



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, October 10, 2023

City of Cape Coral Council Chambers

5:30 PM

1. CALL TO ORDER

A. Chairman Dr. Guido Minaya

2. MOMENT OF SILENCE:

A. Chairman Dr. Guido Minaya

3. PLEDGE OF ALLEGIANCE:

A. Chairman Dr. Guido Minaya

4. ROLL CALL:

A. Dr Guido Minaya, Kristifer Jackson, Mykeisha Atisele, Keith Long, District 6, Karen Michaels, Cathy Stout. Parent Representatives: Jennifer Hoagland, OHS/SAC, Gregor Schade, OMS, Jose Soto, OES and Caroline Rouzeau, OEN

5. APPROVAL OF MINUTES:

- A. Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, September 12, 2023
- B. Approval of the Minutes of the Special Meeting of the Cape Coral Charter School Authority Governing Board on Tuesday, September 19, 2023

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of the Agenda for the Regular Governing Board Meeting, October 10, 2023

7. PUBLIC COMMENT:

A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

8. CONSENT AGENDA:

- A. Request for Approval to Accept the August 2023 Auctioned Funds from the Royal Auction Group, Lot No. 272, Control No. 36140, for the Sale of the 2011 ICC PB105 City of Cape Coral Charter School Authority School Bus in the Amount of \$7,000.00, which is to be added to the Cape Coral Charter School Authority Transportation Budget and Used for Additional Fuel and Expenses.
- B. Request for Approval to Accept the TAPS 24A283, Florida Department of Education Science of Reading Literacy and Tutoring (SoRT) Program FY 2023/24 General Appropriations Nonrecurring Funding, Section 96, in the Amount of \$11,110.26 for Oasis Elementary South that is based on the Third Grade SY 2022-2023 FEFP Fourth Calculation.
- C. Request for Approval to Accept the TAPS 24A283, Florida Department of Education Science of Reading Literacy and Tutoring (SoRT) Program FY 2023/24 General Appropriations Nonrecurring Funding, Section 96, in the Amount of \$9,883.57, for Oasis Elementary North, that is based on the Third Grade SY 2022-2023 FEFP Fourth Calculation.

9. SUPERINTENDENT REPORT:

- A. Jacquelin Collins, Superintendent, Oasis Charter Schools

10. CITY MANAGER REPORT:

- A. Mark Mason, Director of Finance, City of Cape Coral

11. CHAIRMAN REPORT:

- A. Chairman Dr. Guido Minaya

12. FOUNDATION REPORT:

- A. Gary Cerny, Foundation President or Jennifer Hoagland, Treasurer

13. STAFF COMMENT:

- A. No Activity

14. UNFINISHED BUSINESS:

- A. No Activity

15. NEW BUSINESS:

- A. Request for Approval of the Cape Coral Charter School Authority SY 2023-2024 Teacher Salary Increase Allocation Distribution Plan in the Amount of \$107,561.34 - Amy Brown, CSA Human Resources Manager

16. FINAL BOARD COMMENT AND DISCUSSION:

17. TIME AND DATE OF NEXT MEETING

- A. The Next Regular Governing Board Meeting will be held on Tuesday, November 14, 2023 at 5:30p.m. at Cape Coral City Council Chambers, 1015 Cultural Park, Blvd., Cape Coral, FL 33990

18. ADJOURNMENT:

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

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

Item Number: 1.A.
Meeting Date: 10/10/2023
Item Type: CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 2.A.
Meeting Date: 10/10/2023
Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.

Meeting
Date: 10/10/2023

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	10/10/2023
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Dr Guido Minaya, Kristifer Jackson, Mykeisha Atisele, Keith Long, District 6, Karen Michaels, Cathy Stout. Parent Representatives: Jennifer Hoagland, OHS/SAC, Gregor Schade, OMS, Jose Soto, OES and Caroline Rouzeau, OEN

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 10/10/2023

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, September 12, 2023

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ GB MINUTES SEPT 16 2023	Backup Material



GOVERNING BOARD MINUTES

Regular Meeting

City of Cape Coral Charter School Authority Governing Board

Oasis Elementary North - Cafeteria
Tuesday, September 12, 2023

1. Call to Order

Chairman Dr. Guido Minaya

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, September 12, 2023, at 5:30p.m., at Oasis Elementary North-Cafeteria, 2817 SW 3rd Lane, Cape Coral, FL 33991.

2. Moment of Silence

Chair Minaya

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

Chair Minaya

4. Roll Call

Chair Minaya, Vice Chair Melissa Rodriguez Meehan, Mykisha Atisele, Kristifer Jackson, Keith Long, Dist. 1 (Arrived 5:39p.m.), Karen Michaels. Parent representatives: Jennifer Hoagland, OHS/SAC, Gregor Schade, OMS, Jose Soto, OES (Absent), Caroline Rozeau, OEN

Also Present: Jacquelin Collins, Superintendent

Jackie Corey, Principapl, OHS

Marybeth Grecsek, Principal, OES

Carrie Abes, Assistant Principal, OES

Kevin Brown, Principal, OEN

Kelly Weeks, Assistant Principal, OEN

Amy Brown, CSA HR Manager

Tammy Daniels, CSA Transportation Manager

Mark Moriarty, Assistant City Attorney, CCC

Mark Mason, Finance Director and Interim Human Resources Director, CCC
Crystal Feast, Deputy Finance Director, CCC
Andrea Clark, Senior Accountant, CCC
Jennifer Koehn, Assistant Accounting Manager, CCC
Damon Grant, Public Works/Facilities Project Manager, CCC
Gary Cerny, Foundation President

5. **Approval of Minutes**

APPROVED Motion made by Vice Jackson, Second by Member Michaels, Unanimous to Approve the Minutes of the Charter School Authority Regular Governing Board Meeting held on Tuesday, August 15, 2023. Unanimous.

APPROVED Motion made by Vice Jackson, Second by Member Michaels, Unanimous to Approve the Minutes of the Charter School Authority Special Governing Board Meeting held on Friday, August 18, 2023. Unanimous

6. **Approval of Regular Agenda Meeting**

APPROVED Motion made by Vice Jackson, Second by Member Michaels, Unanimous to Approve the Agenda of the Regular Governing Board Meeting on Tuesday, September 12, 2023. Unanimous.

7. **Public Comment**

No Activity

8. **Consent Agenda**

Motion made by Vice Jackson, Second by Member Michaels to Approve the Consent Items as Presented. UNANIMOUS

- A. **APPROVED** Request for Approval of the TAPS 23A-097 School Hardening Grant for the Safety & Security of the City of Cape Coral Oasis Charter School Buildings in the Amount of: Oasis Elementary South, \$6,000; Oasis Elementary North, \$5,541; Oasis Middle School, \$5,000; Oasis High School, \$5,267
- B. **APPROVED** Request for Approval of the Purchase of Oasis High School Classroom Furniture in the Amount of \$124,532.00, which is to be Purchased with ESSER III Amendment Funds.

- C. **APPROVED** Request for Approval and Acceptance of the Florida Gulf Coast University, Richard M. Schulze Foundation 2023 Summer STEM Institute for Teachers in-service STEM teacher training award in the amount of \$1,000 each for the following City of Cape Coral Charter School Authority Teachers: Kori Nelson, Victoria Olszewski, Tracy Zumar, Lynette Stockwell, Jessica Prieto - Oasis Elementary South; Matthew Laubhan, Amy Harrington - Oasis Elementary North; Kelly Henry-Herbst - Oasis Middle School

- D. **APPROVED** Request for Approval and Acceptance of the Army National Guard Recruiting ARNG Funding Support SY 2023-2024 in the Amount of \$2,500.00, Which is to be Used to Purchase Approximately 170 unit practice t-shirts for Oasis High School Shark Battalion cadets.

9. **Superintendent's Report**

- 9A. STRATEGIC PLAN 2023: Surveys are out. The next step is select roundtables October 5-6, 2023. The Strategic Retreat is November 13, and November 14 (half day), 2023. It will be facilitated by Dick Van Dyke, CFO, DVD Consulting Inc., *dba Leadership Simplified*.

