnie Hopper, Principal, Oasis Middle School
Christopher Phillips, Management/Budget Administrator, City of Cape Coral
Amanda Sanford, Principal, Oasis High School
Jo-Anne Velotti, Assistant Management/Budget Administrator, City of Cape Coral



FY 2016-17 Revenues Budget Amendment No. 2

Object	Object Description	FY 2016-17 Adopted	FY 2016-17 Amend #1	Adjustment	FY 2016-17 Amend #2
531901	Other Federal Grants	\$ -	\$ (67,007)	\$ -	\$ (67,007)
533261	NSLP Reimbursement Lunch	(412,000)	(425,000)	-	(425,000)
533262	NSLP Reimbursement Breakfast	(62,000)	(61,000)	-	(61,000)
535750	FEFP-FL Ed Fin Prog St Shared	(22,217,714)	(20,618,105)	-	(20,618,105)
535751	FI Teacher Lead Prog St Shared	(47,891)	(47,656)	-	(47,656)
535752	School Recog Funds St Shared	-	(157,454)	-	(157,454)
535753	VPK Program State Shared	(197,856)	(198,073)	-	(198,073)
535754	Charter Sch Cap Outly St Share	(749,131)	(867,875)	-	(867,875)
535755	Other Misc State Shared	-	-	-	-
535756	Title II-A Funding St Shared	(34,163)	(34,691)	-	(34,691)
535757	ALICE Revenue State Shared	(627,085)	(651,050)	-	(651,050)
547801	Student Lunch Serv Charges	(573,000)	(620,000)	-	(620,000)
547803	Transportation Service Charges	(12,400)	(12,400)	-	(12,400)
561102	Short term investment income	(9,090)	(23,573)	-	(23,573)
562101	Rents and Royalties	-	(100)	-	(100)
566101	Contrib/Donation Private Sourc	(64,819)	(56,169)	-	(56,169)
569101	Other Miscellaneous Revenue	-	(8,367)	-	(8,367)
569102	Insur Damage Claims Misc Rev	-	(17,352)	-	(17,352)
569103	Book Sales Misc Revenue	(22,850)	(22,600)	-	(22,600)
569104	Lost/Damaged/Sold Textbooks	(900)	(800)	-	(800)
569110	Reimbursable Charges	(115,676)	(124,359)	-	(124,359)
569116	Oth Misc Rev/Reimbursable Chrg	(67,007)	-	-	-
569901	Other Miscellaneous Revenues	(23,800)	(23,800)	-	(23,800)
Total Revenues:		\$ (25,237,382)	\$ (24,037,431)	\$ -	\$ (24,037,431)
581301	Capital Lease Proceeds	\$ -	\$ -	\$ (163,071)	\$ (163,071)
Total Lease Proceeds:		\$ -	\$ -	\$ (163,071)	\$ (163,071)
599920	Committed Balances	\$ -	\$ (1,000,000)	\$ 1,000,000	\$ -
599930	Assigned Balances	(729,976)	(461,334)	209,282	(252,052)
599940	Unassigned Balances	(4,214,688)	(3,828,722)	(1,209,282)	(5,038,004)
Total Fund Balance (Cash):		\$ (4,944,664)	\$ (5,290,056)	\$ -	\$ (5,290,056)
Grand Total All Revenues:		\$ (30,182,046)	\$ (29,327,487)	\$ (163,071)	\$ (29,490,558)