- 9B. PROFESSIONAL DEVELOPMENT: Superintendent, Chair Minaya, Member Atisele and the Governing Board Secretary attended the 2023 FL Charter School Governance Conference. It was another enlightening and refreshing virtual and in-person conference, and the superintendent is considering offering the Oasis campus as a venue next year or in the future.

The OCS Leadership Team has finalized plans to attend the Aurora Institute Symposium 2023, October 15-17, 2023, in Palm Springs, CA Attendees include Superintendent Collins, Principals Brown/OEN, Hopper/OMS, Grecsek/OES and Assistant Principal Lopez Romano/OHS.

10. **City Manager's Report**

Mark Mason, Director of Financial Services, Interim Director, Human Resources, City of Cape Coral

10A. POSTPONED UNTIL SPECIAL MEETING - SEPTEMBER 19, 2023

Request for Approval of the Second Amended Master Lease Agreement for All Charter Schools and Facilities - Mark Mason, Finance Director, and Interim Director, Human Resources, City of Cape Coral

Motion to withdraw pending Item 10A made by Member Stout, Second by Vice Jackson, Unanimous

Active Discussion

Motion made by Vice Jackson, Second by Member Michaels to Postpone Pending Item 10A and Allow Board Member Michaels to work with Mark Moriarty, Assistant City Attorney on the Amended Master Lease language, and then present the Item to the CSA Governing Board at a Special Meeting to be held on September 19, 2023. Unanimous

10B. POSTPONED UNTIL SPECIAL MEETING - SEPTEMBER 19, 2023

Request for Approval of the School Bus Lease Agreement between the City of Cape Coral Charter School Authority and the City of Cape Coral for the lease of school buses by the City of Cape Coral Charter School Authority - Mark Mason, Finance Director, and Interim Director, Human Resources, City of Cape Coral

Motion to withdraw pending Item 10B made by Member Stout, Second by Member Atisele, Unanimous

Active Discussion

Motion made by Vice Jackson, Second by Member Stout to Postpone Pending Item 10B and Allow Board Member Michaels to work with Mark Moriarty, Assistant City Attorney to review School Bus Lease Agreement language, and bring the Item back to the Board at a Special Meeting to be held on September 19, 2023. Unanimous

11. **Chairman's Report**

- ResilientLee Recovery Taskforce Updates.
- Wants Service Level Agreements to be reviewed and discussed as soon as possible.

12. **Foundation Report**

Gary Cerny, Foundation President

- Preparing for scholarship events and school support for upcoming year.
- Rally is set for October 28th and is looking for active sponsorships and auction items.
- Booster Club had a kick off party and it was very successful and informative.
- The Foundation's website has been updated and is user-friendly:
<https://www.capecharterfoundation.com>

13. **Staff Comment**

Oasis Elementary North Student Chorus - Singing of the *Star Spangled Banner*

Jackie Corey, Principal, Oasis High School provided update(s) on high school academics and student activities.

Tammy Daniels, CSA Transportation Manager provided department updates including ridership, waitlists and operational costs.

14. **Unfinished Business**

No Activity

15. **New Business**

- A. ***APPROVED Motion made by Vice Jackson, Second by Member Stout.***
Unanimous Request for Approval of the Joint Use Inter Local Agreement Between the Cape Coral Charter School Authority, and the City of Cape Coral, Florida, a Municipal Corporation acting by and through its City Council - Superintendent Jacquelin Collins
- B. ***APPROVED Motion made by Vice Jackson, Second by Member Michaels.***
Unanimous Request for Approval of the Oasis Elementary North Schoolwide Improvement Plan (SIP) 2023-2024 - Jacquelin Collins, Superintendent, Oasis Charter Schools
- C. ***APPROVED Motion made by Vice Jackson, Second by Member Stout***
Request Unanimous Request for Approval of the Oasis Middle School

Schoolwide Improvement Plan (SIP) 2023-2024 - Jacquelin Collins,
Superintendent , Oasis Charter Schools

- D. ***APPROVED Motion made by Vice Jackson, Second by Member Michaels, Unanimous*** Request for Approval of the AMENDED Oasis Charter Schools Instructional Calendar SY 2023-2024 - Superintendent Jacquelin Collins

16. **Final Board Comment and Discussion**

Chair Minaya: Welcomed new parent representatives. Thanked Oasis North Leadership for hosting the meeting. Thanked the Assistant City Attorney and Director of Finance for their expertise and active discussion regarding the Amended Master Lease and Service Level Agreements and looks forward to follow-up meetings.

Vice Chair Jackson: Welcomed new parent representatives. Thanked City partners for their open discussions regarding the Amended Master Lease and the Service Level Agreements,

Member Atisele: Welcomed new parent representatives. She is looking forward to receiving a copy of the new brochure the high school is producing. Enjoyed the OEN Chorus presentation.

Member Michaels: Welcomed new parent representatives.

Member Stout: Invited Oasis Community to join OHS JROTC Shark Battalion as they welcome home an Honor Flight that is returning from Washington, D.C. It's Saturday, September 30th. Meet the donated Dolphin Transportation coach in front of OHS at 7:00p.m. sharp. Everyone is welcome!

Parent Rep Hoagland - OHS: Thank you for warm welcome.

Parent Rep Schade - OMS: Thank You for warm welcome.

Parent Rep Rouzeau - OEN: Thank You for warm welcome.

17. **Time and Date of Next Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, October 10, 2023 at 5:30p.m., at Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral 33990

18. Adjournment

The Governing Board Regular Meeting adjourned at 7:29p.m.

Respectfully Submitted,

Kathleen Paul-Evans, Secretary

Cape Coral Charter School Authority Governing Board

Secretary

Date of approval

Item Number: 5.B.

Meeting Date: 10/10/2023

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Minutes of the Special Meeting of the Cape Coral Charter School Authority Governing Board on Tuesday, September 19, 2023

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ GB MINUTES SPECIAL MEETING SEP 19 2023	Backup Material



GOVERNING BOARD MINUTES

SPECIAL MEETING

City of Cape Coral Charter School Authority Governing Board City of Cape Coral Council Chambers Tuesday, September 19, 2023

1. Call to Order

Chairman Dr. Guido Minaya

A Special Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, was held on Tuesday, September 19, 2023, at City of Cape Coral Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990. Chair Minaya called the meeting to order at 5:30p.m.

2. Moment of Silence

Chair Minaya

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

Chair Minaya

4. Roll Call

Chair Minaya, Vice Chair Kristifer Jackson, Mykisha Atisele, Keith Long, Dist. 6, Karen Michaels, Cathy Stout. Parent Representative Hoagland, OHS

Absent: Parent Representatives Schade, OMS, Soto, OES, Rozeau, OEN

Also Present: Jacquelin Collins, Superintendent

Donnie Hopper, Principal, OMS

Amy Brown, CSA HR Manager

Mark Mason, Director Finance, and Interim Director, Human Resources, CCC

Crystal Feast, CCC Deputy Finance Director

Andrea Clark, Senior Accountant, CCC

Jennifer Koehn, Assistant Accounting Manager, CCC

Mark Moriarty, CCC Assistant City Attorney

5. Agenda Items

- A. **TABLED. Motion made by Atisele, Second by Michaels, Unanimous.**
Request for Approval of the Second Amended Master Lease Agreement between The City of Cape Coral, Florida, and The Cape Coral Charter School Authority - Mark Mason, Director of Finance, Interim Director of Human Resources, City of Cape Coral

Active Discussion

1ST VOTE: Motion to Approve made by Jackson, Second by

Tie, Motion Failed

Minaya - NO Atisele - NO Michaels - NO

Jackson - YES Long - YES Stout - YES

Motion made by Atisele, Second by Michaels to TABLE ITEM 5A. IT IS TO BE REVISTED AFTER THE CAPE CORAL CHARTER SCHOOL AUTHORITY STRATEGIC PLANNING SESSION WHICH IS TO BE HELD NOVEMBER 13-14, 2023.

- B. **APPROVED Motion made by Michaels, Second by Jackson, Unanimous**
Request for Approval of the Amended School Bus Lease Agreement between the City of Cape Coral Charter School Authority, and the City of Cape Coral, Florida - Mark Mason, Director Finance, Interim Director of Human Resources, City of Cape Coral

- C. **POSTPONED Motion made by Jackson, Second by Michaels, Unanimous.** Review and Discussion of the Service Level Agreements between the City of Cape Coral, Florida, and the Cape Coral Charter School Authority - Mark Mason, Director of Finance, Interim Director of Human Resources, City of Cape Coral

DISCUSSION OF THIS ITEM HAS BEEN POSTPONED UNTIL AFTER OCTOBER 31, 2023.

The Board has requested Mark Mason to update Service Level Agreements before the CSA Strategic Planning Retreat November 14-15, 2023.

Superintendent Collins agreed to go over summaries with Mason and the City Charter School Liaison before the CSA Strategic Planning Retreat.

6. Time and Date of Next Regular Meeting

The Next Regular Cape Coral Charter School Authority Governing Board Meeting will be held on Tuesday, October 10, 2023, at 5:30p.m., at City of Cape Coral Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

7. Adjournment

The Governing Board Regular Meeting adjourned at 6:07 p.m.

Respectfully Submitted,

Kathleen Paul-Evans, Secretary

Cape Coral Charter School Authority Governing Board

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	10/10/2023
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Agenda for the Regular Governing Board Meeting, October 10, 2023

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A.
Meeting Date: 10/10/2023
Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 8.A.
Meeting Date: 10/10/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Accept the August 2023 Auctioned Funds from the Royal Auction Group, Lot No. 272, Control No. 36140, for the Sale of the 2011 ICC PB105 City of Cape Coral Charter School Authority School Bus in the Amount of \$7,000.00, which is to be added to the Cape Coral Charter School Authority Transportation Budget and Used for Additional Fuel and Expenses.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

	Description	Type
▣	CSA SCHOOL BUS AUCTION FUNDS AUG 18 23	Backup Material

City of Cape Coral
RETIREMENT OF ASSET FORM

Date: 9/21/23

Retirement Information:

Division # (4 Characters): 19040 Division Description: Charter School
Asset Number: 26844-1105 Serial Number: 4DRBUSKN4BB376091
Asset Description: 2011 International CE300 School Bus

Has the item been designated for auction?

Items designated for auction/salvage are not considered retired until sold. For assets designated for auction and are no longer physically on the departments premises, complete the Assets Designated for Auction/Salvage form and the asset status will be updated to reflect designated for auction. Fleet will complete the inventory and retirement of asset form for all items that are picked up for sale.

Assets still in the department's possession are not considered disposed until no longer in possession.

Date asset was no longer in service: 6/6/23

Reason for retirement: past life expectancy & turned in for new asset 30346-2301

How was the asset disposed of:

- Auction Auction Company: Royal Auction
- Thrown away
- No longer in service and will be used for spare parts
- Traded in New Asset #: 30346 Description: 2024 ICBU CE S Bus
- Unable to locate
- Other _____

Asset Custodian:

Tammy Daniels NA _____
Print Name Signature Date Phone

Department Director Approval:

AJ Forbes for Persides Zambrano AJ Forbes 9/26/23
Print Name Signature Date
Digitally signed by AJ Forbes
Date: 2023.09.26 10:50:30 -0400

Auction/Salvage:

Date sold at auction or salvage: 8/19/23 Auction / Salvage Proceeds: \$ 7000.00
Department/Division proceeds to be posted to: _____ (For Financial Services Use Only)

For Financial Services Use Only:

Date Received: _____ Faster Asset ? : _____
Cost of Asset: _____ A/D: _____ NBV: _____
Cash receipt #: _____ Cash Receipt Date: _____
Disposed in Capital Assets: _____ Batch / Doc #: _____
GL Date: _____ Posted to GL: _____
Scanned: _____ Attached in CA: _____ Date form emailed to Custodian/Fleet/Risk: _____



From
 Royal Auction Group
 7061 Alico Rd
 Fort Myers, Florida 33912

**August 18th and 19th Fort Myers Gov't Asset Truck/
 Equipment Auction
 Statement #: 6283-7-1
 Consignor: 7
 Date: 8/18/2023**

Consignor Info
 Attn: Tracy Robertson
 City of Cape Coral
 P.O. Box 150027
 Cape Coral, Florida 33915
 United States
 P: (239) 574-0703

Inv. Paid	Lot # Ctrl #	Title	Reserve	Bid	Commission	Total
Y	17 37545	MultiQuip Diaphragm Pump City of Cape Coral (NC585), SN: MQD2HM0802M, 2 inch cam locks, wheel cart.	\$1.00	\$175.00	\$0.00	\$175.00
Y	87 37551	Thompson 4D-DH-811 Towable Pump City of Cape Coral,(24656) Serial No. 1D12506041130	\$1.00	\$750.00	\$0.00	\$750.00
Y	230 37687	2008 Ford F-350 Mason Dump Truck City of Cape Coral,(24347) VIN: 1FDWFF36558EA86171, odom reads 85,077 miles, pwr by 5.4L V8 gas, automatic transmission. Equipped with; Mason dump body, scissor hoist, frame mounted storage box, tow package, auxiliary switches, ac/heat, am/fm stereo. runs, drives, and operates. DIES WHILE DRIVING. Limited function check completed at check in.	\$1.00	\$8,250.00	\$0.00	\$8,250.00
Y	272 36140	2011 ICC PB105 School Bus City of Cape Coral (26844-1105) VIN: 4DRBUSKN4BB376091, odom reads 133,849 miles, pwr by 6.4L 8 cylinder diesel, automatic transmission, GVWR 29,800lbs, ac. Runs and drives. Limited function check completed at check in	\$1.00	\$7,000.00	\$0.00	\$7,000.00
Y	282 37390	2009 C5500 Sewer Box Truck City of Cape Coral, (25310) Vin: 1GBE5V1978F416741, odom reads 67,095 miles, pwr by 6.6L V8 diesel. equipped with; Onan commercial generator, Inver ter, tow package, sink vanity, desk, directional light bar, low step bumper, swing out rear door. side door entry. Runs and drives. limited function check completed at check in.	\$1.00	\$11,600.00	\$0.00	\$11,600.00
Y	1187 37572	Hustler 928713US Mower City of Cape Coral (28197) SN:15118415 , model 928713US, hour meter reads 1998 hours. Equipped with: ROPS, lights, PTO, 72 in deck, adjustable throttle, proportional drive. Runs, Drives and Operates. Has one tire off the rim. Recommend inspection. Limited function check completed at check in.	\$1.00	\$1,300.00	\$0.00	\$1,300.00
Totals				\$62,475.00	\$0.00	\$62,475.00