FY 2016-17 Expenditures Budget Amendment No. 2

Object	Object Description	FY 2016-17 Adopted	FY 2016-17 Amend #1	Adjustment	FY 2016-17 Amend #2
611110	Administrator/Principal Salary	\$ 636,693	\$ 684,405	\$ -	\$ 684,405
612120	Classroom Teacher Salary	7,622,438	7,622,438	-	7,622,438
612130	Oth Certified Personnel Salary	716,470	668,758	-	668,758
612150	Aides Salary	488,673	460,028	-	460,028
612160	Other Support Personnel Salary	2,019,774	1,954,874	-	1,954,874
613140	Substitue Teacher Salary/Wag	233,000	213,000	-	213,000
614101	Overtime	3,750	3,750	-	3,750
615101	Special Pay/Add Pay	420,593	421,217	-	421,217
615107	Employee Recognition/Bonus	-	152,382	-	152,382
621101	FICA Taxes	749,995	744,149	-	744,149
621102	Medicare Taxes	175,403	174,118	-	174,118
622110	Florida Retirement System(FRS)	905,230	894,690	-	894,690
623101	Life,Health,Disability Insur	194,350	186,453	-	186,453
623102	Self-Insured Health Plan	2,138,194	2,094,028	(4,320)	2,089,708
623107	Opt Out Health Ins Subsidy	36,483	42,450	4,320	46,770
624101	Workers Compensation	232,553	138,414	-	138,414
	Total Personnel:	\$ 16,573,599	\$ 16,455,154	\$ -	\$ 16,455,154
631304	Legal Services	\$ -	\$ -	\$ 320	\$ 320
631312	Accounting & Auditing	68,636	91,734	(1,260)	90,474
631399	Other Professional Services	267,463	356,817	31,554	388,371
634107	Physicals - General	6,615	9,051	1,490	10,541
634119	Employee Health Clinic Charges	2,435	2,435	(100)	2,335
634120	Outside Services	16,440	14,673	150	14,823
634123	Dual Enrollment Tuition	30,000	29,000	1,730	30,730
634125	Athletics Coaches & Officials	82,250	80,885	(3,400)	77,485
640101	Food And Mileage (City)	7,737	8,033	(907)	7,126
640105	Travel Costs	15,062	20,454	2,945	23,399
641101	Communication Service	8,313	8,513	(433)	8,080
641102	Telephone Service	108,841	109,444	2,100	111,544
641103	Telecommunication Service	250	840	240	1,080
641104	Postage & Shipping	15,245	15,488	975	16,463
643202	Electric	484,549	484,549	(2,872)	481,677
643203	Water & Sewer	53,447	53,447	-	53,447
643205	Propane Fuel	5,000	5,050	-	5,050
644101	Building Rental/Leases	3,452,911	3,452,911	(11,847)	3,441,064
644102	Equipment Rental/Leases	256,423	255,592	(233,550)	22,042
644103	Copy & Fax Machine Rent/Lease	62,536	68,173	(10)	68,163
644199	Other Rentals/Leases	-	182	-	182
645101	Insurance	290,050	289,780	(19,000)	270,780
646102	Equip Repair/Maintenance	149,150	178,462	34,361	212,823
646103	Building Maintenance	206,542	205,462	(38,068)	167,394
646104	Diesel Fuel	131,400	108,110	(1,500)	106,610
646106	Unleaded Fuel	1,250	1,145	250	1,395
646108	Other Repairs & Maint.	6,700	18,138	(4,625)	13,513
646300	Warranty/Maint/Service Plans	-	-	84,283	84,283
647101	Printing	2,410	2,530	(530)	2,000
648101	Advertising	2,999	2,667	5	2,672
649102	Bank Fees	10,900	10,900	500	11,400
649103	Various Fees	185,445	162,615	(4,809)	157,806
652101	Office Supplies	81,500	81,520	2,062	83,582
652113	Uniforms	3,080	3,080	(750)	2,330
652114	Chemicals	30	105	-	105
652115	Tools	2,000	1,865	(233)	1,632