Inv. Paid	Lot # Ctrl #	Title	Reserve	Bid	Commission	Total
Y	1188 37334	Hustler Mower 928713 City of Cape Coral, (28311) SN:15118418, model 928713US, 4 post ROPS, canopy cover, Non runner. Inspection recommended.	\$1.00	\$450.00	\$0.00	\$450.00
Y	1307 37860	2012 Dodge Charger Police Cruiser City of Cape Coral, (26877) VIN: 2C3CDXAG4CH304278, odom reads 101,449 miles pwr by 3.6L V6 gas automatic transmission. Equipped with: pwr windows, locks, and mirrors, auto headlight sensor, cruise control, dual zone climate control, am/fm/cd stereo with display screen, key fob lock/unlock remote, push start. Runs and drives. Limited function check completed at check in.	\$1.00	\$4,250.00	\$0.00	\$4,250.00
Y	1308 37859	2014 Dodge Charger Police Cruiser City of Cape Coral, (27525) Vin: 2C3CDXAG4EH124804 Odom Reads 95,372 miles, Pwd by 3.6L V6 gasoline engine, automatic transmission, steering wheel cruise control, power locks, windows, and mirrors, heat and A/C, AM/FM radio. Runs and drives. Limited function check completed during check in.	\$1.00	\$2,750.00	\$0.00	\$2,750.00
	1309 37858	2012 Dodge Charger Police Cruiser City of Cape Coral (26916) VIN: 2C3CDXAG4CH304295 Odom Reads 101,786 Miles. Pwd by 3.6L V6 gasoline engine, automatic transmission, steering wheel cruise control, power locks, windows, and mirrors, heat and A/C, Am/Fm radio. Runs and drives, Limited function check completed during check in.	\$1.00	\$0.00 Top Bid: \$3,250.00	\$0.00	\$0.00 no-sale
Y	1317 36998	2012 Chevrolet Impala Sedan City of Cape Coral (27112) VIN: 2G1WG5E39C1129880, odom reads 106,750 miles, pwr by 3.6L V6 gas automatic transmission. Equipped with: pwr seat, windows, mirrors, and locks. steering wheel cruise control, hands free phone capable, dual control ac/heat, am/fm cd stereo. Runs and drives. Limited function check completed at check in.	\$1.00	\$4,200.00	\$0.00	\$4,200.00
Y	1385 36952	2013 Chevrolet Tahoe Police SUV City of Cape Coral, (27280) VIN: 1GNLC2E09DR303666 odom reads 93,041 miles, pwr by 5.3L V8 gas automatic transmission. Equipped with: key fob lock/ unlock, pwr windows, mirrors, locks, tilt steering wheel, cruise control, ac/heat, am/fm cd stereo. Runs and drives. Limited function check completed art check in.	\$1.00	\$7,250.00	\$0.00	\$7,250.00
Y	1393 36962	2016 Ford Explorer 4 x 4 Police SUV City of Cape Coral,(27980) VIN: 1FM5K8AR2GGA71936, odom reads 106,292 miles, pwr by 3.7L V6 gas automatic transmission AWD. Equipped with: 4WD, four wheel drive, pwr seat, windows, locks, mirrors, steering wheel controls, cruise control, phone Bluetooth capable, ac/heat, radio display screen, am/fm cd stereo. Runs and drives. Limited function check completed at check in.	\$1.00	\$8,000.00	\$0.00	\$8,000.00
Totals				\$62,475.00	\$0.00	\$62,475.00

Inv. Paid	Lot # Ctrl #	Title	Reserve	Bid	Commission	Total
Y	1402 36961	2006 Ford Explorer SUV City of Cape Coral, (22206) VIN: 1FMEU62E16UA80184, odom reads 56,090 miles, pwr by 4.0L V6 gas automatic transmission. Equipped with: tow package, roof rack, pwr windows, locks, cruise control, ac/heat, am/fm cd stereo. Runs and drives. Limited function check completed at check in.	\$1.00	\$6,500.00	\$0.00	\$6,500.00
Totals				\$62,475.00	\$0.00	\$62,475.00

Payments	
Check #3108 (9/8/2023)	\$62,475.00
Subtotal:	\$62,475.00
Expenses:	\$0.00
Statement Total:	\$62,475.00
Payments:	\$62,475.00
Balance:	\$0.00

Thank you for choosing Royal Auction Group!!

2023 Auction Calendar

<u>Tampa Area Location</u>	<u>Fort Myers Location</u>
July 21st and 22nd	August 18 and 19th
September 15th and 16th	October 20th and 21st
November 17th and 18th	December 15th and 16th

3108

ROYAL AUCTION GROUP, INC
FLORIDA TRUCK AND EQUIPMENT SALES
7061 ALICO ROAD
FORT MYERS, FL 33912



BMO Harris Bank N.A.
Chicago, Illinois

2-28/710



9/8/2023

PAY TO THE
ORDER OF City of Cape Coral

\$ **62,475.00

~~Sixty Two Thousand Four Hundred Seventy Five and 00/100~~ ***** DOLLARS

City of Cape Coral
Attn: Tracy Robertson
P.O. Box 150027
Cape Coral, FL 33915

CHECK VOID AFTER 90 DAYS

⑆ - ⑆
⑆ ⑆
⑆ ⑆

AUTHORIZED SIGNATURE

MEMO

Seller Statement 8/18&19 FTM

⑈003108⑈ ⑈071000288⑈

3882032⑈

ROYAL AUCTION GROUP, INC

3108

City of Cape Coral

Seller Statement 8/18&19 FTM

9/8/2023

62,475.00

001-00000-267001 - 00-00-000000 -
000-000

107 BMO Depository Seller Statement 8/18&19 FTM

62,475.00

ROYAL AUCTION GROUP, INC

3108

City of Cape Coral

Seller Statement 8/18&19 FTM

9/8/2023

62,475.00

107-BMO Depository Seller Statement 8/18&19 FTM

62,475.00

Item Number: 8.B.
Meeting Date: 10/10/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Accept the TAPS 24A283, Florida Department of Education Science of Reading Literacy and Tutoring (SoRT) Program FY 2023/24 General Appropriations Nonrecurring Funding, Section 96, in the Amount of \$11,110.26 for Oasis Elementary South that is based on the Third Grade SY 2022-2023 FEFP Fourth Calculation.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ OES SORT FY 23/24 11,110.26	Backup Material

FW: SoRT Grant Info for Charter Schools

Jacquelin Collins <Jacquelin.Collins@capecharterschools.org>

Thu 9/28/2023 3:23 PM

To: Jana Humenay <jhumenay@capecoral.gov>;Kassandra Penner <kpenner@capecoral.gov>

Cc:Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

Kassandra, Jana

Below please find the SoRT reading grant that both elementary's will be applying for. As soon as I find OEN's amount I will send over. Below is what OES is due to receive.

From: Trotter, Jaime <JaimeTr@LeeSchools.net>

Sent: Tuesday, September 26, 2023 1:21 PM

To: Grecsek, MaryBeth <MaryBethBG@LeeSchools.Net>; Marybeth Grecsek <marybeth.grecsek@capecharterschools.org>

Cc: CharterOffice <CharterOffice@LeeSchools.net>

Subject: SoRT Grant Info for Charter Schools

Good afternoon!

FLDOE and Just Read Florida! has announced a new grant opportunity for your school. The Science of Reading Literacy and Tutoring (SoRT) Program is funding to provide *additional reading literacy support* to students in grades K-5 who either scored below Level 3 on the final ELA assessment in the prior year OR who you have determined to be below grade level and in need of additional reading intervention.

Attached you will find four documents:

- Request for Application (RFA)
- Grant assurances
- DOE 101S (budget)
- DOE 900D (project performance accountability form)

The allocation for your school is \$11,110.26. This was calculated based on the Third Grade 22-23 FEFP fourth calculation.

The school district is required to submit the grant by October 15th; however, we would like to extend October 30th to our charter schools that choose to participate. We will also be available after the charter school principal meeting on October 24th to answer any questions you may have.

Participation in this grant will involve you submitting the above documents *and* a project narrative (written overview of the grant). Should you choose not to participate, please simply respond to this email.

As always, we are here to support you in your efforts!

Jaime Trotter

Charter School Operations Coordinator

2855 Colonial Blvd, Fort Myers, FL 33966

o: 239-335-1461

jaimetr@leeschools.net

www.leeschools.net

THE SCHOOL DISTRICT OF LEE COUNTY

PERSONAL | PASSIONATE | PROGRESSIVE



Please be cautious

This email was sent outside of your organization



FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)

Bureau / Office

Just Read, Florida!

TAPS Number

24A283

Program Name

Science of Reading Literacy and Tutoring (SoRT) Program

Specific Funding Authority(ies)

FY 2023/24 General Appropriations Nonrecurring Funding, Section 96

Funding Purpose / Priorities

Funding for the Science of Reading Literacy and Tutoring (SoRT) Program provides additional reading literacy support to students in kindergarten through grade 5 enrolled in a public school who either scored below Level 3 on the final English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level and in need of additional reading intervention.

Total Funding Amount

\$16 million in nonrecurring funds. Each school district/local educational agency (LEA) will receive funds in accordance with the allocation schedule based on the Third Grade 2022-23 FEFP Fourth Calculation. Each sponsoring LEA shall provide a proportional allocation to each charter school in their district.

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2023 – June 30, 2024

The project effective date will be the date that the application is received within DOE meeting conditions for acceptance.

DOE 900D May 2022

Target Population(s)

The Science of Reading Literacy and Tutoring (SoRT) Program’s target population are students in kindergarten through grade 5 enrolled in a public school who either scored below Level 3 on the final English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level and in need of additional reading intervention.

Eligible Applicant(s)

Local Educational Agencies (LEAs)

Application Due Date

The DOE 100A Project Application Form and Programmatic, Fiscal, and Reporting Assurances are due upon receipt. The Project Performance Accountability form, project narrative, and DOE 101 Budget Narrative Form must be submitted within 60 days of receipt of the project award.

The due date refers to the date of receipt in the Office of Grants Management.

For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in Florida Statutes or proviso.

Matching Requirement

None

Contact Persons

Program Contact

Melinda Webster
Executive Director, Just Read, Florida!
850-245-9539
Melinda.Webster1@fldoe.org

Grants Management Contact

Felicia Williams-Taylor
Sr. Educational Program Director
850-245-0717
Felicia.Williams-Taylor@fldoe.org

Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs. The complete text may be found in Section D of the Green Book.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

Note: The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

Funding Method

Quarterly Advance to Public Entity

For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to DOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.html>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant. Failure to meet each project deliverable will result in a decrease in payment commensurate to an applicable unit cost for the deliverable. The exact amount for each deliverable will be determined upon program and budget review and identified in the final project award. The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

The Local Educational Agency (LEA) may use the funds for:

1. Stipends for tutors during the school day, before and after school, or a summer program;

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2. Licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based on the science of reading principles and individually tailored to the needs and ability of each student*;
3. Professional learning; or
4. Curriculum, resources and materials necessary to implement explicit and systematic instructional strategies*.

***Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.**

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

Unallowable Expenses:

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms

- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for State Expenditures, https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Any equipment purchases not listed on the original budget approved by the FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.stml>.

Administrative Costs including Indirect Costs

Chapter 1010.06 F.S. Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, state university, school district, or any other entity.

State of Florida, Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report

DOE 900D May 2022

the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

Narrative Section

Scope of Work/Narrative

LEAs of the Science of Reading Literacy and Tutoring (SoRT) Program shall:

1. Provide a project abstract (or summary).
2. Describe the project design and the project objectives/activities to be implemented. Include a description and a timeline for completion of each deliverable (e.g., product completion, training development/delivery, services to be delivered).
3. Provide the baseline data against which performance will be measured. Given the expectations for the project, identify the starting point from which progress will be measured; e.g., standardized test scores, needs assessment results and qualitative data (or in the absence of existing data, provide initial data collection plans).
4. **Assurance 1, Target Population:** Describe how the LEA will prioritize kindergarten through fifth grade students enrolled in a public school who either scored below a Level 3 on the English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level.
5. **Assurance 2, Designated Tutoring Time:** Describe how the LEA will use funds for (a) stipends for tutors during the school day, before and after school, or a summer program; (b) licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based in science of reading principles and individually tailored to the needs and ability of each student; (c) professional learning; or (d) curriculum, resources and materials necessary to implement explicit and systematic instructional strategies. Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.
6. **Assurance 3, Initial and Ongoing Support:** Describe how the LEA will provide initial and ongoing training and support to tutors. If the applicant is utilizing funds to implement the RAISE High School Tutoring Program established in s. 1008.365, F.S., the Applicant must follow requirements in law regarding supervision expectations.
7. **Assurance 4, Annual Reporting:** Describe how the LEA will annually report to the Department no later than June 30, 2024, on the following:
 - Program expenditures by category;
 - Numbers of students served by the program by grade level; and
 - Student outcomes as evidenced by 2023-2024 Florida Assessment of Student Thinking (FAST) progress monitoring results in ELA.

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department within 30 days after the end of each

quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so Legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml>.

Conditions for Acceptance

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
 - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
 - An "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management via ShareFile.

Florida Department of Education
2023-24 Science of Reading Literacy and Tutoring (SoRT) Program Allocation

LEA#	LEA	-1-	-2-	-3-	-4-	-5-
		Minimum Allocation	Third Grade ELA Score Under Level 3	2022-23 Grade 3 UFT ¹	Eligible LEA Allocation	2023-2024 Total Allocation
010	Machua	150,000	1	2,393.18	123,836	273,936
020	Baker	150,000	-	-	-	150,000
030	Bay	150,000	1	2,228.72	115,315	265,315
040	Bradford	150,000	-	-	-	150,000
050	Brevard	150,000	-	-	-	150,000
060	Broward	150,000	-	-	-	150,000
070	Calum	150,000	-	-	-	150,000
080	Charlotte	150,000	-	-	-	150,000
080	Citrus	150,000	1	1,237.34	64,078	214,078
100	Clay	150,000	-	-	-	150,000
110	Collier	150,000	-	-	-	150,000
120	Columbia	150,000	-	-	-	150,000
130	DeSoto	150,000	-	-	-	150,000
140	Duval	150,000	1	427.99	22,164	172,164
150	Dixie	150,000	-	-	-	150,000
160	Duval	150,000	1	10,648.54	646,331	696,331
170	Escambia	150,000	1	3,115.08	181,321	311,321
180	Falmer	150,000	-	-	-	150,000
180	Franklin	150,000	1	69.37	4,628	154,628
200	Gadsden	150,000	1	380.28	20,211	170,211
210	Gilchrist	150,000	-	-	-	150,000
220	Gladys	150,000	-	-	-	150,000
230	Gulf	150,000	-	-	-	150,000
240	Hamilton	150,000	1	129.66	6,730	166,730
250	Hardee	150,000	1	430.37	22,288	172,288
260	Hendry	150,000	1	922.48	47,773	197,773
270	Hernando	150,000	-	-	-	150,000
280	Highlands	150,000	1	849.07	49,150	199,150
290	Hillsborough	150,000	1	18,233.88	944,281	1,094,281
300	Holmes	150,000	1	283.00	13,620	163,620
310	Indian River	150,000	-	-	-	150,000
320	Jackson	150,000	-	-	-	150,000
330	Jefferson	150,000	1	62.39	3,228	163,228
340	Lafayette	150,000	-	-	-	150,000
350	Lake	150,000	-	-	-	150,000
360	Lee	150,000	1	8,178.83	423,610	573,610
370	Leon	150,000	-	-	-	150,000
380	Levy	150,000	-	-	-	150,000
400	Madison	150,000	1	161.32	7,839	157,839
410	Manatee	150,000	1	4,504.89	222,838	372,938
420	Manion	150,000	1	3,678.80	180,620	340,620
430	Martin	150,000	-	-	-	150,000
440	Monroe	150,000	1	678.73	35,048	185,048
450	Nassau	150,000	-	-	-	150,000
460	Okaloosa	150,000	-	-	-	150,000
460	Orange	150,000	1	846.55	28,252	178,252
480	Osceola	150,000	-	-	-	150,000
480	Palm Beach	150,000	1	5,977.43	288,839	438,839
490	Pasco	150,000	1	6,678.61	345,913	495,913
510	Pinellas	150,000	-	-	-	150,000
530	Polk	150,000	1	9,550.30	484,583	634,583
540	Putnam	150,000	1	867.47	44,924	194,924
550	St Johns	150,000	-	-	-	150,000
560	St Lucie	150,000	1	3,378.97	174,887	324,887
570	Santa Rosa	150,000	-	-	-	150,000
580	Sarasota	150,000	-	-	-	150,000
580	Seminole	150,000	-	-	-	150,000
600	Sumter	150,000	-	-	-	150,000
610	Suwannee	150,000	-	-	-	150,000
620	Taylor	150,000	1	182.24	9,438	159,438
630	Union	150,000	-	-	-	150,000
640	Volusia	150,000	-	-	-	150,000
650	Walton	150,000	-	-	-	150,000
670	Washington	150,000	1	261.84	13,042	163,042
685	FAMU Lab School	150,000	-	-	-	150,000
687	FAMU Lab School	150,000	-	-	-	150,000
371	FSU Lab School	150,000	-	-	-	150,000
016	UF Lab School	150,000	-	-	-	150,000
480	Virtual School	150,000	-	-	-	150,000

1. As of the 2022-23 FFP Fourth Calculation. Does not include scholarship UFTE.

State 10,800,000 100,411.02 5,200,000 16,000,000

Science of Reading Literacy and Tutoring (SoRT) Program Assurances

PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES

The [Local Educational Agency Chief Executive Officer, or his/her authorized representative] assures the following:

Assurance 1, Target Population: The Applicant will prioritize kindergarten through fifth grade students enrolled in a public school who either scored below a Level 3 on the English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level.