FY 2016-17 Expenditures Budget Amendment No. 2

Object	Object Description	FY 2016-17 Adopted	FY 2016-17 Amend #1	Adjustment	FY 2016-17 Amend #2
652116	Small Equipment	70,695	82,061	(40)	82,021
652117	Janitorial Supplies	73,500	73,500	4,713	78,213
652119	Food And Beverage	529,500	548,000	5,100	553,100
652121	Computer Equip/Accessory	203,147	143,343	688	144,031
652122	Computer Software/License	128,293	116,315	77,678	193,993
652125	Sod, Seed, Sand And Soil	-	-	-	-
652128	Operating Supplies - Charter S	88,080	34,147	3,777	37,924
652129	Textbooks	215,000	157,081	(14,169)	142,912
652130	Periodicals	330	330	-	330
652139	School A La Carte Food	90,000	111,000	-	111,000
652141	Trophies/Awards	300	300	-	300
652145	Teacher Classroom Supply	-	47,144	2,161	49,305
652199	Other Operating Mat & Supplies	30,900	24,346	8,427	32,773
653105	Parking Lot Maintenance	-	-	9,955	9,955
654101	Books Pubs Subscrpt & Membrshp	790	1,165	75	1,240
654102	Wellness - Gym Memberships	-	-	-	-
655101	Training & Seminars	45,751	40,786	(12,707)	28,079
655102	In-House Training	8,120	5,003	12,099	17,102
Total Operating:		\$ 7,502,015	\$ 7,518,171	\$ (63,172)	\$ 7,454,999
662601	Improvements Other Than Bldgs	\$ 5,000	\$ 1,925	\$ -	\$ 1,925
664101	Equipment	485,765	498,115	(206,702)	291,413
664102	Vehicles	30,000	-	-	-
666101	Library Books	2,900	3,400	(348)	3,052
666102	Scholastic Book Fair	22,500	22,000	348	22,348
Total Capital Outlay:		\$ 546,165	\$ 525,440	\$ (206,702)	\$ 318,738
671100	Principal Expense - Debt	\$ -	\$ -	\$ 283,524	\$ 283,524
672101	Debt Interest Expense	-	-	23,702	23,702
Total Other/Debt:		\$ -	\$ -	\$ 307,226	\$ 307,226
699201	Restricted Fund Balance	\$ 1,000,000	\$ -	\$ -	\$ -
699301	Commmitted Fund Balance	-	1,000,000	(1,000,000)	-
699901	Unassigned Fund Balance	4,560,267	3,828,722	1,125,719	4,954,441
Total Reserves:		\$ 5,560,267	\$ 4,828,722	\$ 125,719	\$ 4,954,441
Grand Total:		\$ 30,182,046	\$ 29,327,487	\$ 163,071	\$ 29,490,558

Charter School A/C Evaluation

							Scheduled Replacement Year & Cost				
Building	Unit Size	Ser. #	Model #	Age	Condition	Life Expectancy	2018	2019	2020	2021	2022
McAullife Elementary (Built in 2006)	50 ton	FBOUO6040127202	RP5050CSY	11	Poor	10 years	\$ 150,000				
	50 ton	FBOUO60401283-02	RP5050CSY	11	Poor	10 years	\$ 150,000				
Oasis Elementary School (built 2005)	50 ton	fbou0504000057-02	RP5050CSY	12	Poor	10 years	\$ 150,000				
	50 ton	fbou0504000058-02	RP5050CSY	12	Poor	10 years	\$ 150,000				
	35 ton	fbou110300761	mps035	12	Poor	10 years	\$ 145,000				
	20 ton	fbou050400010	rps020csy	12	Poor	10 years	\$ 100,000				
Oasis Middle School (built 2006)	210 ton	stnuo90100071	ags210ch27	8	Poor	12 years	\$ 350,000			\$ -	
	25 ton	fbou060200796	oah025gddc	11	Poor	10 years		\$ 125,000			
	30 ton	fbou60200797	oah030gddc	11	Poor	10 years		\$ 140,000			
	12 ton	fbou060200792	oah012gddc	11	Poor	10 years		\$ 60,000			
Oasis Middle Gym (Built 2006)	17 ton	fbou060200794	oah017gddc	11	Poor	10 years		\$ 75,000			
	11 ton	fbou060200195	oaho11gdam	11	Poor	10 years		\$ 60,000			
Oasis High School(built 2010)	75 ton	fbou090400960-00	rdt075dly	8	Fair	10 years			\$ 250,000		
	75 ton	fbou090400961-00	rtd75dly	8	Fair	10 years			\$ 250,000		
Oasis High School Gym (built 2011)	170 tons	stnuo60300189	ags17ocs27	11	Good	12 years				\$ 300,000	
	30 ton	fbou110300732	cah008gdac	7	Good	12 years					\$ 140,000
	30 ton	fbou11030067	caho10gdac	7	Good	12 years					\$ 140,000
	30 ton	fbou110300646	cah010gdac	7	Good	12 years					\$ 140,000
	30 ton	fbou110300646	caho10gdac	7	Good	12 years					\$ 140,000
							\$ 1,195,000	\$ 460,000	\$ 500,000	\$ 300,000	\$ 560,000
							2018	2019	2020	2021	2022
							\$ 3,015,000				