Assurance 2, Designated Tutoring Time: The Applicant will use funds for (a) stipends for tutors during the school day, before and after school, or a summer program; (b) licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based in science of reading principles and individually tailored to the needs and ability of each student; (c) professional learning; or (d) curriculum, resources and materials necessary to implement explicit and systematic instructional strategies. Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.

Assurance 3, Initial and Ongoing Support: The Applicant will provide initial and ongoing training and support to tutors. If the applicant is utilizing funds to implement the RAISE High School Tutoring Program established in Section 1008.365(8), Florida Statutes, the Applicant must follow requirements in law regarding supervision expectations.

Assurance 4, Annual Reporting: The Applicant will annually report to the Department no later than June 30, 2024, on the following:

- a. Program expenditures by category.
- b. Numbers of students served by the program by grade level.
- c. Student outcomes as evidenced by 2023-2024 Florida Assessment of Student Thinking (FAST) progress monitoring results in ELA.

Local Educational Agency Chief Executive Officer or Authorized Representative (Printed Name):

Signature:	Date:
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FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	A) Program Name: Science of Reading Literacy and Tutoring (SoRT) Program TAPS NUMBER: 24A283	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$	D) Applicant Contact & Business Information	
	Contact Name: Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	UEI number: FEIN number:
CERTIFICATION		
<p>I, _____, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>		
E) _____	Signature of Agency Head	Title
		Date

Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E.** **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

Budget Narrative Form Instructions

- A) Enter Name of Eligible Recipient/Fiscal Agent
- B) Enter DOE Assigned Project Number
- C) Enter TAPS Number
- D) Enter the Total Amount for column (5)

(1) **Function Code** – *For School Districts Only* – Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*, which best classifies the overall purpose or objective of the goods or services budgeted.

(2) **Object Code** – Enter the Object Code which best classifies the goods or services budgeted. *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*; *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual*; *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

(3) **Account Title and Narrative** - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:
Salaries – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.

Other Personal Services – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.

Professional/Technical Services – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.

Contractual Services and/or Inter-agency agreements – Describe the services to be rendered and the type of entity or agency (name, if available).

Travel – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list

individual names. List individual position(s) when travel funds are being requested to perform necessary activities.

Materials and Supplies - Describe the type of item to be purchased and its purpose or use.

Capital Outlay - Describe the type of item/equipment to be purchased and its purpose or use.

Indirect Cost - Refer to the *DOE Project Application and Amendment Procedures for Federal and State Programs (Green Book)* for additional guidance regarding indirect cost.

- *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.

- *Colleges and Universities Only* – Provide the percentage rate (maximum of 5%) approved by the DOE.

(4) **FTE** - (Only applicable for items classified as *Salaries and Other Personal Services (Refer to (2) Object Code.)* Enter the total number of positions (as FTEs*) that will be supported with these funds. *Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

(5) **Amount** - Enter the total amount budgeted for each line item.

(6) **Percent Allocated** – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples).

Project Performance Accountability Information, Instructions, and Form

NOTE: The following pages are included in the RFA (DOE 900D) template and are to be completed by the applicant.

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

The Scope of Work/ Project Narrative must include the specific tasks that the grantee is required to perform.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measurable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof that the activity took place (*Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency*). Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost

Note: Add additional lines if necessary

Item Number: 8.C.
Meeting Date: 10/10/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Accept the TAPS 24A283, Florida Department of Education Science of Reading Literacy and Tutoring (SoRT) Program FY 2023/24 General Appropriations Nonrecurring Funding, Section 96, in the Amount of \$9,883.57, for Oasis Elementary North, that is based on the Third Grade SY 2022-2023 FEFP Fourth Calculation.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ OEN SORT	Backup Material

SoRT Grant Info for Charter Schools

Kevin Brown <kevin.brown@capecharterschools.org>

Mon 10/9/2023 9:10 AM

To: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

📎 9 attachments (1 MB)

Science of Reading approved RFA 24A283.pdf; Assurances_SoRT_FINAL (1).docx; DOE 101S BLANK.xls; Project Performance Accountability Form.doc; Outlook-Facebook i.png; Outlook-LinkedIn i.png; Outlook-Twitter ic.png; Outlook-Youtbue ic.png; Outlook-Youtbue ic.png;

Good afternoon!

FLDOE and Just Read Florida! has announced a new grant opportunity for your school. The Science of Reading Literacy and Tutoring (SoRT) Program is funding to provide *additional reading literacy support* to students in grades K-5 who either scored below Level 3 on the final ELA assessment in the prior year OR who you have determined to be below grade level and in need of additional reading intervention.

Attached you will find four documents:

- Request for Application (RFA)
- Grant assurances
- DOE 101S (budget)
- DOE 900D (project performance accountability form)

The allocation for your school is \$9,883.57. This was calculated based on the Third Grade 22-23 FEFP fourth calculation.

The school district is required to submit the grant by October 15th; however, we would like to extend October 30th to our charter schools that choose to participate. We will also be available after the charter school principal meeting on October 24th to answer any questions you may have.

Participation in this grant will involve you submitting the above documents *and* a project narrative (written overview of the grant). Should you choose not to participate, please simply respond to this email.

As always, we are here to support you in your efforts!

Jaime Trotter

Charter School Operations Coordinator

2855 Colonial Blvd, Fort Myers, FL 33966

o: 239-335-1461

jaimetr@leeschools.net
www.leeschools.net

THE SCHOOL DISTRICT OF LEE COUNTY

PERSONAL | PASSIONATE | PROGRESSIVE

Please be cautious

This email was sent outside of your organization



FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)

Bureau / Office

Just Read, Florida!

TAPS Number

24A283

Program Name

Science of Reading Literacy and Tutoring (SoRT) Program

Specific Funding Authority(ies)

FY 2023/24 General Appropriations Nonrecurring Funding, Section 96

Funding Purpose / Priorities

Funding for the Science of Reading Literacy and Tutoring (SoRT) Program provides additional reading literacy support to students in kindergarten through grade 5 enrolled in a public school who either scored below Level 3 on the final English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level and in need of additional reading intervention.

Total Funding Amount

\$16 million in nonrecurring funds. Each school district/local educational agency (LEA) will receive funds in accordance with the allocation schedule based on the Third Grade 2022-23 FEFP Fourth Calculation. Each sponsoring LEA shall provide a proportional allocation to each charter school in their district.

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2023 – June 30, 2024

The project effective date will be the date that the application is received within DOE meeting conditions for acceptance.

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Target Population(s)

The Science of Reading Literacy and Tutoring (SoRT) Program’s target population are students in kindergarten through grade 5 enrolled in a public school who either scored below Level 3 on the final English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level and in need of additional reading intervention.

Eligible Applicant(s)

Local Educational Agencies (LEAs)

Application Due Date

The DOE 100A Project Application Form and Programmatic, Fiscal, and Reporting Assurances are due upon receipt. The Project Performance Accountability form, project narrative, and DOE 101 Budget Narrative Form must be submitted within 60 days of receipt of the project award.

The due date refers to the date of receipt in the Office of Grants Management.

For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in Florida Statutes or proviso.

Matching Requirement

None

Contact Persons

Program Contact

Melinda Webster
Executive Director, Just Read, Florida!
850-245-9539
Melinda.Webster1@fldoe.org

Grants Management Contact

Felicia Williams-Taylor
Sr. Educational Program Director
850-245-0717
Felicia.Williams-Taylor@fldoe.org

Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs. The complete text may be found in Section D of the Green Book.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

Note: The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doi610.xls>

Funding Method

Quarterly Advance to Public Entity

For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to DOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.html>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant. Failure to meet each project deliverable will result in a decrease in payment commensurate to an applicable unit cost for the deliverable. The exact amount for each deliverable will be determined upon program and budget review and identified in the final project award. The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

The Local Educational Agency (LEA) may use the funds for:

1. Stipends for tutors during the school day, before and after school, or a summer program;

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2. Licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based on the science of reading principles and individually tailored to the needs and ability of each student*;
3. Professional learning; or
4. Curriculum, resources and materials necessary to implement explicit and systematic instructional strategies*.

*Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

Unallowable Expenses:

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms

- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for State Expenditures, https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Any equipment purchases not listed on the original budget approved by the FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.stml>.

Administrative Costs including Indirect Costs

Chapter 1010.06 F.S. Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, state university, school district, or any other entity.

State of Florida, Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report

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the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

Narrative Section

Scope of Work/Narrative

LEAs of the Science of Reading Literacy and Tutoring (SoRT) Program shall:

1. Provide a project abstract (or summary).
2. Describe the project design and the project objectives/activities to be implemented. Include a description and a timeline for completion of each deliverable (e.g., product completion, training development/delivery, services to be delivered).
3. Provide the baseline data against which performance will be measured. Given the expectations for the project, identify the starting point from which progress will be measured; e.g., standardized test scores, needs assessment results and qualitative data (or in the absence of existing data, provide initial data collection plans).
4. **Assurance 1, Target Population:** Describe how the LEA will prioritize kindergarten through fifth grade students enrolled in a public school who either scored below a Level 3 on the English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level.
5. **Assurance 2, Designated Tutoring Time:** Describe how the LEA will use funds for (a) stipends for tutors during the school day, before and after school, or a summer program; (b) licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based in science of reading principles and individually tailored to the needs and ability of each student; (c) professional learning; or (d) curriculum, resources and materials necessary to implement explicit and systematic instructional strategies. Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.
6. **Assurance 3, Initial and Ongoing Support:** Describe how the LEA will provide initial and ongoing training and support to tutors. If the applicant is utilizing funds to implement the RAISE High School Tutoring Program established in s. 1008.365, F.S., the Applicant must follow requirements in law regarding supervision expectations.
7. **Assurance 4, Annual Reporting:** Describe how the LEA will annually report to the Department no later than June 30, 2024, on the following:
 - Program expenditures by category;
 - Numbers of students served by the program by grade level; and
 - Student outcomes as evidenced by 2023-2024 Florida Assessment of Student Thinking (FAST) progress monitoring results in ELA.

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department within 30 days after the end of each

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quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so Legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml>.

Conditions for Acceptance

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
 - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
 - An "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management via ShareFile.

Florida Department of Education
2023-24 Science of Reading Literacy and Tutoring (SORT) Program Allocation

LEAF#	LEA	-1- Minimum Third Grade ELA Score Under Level 3	-2- 2022-23 Grade 3 UFT ¹	-3- Allocation	-4- Allocation	-5- 2023-2024 Total Allocation
010	Machuga	1	2,393.18	123,836		273,938
020	Baker	-	-	-	-	150,000
030	Boy	1	2,228.72	115,315		285,315
040	Bradford	-	-	-	-	150,000
050	Breward	-	-	-	-	150,000
060	Broward	-	-	-	-	150,000
070	Calhoun	-	-	-	-	150,000
080	Charlotte	-	-	-	-	150,000
080	Citrus	1	1,237.94	64,078		214,078
100	Clay	-	-	-	-	150,000
110	Collier	-	-	-	-	150,000
120	Columbia	-	-	-	-	150,000
130	Miami-Dade	-	-	-	-	150,000
140	DeSoto	1	427.99	22,164		172,164
150	Dixie	-	-	-	-	150,000
160	Duval	1	10,548.54	548,331		698,331
170	Escambia	1	3,115.08	161,321		314,321
180	Falmer	-	-	-	-	150,000
180	Franklin	1	89.37	4,628		154,628
200	Gadsden	1	390.28	20,211		170,211
210	Gilchrist	-	-	-	-	150,000
220	Glades	-	-	-	-	150,000
230	Gulf	-	-	-	-	150,000
240	Hamilton	1	129.85	6,730		166,730
250	Hardee	1	430.37	22,288		172,288
260	Hendry	1	822.48	47,773		197,773
270	Hernando	-	-	-	-	150,000
280	Hillbush	1	18,233.88	944,281		1,084,281
300	Holmes	1	283.00	13,620		153,620
310	Indian River	-	-	-	-	150,000
320	Jackson	-	-	-	-	150,000
330	Jefferson	1	62.33	3,228		163,228
340	Lafayette	-	-	-	-	150,000
350	Lake	-	-	-	-	150,000
360	Lee	1	8,178.83	423,810		573,810
370	Leon	-	-	-	-	150,000
380	Levy	-	-	-	-	150,000
390	Liberty	-	-	-	-	150,000
400	Madison	1	151.32	7,836		157,836
410	Manatee	1	4,504.89	222,838		372,938
420	Marion	1	3,878.80	180,620		340,620
430	Martin	-	-	-	-	150,000
440	Monroe	1	676.73	35,048		185,048
450	Nassau	-	-	-	-	150,000
460	Okaloosa	-	-	-	-	150,000
470	Okechobee	1	546.55	28,252		178,252
480	Orange	-	-	-	-	150,000
480	Osceola	1	5,577.43	288,839		438,839
480	Palm Beach	1	14,827.58	773,056		923,056
510	Pasco	1	6,678.61	345,813		488,813
520	Pinellas	-	-	-	-	150,000
530	Polk	1	9,590.30	484,583		644,583
540	Putnam	1	887.47	44,924		194,924
550	St. Johns	-	-	-	-	150,000
560	St. Lucie	1	3,378.97	174,887		324,887
570	Santa Rosa	-	-	-	-	150,000
580	Sebastian	-	-	-	-	150,000
590	Seminole	-	-	-	-	150,000
600	Sumter	-	-	-	-	150,000
610	Suwannee	-	-	-	-	150,000
620	Taylor	1	182.24	9,438		159,438
630	Union	-	-	-	-	150,000
640	Volusia	-	-	-	-	150,000
650	Wakulla	-	-	-	-	150,000
660	Walton	-	-	-	-	150,000
670	Washington	1	261.84	13,042		163,042
685	FAU Lab School	-	-	-	-	150,000
687	FAU Lab School	-	-	-	-	150,000
371	FSU Lab School	-	-	-	-	150,000
015	UF Lab School	-	-	-	-	150,000
480	Virtual School	-	-	-	-	150,000

1. As of the 2022-23 FFP Fourth Calculation. Does not include scholarship UFT.

State 10,800,000 100,411.02 5,200,000 16,000,000

Science of Reading Literacy and Tutoring (SoRT) Program Assurances

PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES

The [Local Educational Agency Chief Executive Officer, or his/her authorized representative] assures the following:

Assurance 1, Target Population: The Applicant will prioritize kindergarten through fifth grade students enrolled in a public school who either scored below a Level 3 on the English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level.

Assurance 2, Designated Tutoring Time: The Applicant will use funds for (a) stipends for tutors during the school day, before and after school, or a summer program; (b) licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based in science of reading principles and individually tailored to the needs and ability of each student; (c) professional learning; or (d) curriculum, resources and materials necessary to implement explicit and systematic instructional strategies. Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.

Assurance 3, Initial and Ongoing Support: The Applicant will provide initial and ongoing training and support to tutors. If the applicant is utilizing funds to implement the RAISE High School Tutoring Program established in Section 1008.365(8), Florida Statutes, the Applicant must follow requirements in law regarding supervision expectations.

Assurance 4, Annual Reporting: The Applicant will annually report to the Department no later than June 30, 2024, on the following:

- a. Program expenditures by category.
- b. Numbers of students served by the program by grade level.
- c. Student outcomes as evidenced by 2023-2024 Florida Assessment of Student Thinking (FAST) progress monitoring results in ELA.

Local Educational Agency Chief Executive Officer or Authorized Representative (Printed Name):

Signature:	Date:
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FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	A) Program Name: Science of Reading Literacy and Tutoring (SoRT) Program TAPS NUMBER: 24A283	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: <hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$	D) Applicant Contact & Business Information	
	Contact Name: Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	UEI number: FEIN number:
CERTIFICATION I, _____, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E) _____ Signature of Agency Head	_____ Title	_____ Date

Instructions for Completion of DOE 100A

- A. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C. Enter the total amount of funds requested for this project.
- D. Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
 - **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

Budget Narrative Form Instructions

- A) Enter Name of Eligible Recipient/Fiscal Agent
- B) Enter DOE Assigned Project Number
- C) Enter TAPS Number
- D) Enter the Total Amount for column (5)

(1) **Function Code** – *For School Districts Only* – Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*, which best classifies the overall purpose or objective of the goods or services budgeted.

(2) **Object Code** – Enter the Object Code which best classifies the goods or services budgeted. *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*; *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual*; *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

(3) **Account Title and Narrative** - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:
Salaries – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.

Other Personal Services – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.

Professional/Technical Services – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.

Contractual Services and/or Inter-agency agreements – Describe the services to be rendered and the type of entity or agency (name, if available).

Travel – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list

individual names. List individual position(s) when travel funds are being requested to perform necessary activities.

Materials and Supplies - Describe the type of item to be purchased and its purpose or use.

Capital Outlay - Describe the type of item/equipment to be purchased and its purpose or use.

Indirect Cost - Refer to the *DOE Project Application and Amendment Procedures for Federal and State Programs (Green Book)* for additional guidance regarding indirect cost.

- *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.

- *Colleges and Universities Only* – Provide the percentage rate (maximum of 5%) approved by the DOE.

(4) **FTE** - (Only applicable for items classified as *Salaries and Other Personal Services (Refer to (2) Object Code.)* Enter the total number of positions (as FTEs*) that will be supported with these funds. *Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

(5) **Amount** - Enter the total amount budgeted for each line item.

(6) **Percent Allocated** – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples).

Project Performance Accountability Information, Instructions, and Form

NOTE: The following pages are included in the RFA (DOE 900D) template and are to be completed by the applicant.

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

The Scope of Work/ Project Narrative must include the specific tasks that the grantee is required to perform.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measurable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof that the activity took place (*Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency*). Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost

Note: Add additional lines if necessary

Item Number:	9.A.
Meeting Date:	10/10/2023
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Jacquelin Collins, Superintendent, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 10.A.

**Meeting
Date:** 10/10/2023

Item Type: CITY MANAGER
REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Mark Mason, Director of Finance, City of Cape Coral

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 11.A.
Meeting Date: 10/10/2023
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A.
Meeting Date: 10/10/2023
Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President or Jennifer Hoagland, Treasurer

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 13.A.
Meeting Date: 10/10/2023
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:
No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 14.A.
Meeting Date: 10/10/2023
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:
No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 15.A.
Meeting Date: 10/10/2023
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Cape Coral Charter School Authority SY 2023-2024 Teacher Salary Increase Allocation Distribution Plan in the Amount of \$107,561.34 - Amy Brown, CSA Human Resources Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ TEACHER SALARY INCREASE ALLOC SY 23-24	Backup Material

**2023-24 SALARY INCREASE ALLOCATION
CHARTER DISTRIBUTION PLAN TEMPLATE
DUE OCTOBER 1, 2023**

Instructions: Use this template only if you are submitting a plan for a charter school. School districts should use the district specific template. Complete the following sections in order, then review the error report at the end of the survey. **DO NOT modify this template.** Enter data as directed, as any modification will result in the need for a resubmission.

Boxes with this color indicate that data should be entered. Do not modify other cells.

Sponsoring District Name (From the Charter Plan Tab)	Lee
Charter School Number	Grouped Plan
Charter School Name	Oasis Charter School

SECTION A - Allocation Data

A1	Charter proportionate share of the Maintenance Allocation.	\$799,421
A2	Charter proportionate share of the Growth Allocation.	\$249,378
A3	Charter proportionate share of the Salary Increase Allocation from 2023-24 FEFP Conference Calculation.	\$1,048,799
A4	Additional funding used for increases to the minimum base in the current year (do not include these expenses below).	\$0

SECTION B - Maintenance Allocation: Used to maintain the salary increases provided through Salary Increase Allocation in previous fiscal years. If the cost to maintain these increases is greater than the charter's Maintenance Allocation, other funding sources must be used to cover this difference. If the cost to maintain these increases is less than the charter's Maintenance Allocation, the remaining funds will be combined with the charter's Growth Allocation. See FAQs Q1 through Q4.

B1	Funds available for the maintenance of prior year Teacher Salary Increase Allocation increases.	\$799,421
B2	Total cost to maintain the salary increases provided through the Salary Increase Allocation in previous years (enter the total cost here, even if it exceeds the allocation).	\$1,786,191
B3	Funds remaining from the charter's share of the 2023-24 Maintenance Allocation.	\$0

SECTION C - Growth Allocation: Used to either (a) increase the minimum base salary reported on the charter school's performance salary schedule, as defined in section 1012.22(1)(c), F.S., to at least \$47,500 or the maximum amount achievable based on the amount the 1.41 percent generates, and/or (b) to provide salary increases to other full-time instructional personnel as defined in section 1012.01(2)(a)-(d), F.S. See FAQs Q5 through Q7.

c1	Funds available from the growth allocation and remaining maintenance allocation (A2+B2).	\$249,378
c2	2022-23 minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., including certified prekindergarten teachers funded in the 2022-23 FEFP.	\$47,500
c3	Adjusted minimum base salary for 2023-24 for teachers as defined in s. 1012.01 (2)(a), F.S., per implementation of the Salary Increase Allocation and any additional funding sources used.	\$47,500
c4	Increase in the minimum base salary as a result of the Salary Increase Allocation (Item C4 minus Item C3).	\$0

c5	Total planned expenditure of funds used to increase salaries for full-time classroom teachers to the minimum base salary listed in item C3, if applicable. (Example: One teacher receives \$5,000 increase + two teachers receive \$3,000 increase each = \$11,000).	\$0
c6	Total planned expenditure of funds used to provide salary increases to full-time classroom teachers who do not fall into item C5. (Example: One teacher receives \$4,000 increase + two teachers receive \$1,000 increase each = \$6,000).	\$241,917
c7	Total planned expenditures of funds used to increase full-time instructional personnel as defined by s. 1012.01(2)(b)-(d), F.S. (Example: One staff receives \$5,000 increase + two staff receive \$1,500 increase each = \$8,000).	\$7,461
c8	Total dollar amount of unused funds (Item C1 minus Item C5, C6 and C7). This cell should be zero.	\$0

Section D - Error Report: *The following items will indicate whether there is an error with the data entered on the report or if some data should be verified for accuracy. Do not submit this report unless item D3 in this section is marked YES.*

d1	Data entered in all fields (if "No", verify that all orange boxes contain data, even if 0).	Yes
d2	The minimum base salary is greater than or equal to the previous year (if "No", please correct, as the minimum base cannot be lower than what was established in the previous year).	Yes
d3	2023-24 Salary Increase Allocation Distribution Plan ready to submit?	Yes

**2023-23 SALARY INCREASE ALLOCATION
CHARTER DISTRIBUTION PLAN
DUE OCTOBER 1, 2023**

This file is a template to assist school districts with providing the necessary Salary Increase Allocation information to the department in order to comply with section 1011.62, Florida Statutes. Please review the Frequently Asked Questions provided with the department's 2023-24 Salary Increase Allocation memorandum for additional information on the administration of these funds.

All charter schools are required to submit this template. Please see FAQ Q21 regarding receiving the growth allocation from the district. The following instructions will help you complete this requirement.

1. Complete the following table:

Sponsoring District Name (choose from drop-down menu)	Lee
Charter School Name	Oasis Charter School
Charter School Number (ex. 1234)	36
Grouped Charter School Numbers (Do not enter names. Enter school numbers only and separate multiple numbers with commas. Do not fill this box in if this plan is for one school only.)	4143, 4151, 4171, 4181
Contact Name:	Amy Brown
Contact Phone:	239-424-6100 ext. 7456
Contact Email:	amy.brown@capecharterschools.org
Does this file represent a board-approved plan?	Yes
Does this file represent a union-ratified plan?	No
Is the district withholding for fringe benefits?	Yes

2. Navigate to the "Charter Plan" tab of this workbook. Enter data where indicated by colored cells. Once this has been completed, review the error report in Section D and ensure that the last item shows a "Yes" before moving on.

3. Charter schools should submit their distribution plans directly to their sponsoring school district.

Item Number:	17.A.
Meeting Date:	10/10/2023
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
The Next Regular Governing Board Meeting will be held on Tuesday, November 14, 2023 at 5:30p.m. at Cape Coral City Council Chambers, 1015 Cultural Park, Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: