MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Robert Avossa, Superintendent
Chair and Members of the Audit Committee

FROM: Lung Chiu, Inspector General

DATE: July 17, 2017

SUBJECT: Transmittal of Final Investigative Report
Case # 16-474 Gardens School of Technology Arts

In accordance with School Board Policy 1.092(6)(d), we hereby transmit the above-referenced final report.

The report addresses allegations regarding Gardens School of Technology Arts (GSOTA) violating the terms of the current contract with the District. Specifically, the report addressed the following allegations:

- GSOTA entered into a fifteen year rental lease agreement with its current landlord. The OIG offered no opinion because the District extended the date of the contract in order to complete the negotiations for the contract renewal or related to the completion of this investigation.

- Questionable business/management relationships between Covenant Centre International Inc. (CCI) and GSOTA. The OIG determined GSOTA may have entered into professional service contracts with professional service providers without adhering to the Code of Federal Regulations and their own internal procurement policy. The contracts were awarded without participating in a competitive solicitation process.

- GSOTA did not inform the District there would be additional facilities added to the property. The OIG determined this allegation to be unsubstantiated.
• Capital outlay dollars utilized for the expansion of the school as CCI would be the property owner of the buildings and not the school. The OIG determined Florida Statutes 1002.33 and 1013.62 allow GSOTA to be eligible for school capital outlay funding.

• GSOTA charged student fees for being late, volunteer hours, technology payment and registration fees to hold a spot for before and after care. The OIG determined Florida Statutes allow the fees to be charged. As for volunteer hours, the OIG recommended GSOTA should include clearly stated language associated with student fees and the parent’s ability not to pay.

The OIG investigation also included a review of the following areas: academic accountability, financial accountability, governance accountability, comparison lease analysis, relationships between the church and the school, business relationships between the school and professional service providers, school expansion, student fees charged by school, and District reviews of school programs.

The report is finalized and posted on the Inspector General’s website; www.palmbeachschools.org/inspectorgeneral .
OFFICE OF INSPECTOR GENERAL
PALM BEACH SCHOOL BOARD
REPORT OF INVESTIGATION
GARDENS SCHOOL OF TECHNOLOGY ARTS
CASE NUMBER: 16-474

BACKGROUND
The current contract between Gardens School of Technology Arts (GSOTA) and the Palm Beach School Board covers a five year term from July 1, 2011 thru June 30, 2016. The contract was amended initially for contract renewal negotiations, and subsequently extended to March 31, 2017, for completion of this investigation.

GSOTA is physically located on the site of Covenant Centre International Inc. Church (CCI) located at 9153 Roan Lane Palm Beach Gardens, Florida. GSOTA is currently leasing rental space from Covenant Centre International Inc. Church.

THE COMPLAINT
On August 9, 2016, Palm Beach School District Charter Department Director James Pegg and Palm Beach School District Assistant General Counsel A. Denise Sagerholm requested the Office of Inspector General to conduct an investigation into whether GSOTA violated the terms of the current contract with the District.

FINDINGS:
The investigation concluded the following findings as it related to the reported allegations and or issues:

Allegation #1:
GSOTA’s violated the terms of the current contract with the District when it entered into a fifteen (15) year rental lease agreement with its current landlord.

Findings:
➢ The OIG offers no opinion on whether GSOTA’s entering a 15 year agreement commencing on July 1, 2016 would have violated the current charter school contract with the term of July 1, 2011 to June 30, 2016, given
that the contract amendments extending the date of the contract were for the purposes of completing negotiations for the contract renewal or related to the completion of this investigation.

Allegation #2:
There may be some questionable business/management relationships between the church (CCI) and GSOTA.

Findings:
- GSOTA may have entered into professional service contracts with Professional Service Providers without adhering to the Code of Federal Regulations and their own internal Procurement Policy. On June 29, 2011 GSOTA appointed/awarded Professional Service Contracts to individuals without participating in a competitive solicitation process.

Allegation #3:
GSOTA did not inform the District the school was adding additional facilities to the church property.

Findings:
- Unsubstantiated. Although, according to District officials, GSOTA did not officially notify the District of their intent to change or add facilities or locations (expansion), GSOTA did indicate on their 2014-2016 Capital Outlay Applications (s) its intent to purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e. mortgage or rent) and construction of school facilities of which District representatives Certified and acknowledged Capital Outlay Plans for 2014, 2015 and 2016.

Allegation #4:
Capital Outlay dollars being utilized for the school expansion as the Church (CCI) would be the property owner of the buildings and not the School.

Findings:
- Florida Statute F.S.S. 1002.33(20) and F.S.S. 1013.62 allows GSOTA to be eligible for school capital outlay funding. GSOTA intended to use the capital outlay funds for statutorily authorized purposes.
- Florida Statute also addresses what should occur if a charter school is non-renewed or terminated and further how any unencumbered funds and all equipment and property purchased with public funds shall revert to the ownership of the Sponsor as provided for in Section 1002.33(8), F.S.
Allegation #5: GSOTA was charging student fees for being late, volunteer hours, technology payment and registration fees to hold a spot for before and after care.

Findings:

- **Late Fees**: Florida Statutes allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs.

- **Volunteer hours**: According to GSOTA’s School Director, the donation in lieu of volunteer hours is strictly voluntary and no child is penalized if the parent cannot afford to pay. The OIG did not find any language on GSOTA’s website that informs student parents or legal guardians that (1) no penalty of any type will be imposed against the student based upon a failure to pay; (2) no student shall be denied the right to participate for failure to pay; (3) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity; and (4) this request is for a voluntary payment. The OIG recommended that GSOTA should include some “clearly” stated language associated with student fees and the parent’s ability to not pay, as detailed in School Board Policy 2.21 School Requests of Payment from Students.

- **Technology payments**: Florida Statute allows Principals to request that students voluntarily purchase certain items or voluntarily pay to participate in an activity, which may aid in their learning.

- **Before/Aftercare School Care**: Florida Statute allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs.

- **Registration fees**: Florida Statutes allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs.

The OIG investigation also included a review of the following areas related to GSOTA:

**Area #1: Academic Accountability**

Findings:

- GSOTA’s school grades have been consistent, since inception.
➢ Student enrollment has increased steadily since inception.

Area #2: Financial Accountability

Findings:

➢ GSOTA did not experience any financial emergencies as stipulated in Florida Statute 218.503.
➢ GSOTA's FTE was accurately reported for the FY 2012 through FY 2016.
➢ GSOTA intended to use the capital outlay funds for statutorily authorized purposes.
➢ Payments of Utilities by GSOTA were Inconsistent with Lease Agreement for Charter School Facility. Article X., Utilities, of the Lease Agreement effective July 1, 2011 through June 30, 2016 states the following as it pertains to the Landlord’s responsibilities for utility cost:

   “Landlord shall be responsible for and pay all the utility fees used by, and directly related to the Leased Premises such as water, sewer, gas, electricity, phone service, internet service and trash removal service while in possession of the same during the Term of this Lease unless otherwise expressly agreed in writing by Tenant.”

For FY 2012 through FY 2016, GSOTA paid CCI church a total of $53,900 for these expenditures. Given the OIG was not provided with written documentation that the charter school agreed to pay CCI church for utility fees and trash removal, the OIG questions why GSOTA paid for these costs.

➢ Comparison Lease(s) Analysis: The OIG conducted an analysis comparing the original and renewed commercial lease agreement(s) between CCI and GSOTA. The OIG noted the monthly rental payments increased by 95% the first year and 65% thereafter.

Area #3: Governance Accountability

Findings:

➢ Governance Board Training: Two of GSOTA’s Governing Board Members did not complete the training within the first 90 days of appointment as required by Florida Administrative Rule 6A-6.0784 Approval of Charter School Governance Training. Two of GSOTA’s members did not timely complete the required (3) three year refresher training within the mandated time frame.
➢ **Governance Board Member Conflict of Interest: Substantiated.** A GSOTA Governing Board member conducted business with GSOTA and was paid a total of $721.45 in monetary compensation for services provided.

➢ **Conflict of Interest Statements:** GSOTA was in violation of their own internal policy and Florida Statute 112.3143 (3)(a). In Paragraph 4 of Gardens School of Technology Arts Conflict of Interest Policy v1, States, “*Each Governing Board Member will sign the school’s Conflict of Interest Statement.*” During this investigation GSOTA did not provide the OIG with the requested Conflict of Interest Statements.

➢ **Governance Board Member Eligibility and Clearance: Background Screening:** No exceptions were noted. GSOTA was in compliance with both the contract and Florida Statutes related to background screening of Board Members.

➢ **Fingerprinting and Background Screening of Employees:** No exceptions were noted. GSOTA was in compliance with the contract and Florida Statutes related to background screening of employees.

**Actions Taken:**

In accordance with School Board Policy 1.092(6) (iv), a draft copy of this report was provided to the GSOTA Board for review and comments. The affected parties were given an opportunity to respond.
# Gardens School of Technology Arts

## Executive Summary

### Authority

**Case# 16-474**

### OIG Review of Records and Documentation

1. **ACADEMIC ACCOUNTABILITY REVIEW**
   - Did GSOTA experience any financial emergencies as stipulated in FS 218.503
   - Reporting of Student Full Time Equivalent Count and Revenue Verification
   - Capital Outlay Funds Received by GSOTA Charter School
   - Expenses related to the Lease Agreement

2. **FINANCIAL ACCOUNTABILITY REVIEW**

3. **GOVERNANCE ACCOUNTABILITY REVIEW**
   - Governance Board Training
   - Governance Board Member Conflict of Interest
   - Conflict of Interest Statements
   - Governance Board Member Eligibility and Clearance: Background Check Screening
   - Fingerprinting and Background Screening of Employees
4. COMPARISON LEASE(S) ANALYSIS

   4A. Did GSOTA violate the terms of the current contract with the District when it entered into a fifteen (15) year rental lease agreement with its current landlord?

5. RELATIONSHIPS BETWEEN THE CHURCH AND GARDEN SCHOOL OF TECHNOLOGY INC

6. BUSINESS RELATIONSHIPS BETWEEN GSOTA AND PROFESSIONAL SERVICE PROVIDERS

7. SCHOOL EXPANSION

   7A. Site Visit

   7B. Did GSOTA fail to notify the District regarding their proposed school expansion

8. A REVIEW OF STUDENT FEES CHARGED BY GOSTA

9. DISTRICT REVIEWS OF GSOTA CHARTER PROGRAM

FOLLOW-UP INFORMATION

APPENDIX

EXHIBITS 1 -43
Office of Inspector General
The School District of Palm Beach County

Case No. 16-474

Gardens School of Technology Arts

INVESTIGATIVE REPORT - FINAL

AUTHORITY

School Board Policy 1.092, Inspector General (4)(a)(iv) provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews as the Inspector General deems appropriate. The May 18, 2011 Charter School Contract between Gardens School of Technology Arts (GSOTA) and the Palm Beach School Board further provides for the Inspector General to conduct investigations and audits related to Gardens School of Technology Arts.

This investigation was conducted by Director of Investigations Angelette Green in compliance with the Quality Standards for Investigations, Principles and Standards for Offices of Inspector General, promulgated by the Association of Inspectors General. School District Auditor Supervisor Christina Seymour, CPA, performed a review of specific areas related to financial accountability.

DOCUMENTS REVIEWED

As part of this investigation, the OIG reviewed

2. Section 286.23, Fla. Stat. (Real property conveyed to public agency; disclosure of beneficial interests; notice; exemptions)
4. Section 1002.33, Fla. Stat. (Charter Schools)
5. Section 1002.331, Fla. Stat. (High-performing Charter Schools)
8. Section 112.3135 Restriction of employment of relatives

11. Charter School Contract between Gardens School of Technology Arts, Inc. and the Palm Beach School Board (Term July 1, 2011 thru June 30, 2016).

12. Lease Agreement between Gardens School of Technology Arts, Inc. (Tenant) and the Covenant Centre International, Inc. (Landlord) for the period of July 1, 2011 thru June 30, 2016. (5 years-executed on July 1, 2011)

13. Lease Agreement between Gardens School of Technology Arts (Tenant) and the Covenant Centre International, Inc. (Landlord) for the period of July 1, 2016 thru June 30, 2031. (15 years-executed on April 27, 2016)

14. Financial Documents of Gardens School of Technology Arts for the period of July 1, 2011 to August 31, 2016, as follows:
   a. FY Budgets for the stated time frame
   b. Detailed general ledgers
   c. Payroll Registers
   d. Monthly Financial Statements

15. Reviewed Fiscal Years 2011-2015 Full-time Equivalent (FTE) reporting.

16. Reviewed contracts and agreements executed by Gardens School of Technology Arts and various vendors


18. Florida Dept. of Education (TAP No: 2013-97) Related to the Background Screening Requirements of Noninstructional Contractors

Relevant School Board Policies


20. School Board Policy 2.57, Charter Schools

21. School Board Policy 2.21, School Request of Payment from Students

Other Documents

22. GSOTA On-line Payments- Student Fees

23. Memorandum dated July 1, 2016 from FDOE related to the Distribution of Charter School Capital Outlay Funds Fiscal Year 2016-17
BACKGROUND

The current contract between Gardens School of Technology Arts and the Palm Beach School Board covers a five year term from July 1, 2011 thru June 30, 2016. The contract was amended initially for contract renewal negotiations, and subsequently extended to March 31, 2017, for completion of this investigation.

Charter Schools

Section 1002.33, Florida Statutes, delineates the School District’s responsibilities as a sponsoring district to monitor and oversee its charter schools. Charter schools are part of the State’s program of public education. The sponsoring school board is charged with certain responsibilities including fiscal oversight and monitoring the school’s revenues and expenditures. Like traditional public schools, charters schools are funded with local, state and federal tax dollars. The funding is largely derived from the Florida Education Finance Program (FEFP) in which the magnitude of funding is determined by weighted full time equivalent (FTE) / enrollment in the school during date-certain survey periods in October and February. Those public funds to operate the charter school are distributed to the school throughout the school year by the sponsoring school district. Charter schools in Florida are required to be organized as, or be operated by, a nonprofit organization. The schools typically have a tax exempt status under Section 501(c)3 of the Internal Revenue Code and their facilities are exempt from ad valorem taxes pursuant to Section 196.1983, Florida Statutes.

The School

On January 13, 2010, the Palm Beach County School Board approved the charter school application submitted by Gardens School of Technology, Inc. on behalf of Gardens School of Technology Arts. On May 18, 2011, the School Board approved the five (5) year Charter for Gardens School of Technology Arts (GSOTA). The Charter became effective upon the signing by both parties, and covered a term of five (5) years commencing July 1, 2011 and ending June 30, 2016.

Based on information found within the Charter contract between the Palm Beach School Board and GSOTA, the initial members of the Charter School Governing Board were identified as: Debra K. Moore, President; Joshua M. Wiggins, Treasurer; Kristopher E. Benz, Secretary; Melissa Stonecipher, Director; and R. Shane Vander Kooi, Director.

Based on documents with the Florida Department of State, Gardens School of Technology Arts, Inc. was founded and incorporated by Kristopher E. Benz and R. Shane Vander Kooi on August 3, 2009.

Information found on the website of Gardens School of Technology Arts states the school profile will: “offer an innovative academic environment coupled with the stability of a sound core
curriculum program, Gardens SOTA operates with a mission to provide innovative tools in a cooperative learning setting that fosters creativity and problem solving throughout the school day”.

<table>
<thead>
<tr>
<th>GARDENS SCHOOL OF TECHNOLOGY ARTS</th>
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<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Serving Grades</strong></td>
</tr>
<tr>
<td><strong>Incorporated in 2009</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Registered Agent</strong></td>
</tr>
</tbody>
</table>

Based upon information provided by GSOTA the **Principals/Administrators** of record for the school have been as follows:

<table>
<thead>
<tr>
<th>School Year (SY)</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>Director of Academincs (Principal)</td>
<td>Kevin Kovacs</td>
</tr>
<tr>
<td>Current</td>
<td>Director of Operations</td>
<td>Jeanne Benz</td>
</tr>
<tr>
<td>2015-16</td>
<td>Director of Academincs (Principal)</td>
<td>Kevin Kovacs</td>
</tr>
<tr>
<td>2015-16</td>
<td>Director of Operations</td>
<td>Jeanne Benz</td>
</tr>
<tr>
<td>2014-15</td>
<td>Director of Academincs (Principal)</td>
<td>Kevin Kovacs</td>
</tr>
<tr>
<td>2014-15</td>
<td>Director of Operations</td>
<td>Jeanne Benz</td>
</tr>
<tr>
<td>2013-14</td>
<td>Director of Academincs (Principal)</td>
<td>Kevin Kovacs</td>
</tr>
<tr>
<td>2013-14</td>
<td>Director of Operations</td>
<td>Shane Vander Kooi</td>
</tr>
<tr>
<td>2012-13</td>
<td>Director of Academincs (Principal)</td>
<td>Lana Thormodsgaard</td>
</tr>
<tr>
<td>2012-13</td>
<td>Director of Operations</td>
<td>Shane Vander Kooi</td>
</tr>
<tr>
<td>2011-12</td>
<td>Director of Academincs (Principal)</td>
<td>Lana Thormodsgaard</td>
</tr>
<tr>
<td>2011-12</td>
<td>Director of Operations</td>
<td>Shane Vander Kooi</td>
</tr>
</tbody>
</table>
Based upon information provided by GSOTA the school’s Governing Board members have been as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Alfrey</td>
<td>Member</td>
<td>2012 - 2014</td>
</tr>
<tr>
<td>Jon Andio *</td>
<td>Member</td>
<td>2014 - present</td>
</tr>
<tr>
<td>Lisa Cole</td>
<td>Secretary</td>
<td>2011 - present</td>
</tr>
<tr>
<td>Dave Culp</td>
<td>Member</td>
<td>2016 (2 months)</td>
</tr>
<tr>
<td>Christine Farley</td>
<td>Member</td>
<td>2014 - present</td>
</tr>
<tr>
<td>Gerald Hoenings</td>
<td>Treasurer</td>
<td>2014 - present</td>
</tr>
<tr>
<td>David Menkhaus</td>
<td>Treasurer</td>
<td>2011 - 2014</td>
</tr>
<tr>
<td>Carla Moore</td>
<td>Member</td>
<td>2014 (4 months)</td>
</tr>
<tr>
<td>Debra Moore</td>
<td>Chair</td>
<td>2011 - present</td>
</tr>
<tr>
<td>Dave Reyes</td>
<td>Vice Chair</td>
<td>2011 - present</td>
</tr>
<tr>
<td>Misi Stonecipher</td>
<td>Member</td>
<td>2011 - 2012</td>
</tr>
<tr>
<td>Joshua Wiggins¹</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Approved as a member by GSOTA Governing Board on July 21, 2014

School Location

GSOTA is physically located on the site of Covenant Centre International Inc. Church (CCI) located at 9153 Roan Lane Palm Beach Gardens, Florida. GSOTA is currently leasing rental space from Covenant Centre International Inc. Church. Information obtained from the Covenant Centre International, Inc. Church website indicates:

<table>
<thead>
<tr>
<th>COVENANT CENTRE INTERNATIONAL, INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Founded By</td>
</tr>
<tr>
<td>Founding Year</td>
</tr>
<tr>
<td>Pastors</td>
</tr>
</tbody>
</table>

¹ Joshua Wiggins was listed as a GSOTA Board Member on the initial contract, but resigned prior to the opening of the school.
THE COMPLAINT

On August 9, 2016, the Office of Inspector General (OIG) attended a meeting with Palm Beach School District Charter School Director James Pegg and Palm Beach School District Assistant General Counsel A. Denise Sagerholm regarding GSOTA. Director Pegg and Attorney Sagerholm stated the District was currently negotiating the renewal charter contract with GSOTA and while doing so discovered **GSOTA may have violated the terms of the current contract with the District.** Attorney Sagerholm went on to state that **GSOTA has entered into a fifteen (15) year rental lease agreement with its current landlord**, Covenant Centre International, Inc. church. Attorney Sagerholm stated GSOTA did not inform the District they were entering into a fifteen (15) year rental lease agreement with the church and that the rental lease agreement between the landlord and GSOTA should have been for five (5) years as stipulated in GSOTA’s current contract with the District.

Section 5: Facilities, subsection B) Compliance with Building and Zoning/Requirements, paragraph 5) Leased facilities, page 44, of the Charter School Contract between The School Board of Palm Beach County, Florida and GSOTA states, “**If the School operates in leased facilities, the lease shall be for the term of this Contract, or in lieu thereof, the School shall present a lease with a plan to ensure a facility for the duration of the Contract. The lease shall be signed by a properly authorized member of the governing board, or its designee, as documented in corresponding official governing board minutes**”. See Exhibit 1.

The current contract between GSOTA and the District covers a five year term July 1, 2011 thru June 30, 2016.

Attorney Sagerholm also stated that in conducting public research it appears there may be some questionable business/management relationships between the Church (Covenant Centre International Inc.) and GSOTA. Attorney Sagerholm stated the Church is pastored by Norman and Judy Benz and that Norman and Judy Benz is the mother and father of Kristopher Erik Benz who is married to Director of School Operations Jeannie Benz. Attorney Sagerholm further stated Kristopher Erik Benz along with Shane R. Vander Kooi are the original incorporators of Gardens School of Technology Arts, Inc. and that Kristopher Erik Benz currently sits on the Governing Board of the Church (Covenant Centre International Inc.) and that at one point Shane R. Vander Kooi sat on the Governing Board of GSOTA. Attorney Sagerholm stated that in Kristopher Erik Benz employment capacity at the school, he is at some point possibly supervised and or given directions by his wife Jeanne Benz, who is the school’s Director of Operations.

Attorney Sagerholm stated that there may be a conflict of interest as Kristopher Erik Benz has his own for profit Finance Company and he is currently working for GSOTA. Attorney Sagerholm
stated Jeanne Benz, also has a company, “The Children’s Academy” with her mother-in-law Judy Benz that conducted business with GSOTA.

Director Pegg stated he learned the school is currently undergoing a school expansion, adding additional classrooms onto the church. Director Pegg stated he was concerned because GSOTA did not inform the District the school was adding additional facilities to the church property. Director Pegg stated he also had concerns as to how and who was funding the school’s expansion, the church or the school. Director Pegg and Attorney Sagerholm expressed concerns about Capital Outlay dollars being utilized for the expansion because the Church would be the property owner of the buildings and not the School.

Director Pegg and Attorney Sagerholm both expressed concerns about the new rental lease agreement between GSOTA and the Church as the monthly rental payments from GSOTA to the Church had increased significantly over the fifteen (15) year rental lease agreement.

Attorney Sagerholm stated according to GSOTA’s website, the School was charging students fees for being late, volunteer hours, technology payment and registration fees to hold a spot for before and after care.

Director Pegg and Attorney Sagerholm requested the Office of Inspector General to conduct an investigation.

The OIG reviewed records and documentation for the period of July 1, 2011 through August 31, 2016.

The OIG investigation included a review of the following areas:

1. Academic Accountability
2. Financial Accountability
3. Governance Accountability

As part of this investigation, the OIG also examined the following:

4. Lease(s) Analysis Comparison
5. Did GSOTA violate the terms of the current contract with the District when it entered into a fifteen (15) year rental lease agreement with its current landlord?
6. Relationships between the Church (Covenant Centre International Inc.) and Gardens School of Technology Inc. (Hiring of Relatives)
7. Business Relationships between GSOTA and Professional Service Providers
8. School expansion.
9. Fees GSOTA are charging students.
The Church (Landlord)

Covenant Centre International Inc. is a church located at 9153 Roan Lane Palm Beach Gardens, Florida. Covenant Centre International Inc. is a Florida Not-For-Profit Corporation incorporated by Norman D. Benz and Robert Varnadore in 1992. According to information found at the Florida Department of State Division of Corporations, as of October 25, 2016 the listed officers and directors are: Norman Benz, President; Robert Varnadore, Vice President; Lee Cocuzza, Treasurer; Kristopher Benz, Secretary; and Floyd McKenzie, Officer. For a sample of historical filings of Covenant Centre International Inc. see below.

<table>
<thead>
<tr>
<th>Registered Agent</th>
<th>Officers</th>
<th>Signed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>Norman Benz</td>
<td>Norman Benz, President Robert Varnadore, Vice President Lee Cocuzza, Treasurer John Baudhuiin, Secretary</td>
<td>Norman Benz, President Robert Varnadore, Vice President Lee Cocuzza, Treasurer William Fries, Secretary</td>
</tr>
<tr>
<td>2013</td>
<td>2014</td>
<td>2015</td>
</tr>
<tr>
<td>Norman Benz</td>
<td>Norman Benz</td>
<td>Norman Benz</td>
</tr>
<tr>
<td>2013</td>
<td>2014</td>
<td>2015</td>
</tr>
<tr>
<td>Norman Benz, President Robert Varnadore, Vice President Lee Cocuzza, Treasurer Secretary</td>
<td>Norman Benz, President Robert Varnadore, Vice President Lee Cocuzza, Treasurer Kristopher Benz, Secretary</td>
<td>Norman Benz, President Robert Varnadore, Vice President Lee Cocuzza, Treasurer Kristopher Benz, Secretary Floyd McKenzie, Officer</td>
</tr>
</tbody>
</table>
| Signed By Norman Benz, Norman Benz, Norman Benz, Norman Benz

Source: Florida Department of State-Division of Corporations
1. ACADEMIC ACCOUNTABILITY REVIEW

The school grades reported under the State of Florida’s academic accountability system since July 1, 2011 have been as follows:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>2011-12</td>
<td>C</td>
</tr>
<tr>
<td>2012-13</td>
<td>C</td>
</tr>
<tr>
<td>2013-14</td>
<td>C</td>
</tr>
<tr>
<td>2014-15</td>
<td>A</td>
</tr>
<tr>
<td>2015-16</td>
<td>C</td>
</tr>
</tbody>
</table>

Findings: GSOTA’s school grades have been consistent, since inception.

The school’s student enrollment since July 1, 2011 have been as follows:

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-15</td>
<td>273</td>
<td>224</td>
<td>218</td>
<td>211</td>
<td>136</td>
</tr>
<tr>
<td>Feb-16</td>
<td>266</td>
<td>236</td>
<td>229</td>
<td>171</td>
<td>131</td>
</tr>
</tbody>
</table>

Source: GSOTA  Based on FTE Schedule (Survey 2 & 3)

Findings: Student Enrollment has increased steadily since inception.

2. FINANCIAL ACCOUNTABILITY REVIEW

School District Auditor Supervisor Christina Seymour, CPA, was asked to perform a review of the below specific areas related to financial accountability.

- Did GSOTA experience any financial emergencies as stipulated in Florida Statute 218.503?
- Reporting of Student Full Time Equivalent (FTE) Count and Revenue Verification
- Capital Outlay Funds
- Expenses related to the Lease Agreement
- Financial review of related party transactions for contracted Professional Services Providers
The scope of the OIG’s financial review covered the time period of July 1, 2011 through August 31, 2016.

FINDINGS & CONCLUSIONS

2A. Did GSOTA experience any financial emergencies as stipulated in Florida Statute 218.503?

Financial Emergency. Per Florida Statute §218.503(1), a financial emergency exists when any one of the following conditions occurs in a charter school’s financial operations:

1. Failure within the same fiscal year, in which due, to pay short-term loans or failure to make bond debt service or other long-term debt payments when due, as a result of a lack of funds.
2. Failure to pay uncontested claims from creditors within 90 days after the claim is presented, as a result of a lack of funds.
3. Failure to transfer at the appropriate time, due to lack of funds:
   a. Taxes withheld on the income of employees; or
   b. Employer and employee contributions for:
      i) Federal social security; or
      ii) Any pension, retirement, or benefit plan of an employee.
4. Failure for one pay period to pay, due to lack of funds:
   a. Wages and salaries owed to employees; or
   b. Retirement benefits owed to former employees.

Based on the OIG’s review of GSOTA charter school’s independent CPA’s annual financial statement audit reports for FY 2012 through FY 2016, GSOTA did not meet any of the conditions described in Florida Statute §218.503(1), Financial Emergency. No exceptions were noted.

2B. Reporting of Student Full Time Equivalent (FTE) Count and Revenue Verification

FEFP Funding & FTE Mid-Year Counts

GSOTA’s Charter Contract, specifically Section 4.A.1.a “Financial Accountability,” provides that the primary basis for funding for the charter school’s operations is its proportionate share of funds from the “Florida Education Funding Program – FEFP.” At the start of a charter school’s operations, Full Time Equivalent (FTE) is based on the charter school’s projected student enrollment. Once the school year begins, FTE is revised based on actual counts of student enrollment and attendance during an eleven (11) day, Florida Department of Education (FDOE) specified, FTE survey period taken in October and February of each school year.
Additionally, charter schools are required to report its student enrollment to its Sponsor, (i.e., the District) in accordance with the policies and procedures specified in Florida Statute §1011.60, “Minimum requirements of the Florida Education Finance Program - FEFP.” For example, the charter school is required to use the District’s electronic data processing system and procedures for the processing of student enrollment, attendance, FTE collection, etc.

The provisions of Florida Statutes §1011.62, “Funds for operation of schools,” requires the District to report the number of full-time equivalent (FTE) students and related data to the FDOE for funding through the FEFP. Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods, as previously stated above.

**FEFP Funding Received by GSOTA**

For FY2011 - 12 through FY2015 -16, the OIG reviewed the amount of FEFP funds the School District paid to GSOTA based on the charter school’s student count. Table 1 below summarizes the total FEFP funds the GSOTA charter school received for the period reviewed.

<table>
<thead>
<tr>
<th>YEAR #</th>
<th>FISCAL PERIOD</th>
<th>TOTAL PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FY 2011 -12</td>
<td>$745,547.00</td>
</tr>
<tr>
<td>2</td>
<td>FY 2012 –13</td>
<td>1,013,891.00</td>
</tr>
<tr>
<td>3</td>
<td>FY 2013 -14</td>
<td>1,387,738.00</td>
</tr>
<tr>
<td>4</td>
<td>FY 2014 -15</td>
<td>1,458,219.27</td>
</tr>
<tr>
<td>5</td>
<td>FY 2015 -16</td>
<td>$1,737,663.11</td>
</tr>
</tbody>
</table>

**Accuracy of FTE Counts for GSOTA**

For School Year (SY) 2011 - 12 through SY 2015 -16, the OIG verified the accuracy of the mid-year student attendance counts by comparing the FTE counts provided to the OIG by GSOTA to the “Enrollment Summary” records in the District’s TERMS database. Our objective was to verify that GSOTA did not over-report FTE student attendance counts and ensure GSOTA’s FTE revenues were computed correctly.
Table 2 below summarizes the FTE counts for students attending GSOTA charter school for the SY 2011-12 through SY 2015 – 16 as noted in the District’s TERMS database:

Table 2

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>OCTOBER MID-YEAR COUNT</th>
<th>FEBRUARY MID-YEAR COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 - 2012</td>
<td>136</td>
<td>131</td>
</tr>
<tr>
<td>2012 - 2013</td>
<td>178</td>
<td>178</td>
</tr>
<tr>
<td>2013 – 2014</td>
<td>234</td>
<td>229</td>
</tr>
<tr>
<td>2014 – 2015</td>
<td>234</td>
<td>236</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>273</td>
<td>266</td>
</tr>
</tbody>
</table>

Based on inquiry of Distract staff and review of GSOTA’s enrollment count records in TERMS, GSOTA's FTE was accurately reported for the FY 2012 through FY 2016. No exceptions were noted.

2C. Capital Outlay Funds Received by GSOTA Charter School

Charter School Capital Outlay funds are annually allocated to eligible charter schools by the Florida Commissioner of Education. The funding received under this program are based on the School’s actual and projected student enrollment during the fiscal year.

Each year the Florida Department of Education (FDOE) releases an online application, which eligible charter schools must complete and submit to FDOE. The charter school’s sponsor is required to review the application and provide a recommendation to the FDOE Department. The Commissioner of Education makes the final eligibility determination for a given charter school.

*Florida Statute §1013.62, “Charter Schools Capital Outlay Funding,”* governs the appropriation and use of capital outlay funding for those charter schools which meet the eligibility criteria set forth in the Florida Statutes. This statute establishes the criteria a charter school is required to meet in order to be eligible to receive capital outlay funds. The School must:

1. Have been in operation for 2 or more years.
2. Be governed by a governing board established in the state for 3 or more years, which operates both charter schools and conversion charter schools within the state.
3. Be an expanded feeder chain of a charter school within the same school district that is currently receiving charter school capital outlay funds.
4. Have been accredited by the Commission on Schools of the Southern Association of Colleges and Schools.
5. Have an annual audit that does not reveal any of the financial emergency conditions provided in s. 218.503(1) for the most recent fiscal year for which such audit results are available.
6. Have satisfactory student achievement based on state accountability standards applicable to the charter school.
7. Have received final approval from its Sponsor pursuant to Florida Statute §1002.33, Charter Schools, for operation during that fiscal year.
8. Serve students in facilities that are not provided by the charter school’s sponsor.

*Florida Statute §1013.62(a)* states a charter school’s governing body may use charter school capital outlay funds for the following purposes:

1. Purchase of real property.
2. Construction of school facilities.
3. Purchase, lease-purchase, or lease of permanent or relocatable school facilities.
4. Purchase of vehicles to transport students to and from the charter school.
5. Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.
6. Effective July 1, 2008, purchase, lease-purchase, or lease of new and replacement equipment, and enterprise resource software applications that are classified as capital assets in accordance with definitions of the Governmental Accounting Standards Board, have a useful life of at least 5 years, and are used to support school-wide administration or state-mandated reporting requirements.
7. Payment of the cost of premiums for property and casualty insurance necessary to insure the school facilities.
8. Purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.
We reviewed the FDOE’s Office of Independent Education & Parental Choice website and verified that the charter school, “Gardens School of Technology Arts, Inc. – GSOTA,” submitted “Charter School Capital Outlay” applications for three (3) consecutive years to the FDOE. A review of these applications indicated that GSOTA intended to use the capital outlay funds for statutorily authorized purpose, as documented in Table 3 below:

<table>
<thead>
<tr>
<th>FY</th>
<th>Description of expenditures to be paid for with Capital Outlay $</th>
</tr>
</thead>
</table>
| 2014 | 1. Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or lease).  
    2. Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.  
    3. Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities. [See Exhibit 29] |
    2. Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or lease).  
    3. Purchase of vehicles to transport students to and from the charter school.  
    4. Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.  
    5. Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities. [See Exhibit 30] |
    2. Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or lease).  
    3. Purchase of vehicles to transport students to and from the charter school.  
    4. Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.  
    5. Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities. [See Exhibit 31] |

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2 Information is based on GSOTA’s FDOE Capital Outlay Fund Applications for FY 2014, FY 2015 and FY 2016.
Table 4 below provides a summary of each of GSOTA’s capital outlay funding applications submitted to the FDOE and the amount of capital outlay funds the charter school received for FY 2014-2015, FY 2015-2016 and FY 2016-2017:

Table 4

<table>
<thead>
<tr>
<th>FY</th>
<th>Date Plan Submitted</th>
<th>Date Certified by District</th>
<th>Date Certified by FDOE</th>
<th>Capital Outlay Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>04/25/14</td>
<td>-</td>
<td>08/27/14</td>
<td>$71,742</td>
</tr>
<tr>
<td>2015-2016</td>
<td>07/01/15</td>
<td>08/03/15*</td>
<td>08/31/15</td>
<td>39,516</td>
</tr>
<tr>
<td>2016-2017</td>
<td>07/12/16</td>
<td>08/04/16*</td>
<td>09/17/16</td>
<td>87,983</td>
</tr>
</tbody>
</table>

* The 2015 and 2016 Capital Outlay Plans were Certified by school district charter school principal Ariel Alejo. The 2014 Capital Outlay Plan was acknowledged by school district representative Miriam Williams.

**Actual Total Capital Outlay Funds Received per District Records**

OIG obtained a schedule of all monthly capital outlay payments from the District’s Accounting Services Department and determined that GSOTA received a total of $143,830 in capital outlay funding for FY 2014-2015, FY 2015-2016 and FY 2016-2017 as of November 1, 2016.

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4 Source of Information: FDOE 2016-17 Charter School Capital Outlay Disbursements. Per FDOE website, GSOTA’s total estimated allocation for FY17 capital outlay funds is $87,983 as of February, 2017.
Table 5 below provides a detail breakdown of the capital outlay funds disbursed to GSOTA by the School District:

Table 5

<table>
<thead>
<tr>
<th>FY</th>
<th>Capital Outlay Funds Issued to GSOTA By the District</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$71,742</td>
</tr>
<tr>
<td>2016</td>
<td>39,516</td>
</tr>
<tr>
<td>2017</td>
<td>32,572 $5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$143,830</td>
</tr>
</tbody>
</table>

GSOTA’s Charter Contract, dated May 18, 2011, addresses charter school capital outlay funds in Section 4: Financial Accountability, (A) Revenue, (4) Charter School Capital Outlay Funds. Specifically, the Charter Agreement states as follows:

“Application: The Charter School may be eligible for school capital outlay funding as per sections 1002.33(20), and 1013.62, F.S. Prior to release of capital outlay funds from the Sponsor to the Charter School, the Charter School must provide the Sponsor a capital outlay plan with proposed capital expenditures. If the charter school is non-renewed or terminated, any unencumbered funds and all equipment and property purchased with public funds shall revert to the ownership of the Sponsor as provided for in Section 1002.33(8)(e), F.S.”

On December 16, 2016, the OIG inquired of the District Charter School Department as to whether the District had received capital outlay plans with proposed capital expenditures from the GSOTA charter school. We were informed that the Charter School Department does not maintain Charter School Capital Outlay Funding applications nor does the department have records from GSOTA for capital outlay plans or related expenditures.

2D. Expenses related to the Lease Agreement

On July 1, 2011, GSOTA entered into a Lease Agreement with CCI to lease space for GSOTA's charter school facility. The school is located within the confines of the CCI church property and therefore both entities share the same property address of 9153 Roan Lane, West Palm Beach, FL 33403.

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5 As of January 2017
The Lease Agreement spanned the 5 year period of July 1, 2011 through June 30, 2016, coinciding with the original GSOTA Charter Agreement's five-year term. The agreement reflects a tier payment system to CCI church for its school facilities where the first year monthly payments totaled $9,166.67, totaling $110,000 annually. The remaining four years, monthly payments totaled $10,833.33, totaling $129,999.96 annually ($519,999.84 over 4 years). Thus, the total cost to lease GSOTA's charter school facilities from CCI church for the original 5-year Lease Agreement was $629,999.

**OIG Analysis of Lease Payments to CCI from GSOTA Charter School**

For the period of July 1, 2011 through August 31, 2016, a total of $691,719.88 was paid to CCI church by GSOTA for its school facility lease. **Table 6** below summarizes the OIG's analysis of the annual lease payments GSOTA paid to CCI church to rent the charter school's facilities located within the CCI church's premises.

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>PAYEE</th>
<th>TOTAL LEASE PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 – 2012</td>
<td>CCI Church</td>
<td>110,000.04</td>
</tr>
<tr>
<td>2012 – 2013</td>
<td>CCI Church</td>
<td>129,999.96</td>
</tr>
<tr>
<td>2013 – 2014</td>
<td>CCI Church</td>
<td>140,833.29</td>
</tr>
<tr>
<td>2014 – 2015</td>
<td>CCI Church</td>
<td>129,999.96</td>
</tr>
<tr>
<td>2015 – 2016</td>
<td>CCI Church</td>
<td>119,166.63 under by (10,833.33)</td>
</tr>
<tr>
<td>2016 – 2017</td>
<td>CCI Church</td>
<td>61,720.006</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>CCI Church</strong></td>
<td><strong>$691,719.88</strong></td>
</tr>
</tbody>
</table>

Additionally, the OIG reviewed the corresponding cancelled check payments and noted that “Jeanne Benz,” Director of Operations for GSOTA and a member of CCI Church’s worship team, signed 11 of the 27 check payments issued to CCI Church in calendar year 2012. See Exhibit 1A.

**Analysis of GSOTA Payments to CCI Church Classified as "Other Expenses"**

The OIG reviewed GSOTA’s accounting records to determine the nature of expenditures categorized as "Other Expenses," which were paid to CCI church. Based on our review, the majority of "Other Expenditures" were for payments to CCI church for telephone utilities and janitorial services; school facility expansion; and charter school improvements such as repair of doors, construction of classroom walls, landscaping, etc. **Table 8** below summarizes the results of the OIG’s analysis "Other Expenditures" paid to CCI church by GSOTA charter school.

---

6 On July 1, 2016, GSOTA issued two check payments to CCI Church: $21,910 and $17,900. On August 1, 2016, GSOTA paid $21,910 CCI Church. All three check payments had dual signatures from GSOTA Governing Board Members.
## TABLE 8

<table>
<thead>
<tr>
<th>FY</th>
<th>PAYEE</th>
<th>EXPENSE TYPE</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 - 2016</td>
<td>CCI Church</td>
<td>Telephone / janitorial</td>
<td>$53,900.36</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>CCI Church</td>
<td>School facility expansion</td>
<td>66,295.80</td>
</tr>
<tr>
<td>2012 - 2015</td>
<td>CCI Church</td>
<td>School repairs / improvements</td>
<td>59,330.74</td>
</tr>
<tr>
<td>2015</td>
<td>CCI Church</td>
<td>School Banner &amp; Play Bill Ad</td>
<td>497.50</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$180,024.40</td>
</tr>
</tbody>
</table>

**Findings:** Payments of Utilities by GSOTA Inconsistent with Lease Agreement for Charter School Facility

**Article X., Utilities,** of the Lease Agreement effective July 1, 2011 through June 30, 2016 states the following as it pertains to the Landlord’s responsibilities for utility costs:

> “Landlord shall be responsible for and pay all the utility fees used by, and directly related to the Leased Premises such as water, sewer, gas, electricity, phone service, internet service and trash removal service while in possession of the same during the Term of this Lease unless otherwise expressly agreed in writing by Tenant.”

Based on the OIG review of GSOTA’s supporting documentation, we noted that CCI church issued a monthly statement to the charter school which invoiced GSOTA for telephone service, the cost of cleaning supplies and the associated labor for the charter school facilities. For FY 2012 through FY 2016, GSOTA paid CCI church a total of $53,900 for these expenditures. Given the OIG was not provided with written documentation that required the charter school to pay CCI church for utility fees and trash removal, the OIG questions the justification why GSOTA paid for these costs.

**Other Expenses Reviewed**

**Total Costs of $11,539 for Architect & Engineer Consultant Agreements passed through to GSOTA by CCI Church**

The OIG reviewed a Proposal for Professional Services submitted by the engineering firm of “Simons & White, Inc.” (Consultant) to CCI (Client), which was dated April 9, 2015 and addressed to Erik Benz. The scope of services included site plan changes and engineering related issues for a drainage report with a total cost of $700. The Proposal was accepted and signed by Erik Benz, as Director for CCI on April 9, 2015. See Exhibit 2.

The OIG reviewed a second fee estimate submitted to CCI on April 14, 2015 from the landscape architect firm of “Cotleur & Hearing Landscape Company.” The fee estimate was emailed to Erik Benz by Cotleur & Hearing with an attached itemization of the services to be provided and
the associated fees, which totaled $10,838.58. Per the email from Cotleur & Hearing, CCI church was instructed to make its payment payable to “PBC BOCC” (i.e. the Palm Beach County Board of County Commissioners.) See Exhibit 3.

Based on review of GSOTA’s accounting records and supporting documentation, the OIG found Invoice 903 from CCI church to GSOTA dated April 14, 2015, which requested GSOTA to pay CCI church a total of $11,538.58 for land development and engineering fees. Table 9 below provides a detailed breakdown of CCI church’s Invoice 903 to the charter school. See Exhibit 4.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Land Development Application Fee for Fees associated with Application for Rezoning as per Palm Beach County Board of County Commissioners and Palm Beach County Building &amp; Zoning (Cotleur &amp; Hearing)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Engineering Fees for Drainage Report (Simons &amp; White)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,838.58</td>
<td></td>
</tr>
<tr>
<td>700.00</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL | $ 11,538.58 |

Below are the areas/uses and square footage of the various programs as indicated in the planning documents of “Cotleur & Hearing Landscape Company” as submitted to Palm Beach County.

<table>
<thead>
<tr>
<th>AREA/USES</th>
<th>SQUARE FOOTAGE (SF)</th>
<th>% of TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Place of Worship</td>
<td>6,986 SF</td>
<td>20%</td>
</tr>
<tr>
<td>2. Daycare</td>
<td>1,302 SF</td>
<td>4%</td>
</tr>
<tr>
<td>3. Charter School</td>
<td>20,260 SF</td>
<td>56%</td>
</tr>
<tr>
<td>4. Accessory</td>
<td>7,052 SF</td>
<td>20%</td>
</tr>
</tbody>
</table>

TOTAL SQUARE FOOTAGE = 35,600 SF = 100%

3. GOVERNANCE ACCOUNTABILITY REVIEW

The OIG examined the following areas related to governance accountability:

3A. Governance Board Training

Florida Administrative Rule 6A-6.0784 Approval of Charter School Governance Training Section (1) (b) states, “Each governing board member must complete a minimum of four (4) hours of instruction focusing on government in the sunshine, conflicts of interest, ethics, and financial
responsibility as specified in Section 1002.33 (9)(k), F.S. After the initial four (4) hour training, each member is required within the subsequent three (3) three years and for each three (3) year period thereafter, to complete a two (2) hour refresher training on the four (4) topics above in order to retain his or her position on the charter school board. Any member who fails to obtain the two (2) hour refresher training within any three (3) year period must take the four (4) hours of instruction again in order to remain eligible as a charter school board member.“ Section (1)(c) states, “New members joining a charter school board must complete the four (4) hour training within 90 days of their appointment to the board.”

Section 8: Governance subsection (B) Governing Board Responsibilities paragraph (12) Governance Training of the charter contract between The School Board of Palm Beach County, Florida and Gardens School of Technology Arts states, “The School’s governing board members shall participate in charter school governance training, facilitated by the Sponsor or an approved Florida Department of Education vendor, pursuant to state law.”

Based upon information provided by GSOTA, the OIG conducted an analysis of the governance board training and compiled the below chart:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
<th>Completed Required Training within 90 Days of Appointment</th>
<th>Completed Required Refresher Training Every 3 Years</th>
<th>New Member Board Approval Date</th>
<th>Date of First Training</th>
<th>Date of Refresher Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfredy, Lori</td>
<td>Member</td>
<td>2012 - 2014</td>
<td>Yes</td>
<td>N/A</td>
<td>09/17/12</td>
<td>12/25/12</td>
<td></td>
</tr>
<tr>
<td>Andio, Jon</td>
<td>Member</td>
<td>2014 - Present</td>
<td>Yes</td>
<td>N/A</td>
<td>07/21/14</td>
<td>10/15/14</td>
<td></td>
</tr>
<tr>
<td>Cole, Lisa</td>
<td>Secretary</td>
<td>2011 - Present</td>
<td>Yes</td>
<td>No *</td>
<td>12/19/11</td>
<td>12/12/11</td>
<td>03/09/15</td>
</tr>
<tr>
<td>Culp, Dave</td>
<td>Member</td>
<td>2016 (2 months)</td>
<td>N/A</td>
<td>N/A</td>
<td>01/11/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farley, Christine</td>
<td>Member</td>
<td>2014 - Present</td>
<td>Yes</td>
<td>N/A</td>
<td>10/13/14</td>
<td>01/01/15</td>
<td></td>
</tr>
<tr>
<td>Hoenings, Gerald</td>
<td>Treasurer</td>
<td>2014 - Present</td>
<td>No</td>
<td>N/A</td>
<td>01/01/14</td>
<td>07/29/14</td>
<td></td>
</tr>
<tr>
<td>Menkhaus, David</td>
<td>Treasurer</td>
<td>2011 - 2014</td>
<td>Yes</td>
<td>N/A</td>
<td>06/29/11</td>
<td>08/22/11</td>
<td></td>
</tr>
<tr>
<td>Moore, Carla</td>
<td>Member</td>
<td>2014 (4 months)</td>
<td>No</td>
<td>N/A</td>
<td>07/21/14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moore, Debra</td>
<td>Chair</td>
<td>2011 - Present</td>
<td>Yes</td>
<td>Yes</td>
<td>06/29/11</td>
<td>08/08/11</td>
<td>08/06/14</td>
</tr>
<tr>
<td>Reyes, Dave</td>
<td>Vice Chair</td>
<td>2011 - Present</td>
<td>Yes</td>
<td>No **</td>
<td>12/19/11</td>
<td>02/01/12</td>
<td>06/08/15</td>
</tr>
<tr>
<td>Stonecipher, Misi</td>
<td>Member</td>
<td>2011 - 2012</td>
<td>Yes</td>
<td>N/A</td>
<td>06/29/11</td>
<td>08/19/11</td>
<td></td>
</tr>
</tbody>
</table>

Source: Information received from GSOTA

* Refresher training completed approximately 3 years and 2 months after initial training
** Refresher training completed approximately 3 years and 5 months after initial training

Attorney Kathleen W. Schoenberg provided Charter School Governance Training to the above Board Members. Attorney Schoenberg is an approved Florida Department of Education vendor.

Findings: Some of GSOTA’s Governing Board Members (i.e. Gerald Hoenings and Carla Moore) did not complete the training within the first 90 days of appointment as required by Florida
Administrative Rule 6A-6.0784 Approval of Charter School Governance Training. Finally, some of the Governing Board members did not timely complete the required three (3) year refresher (i.e. Lisa Cole and David Reyes).

On April 3, 2017 as part of their written response, GSOTA provided the OIG with additional information related to Board Members Lori Alfrey, Dave Menkhaus and Misi Stonecipher. The additional information provided evidence that Alfrey, Menkhaus, and Stonecipher were in compliance with completing the required training within 90 days of Board appointment. GSOTA provided no additional information that evidenced Board members Lisa Cole and David Reyes completed their required refresher training within the mandated time frame. See GSOTA’s Exhibit #2.

3B. Governance Board Member Conflict of Interest

Board Member Jon Andio was appointed to the GSOTA Governing Board on July 21, 2014. Jon Andio received Charter School Governance Training on October 15, 2014 from Attorney Kathleen W. Schoenberg. According to information received from GSOTA, 1 Stop Generator Shop is a vendor who has currently performed worked on the campus of GSOTA. According to records found on the State of Florida, Division of Corporations website, 1 Stop Generator Shop is a Florida Profit Corporation incorporated by Jon E Andio. Jon Andio is listed at the President of the Corporation. 1 Stop Generator Shop was incorporated on July 06, 2006.

According to GSOTA,’s website, under the Governing Board section, Jon Andio is listed as a Board Member. Jon Andio bio reads “Jon Andio is a licensed electrician, working in the electrical trades for well over 20 years, and working as a Master Electrician since 1999. He is the owner/operator of 1 Stop Generator Shop, a local family-owned business operating in Palm Beach Count since 2005. Jon has been a Board Member since 2014 and, along with his wife Jessica, is also an active member of the school’s Parent Teacher Organization (PTO) since 2012. Jon and Jessica have three children, two of which have attended the school since its inception”
Based upon information received from GSOTA, Jon Andio, 1 Stop Generator conducted business with GSOTA and was paid the following monetary compensation for services provided:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Number</th>
<th>Name</th>
<th>Memo</th>
<th>Debit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>10/31/13</td>
<td>10674</td>
<td>1Stop Generator Shop</td>
<td>Invoice # 4891</td>
<td>Non-Capitalized Computer Hardware</td>
<td>460.00</td>
</tr>
<tr>
<td>Check</td>
<td>11/13/13</td>
<td>7102</td>
<td>1Stop Generator Shop</td>
<td>Staples Reimbursement</td>
<td>Other Materials and Supplies</td>
<td>124.93</td>
</tr>
<tr>
<td>Check</td>
<td>12/05/13</td>
<td>10704</td>
<td>1Stop Generator Shop</td>
<td>Invoice # 2669</td>
<td>Non-Capitalized Computer Hardware</td>
<td>415.41</td>
</tr>
<tr>
<td>Check</td>
<td>04/29/14</td>
<td>10799</td>
<td>1Stop Generator Shop</td>
<td>Invoice # 5425</td>
<td>Repairs and Maintenance</td>
<td>816.00</td>
</tr>
<tr>
<td>Check</td>
<td>***08/19/15</td>
<td>11229</td>
<td>1Stop Generator Shop</td>
<td>Invoice # 6852</td>
<td>Repairs and Maintenance</td>
<td>356.96</td>
</tr>
<tr>
<td>Check</td>
<td>***01/12/2016</td>
<td>11401</td>
<td>1Stop Generator Shop</td>
<td>Invoice # 12733</td>
<td>Repairs and Maintenance</td>
<td>364.49</td>
</tr>
</tbody>
</table>

*** Denotes Jon Andio conducting business with GSOTA as an active Governing Board Member

On January 24, 2017, the OIG conducted an interview with Director Jeanne Benz. Director Benz stated GSOTA continued to utilize 1 Stop Generator Shop after Jon Andio was elected to GSOTA’s Governing Board because he was a part of the school’s family and the school had used him a couple of times before for small jobs. Director Benz stated the payments to him and his company were below the allowable amounts for those sort of transactions. Director Benz stated the allowable amount was $500 per year. Director Benz stated 1 Stop Generator provided electrical services for the school. Director Benz stated Jon Andio did receive Governance Board training. As depicted in an earlier chart, Jon Andio received Governance Training on October 15, 2014.

Section 8: Governance, subsection B) Governing Board Responsibilities, paragraph 9) Governing Board Compensation, page 53, of the Charter School Contract states, “No member of the School’s governing board shall receive compensation, directly or indirectly, from the School’s operations, including but not limited to grant funds.”
GSOTA provided the OIG with a copy of their Gardens School of Technology Arts Conflict of Interest Policy v1. Paragraph 3 of said policy states, “**Governing Board Members shall not receive any monetary compensation or beneficial interest for their services nor shall they or their immediate family members, as defined by Florida Senate Bill 278, have any personal or financial interest in the school other than their own monetary donations to the school.**” See Exhibit 5.

**Findings: Governance Board Member Conflict of Interest was substantiated.**

3C. Conflict of Interest Statements:

The OIG requested a copy of all Conflict of Interest statements signed by all Governing Board Members for the period of July 1, 2011 thru August 31, 2016. As of March 3, 2017, the OIG has not received the requested documents. According to GSOTA’s written response, “Conflict of Interest statements were not applicable per F.S.S. 1002.33(26) (b)”.

GSOTA is correct that Florida State Statute 1002.33 (26) does not apply to them, as it applies to members of a governing board of a charter school operated by a municipality or other public entity. However, Florida Statute 112.3143(3)(a) does apply to GSOTA, and provides:

(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer’s interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

In addition, Paragraph 4 of Gardens School of Technology Arts Conflict of Interest Policy v1. states, “**Each Governing Board Member will sign the school’s Conflict of Interest Statement.**” See Exhibit 5.

**Findings: Based upon the aforementioned GSOTA may be in violation of their own internal policy and Florida Statute 112.3143 (3)(a).**

3D. Governance Board Member Eligibility and Clearance: Background Check Screening

**Section 8: Governance**, subsection (G) Identification of Governing Board Members, paragraph (2) Governing Board Member Eligibility and Clearance, page 55 of the contract with the Palm Beach County School District and GSOTA states, “**The School’s governing board members shall be fingerprinted by the Sponsor within thirty (30) days of execution of the School’s Contract. Board members appointed to**
the governing board after the approval of the School’s Contract must be fingerprinted within thirty (30) days of their appointment. The cost of fingerprinting shall be borne by the School by the School or the governing board member. The governing board agrees to dismiss governing board member whose fingerprint check results reveal non-compliance with standards of good moral character. Any change in governing board membership must be reported to the Sponsor. “

The OIG requested the Palm Beach County School District Police Department review the fingerprinting and background screening of all active and inactive GSOTA Governing Board Members for the time period of July 1, 2011 thru August 31, 2016. Based upon information received from School Police, they identified three (3) of GSOTA’s Board Members as never being background screened.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
<th>Level II Background Screened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfrey, Lori (Bush)</td>
<td>Member</td>
<td>2012-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Andio, Jon</td>
<td>Member</td>
<td>2014-present</td>
<td>Yes</td>
</tr>
<tr>
<td>Cole, Lisa</td>
<td>Secretary</td>
<td>2011-present</td>
<td>Yes</td>
</tr>
<tr>
<td>Culp, David</td>
<td>Member</td>
<td>2016- (2 months)</td>
<td>Yes—not for Board Member</td>
</tr>
<tr>
<td>Farley, Christine</td>
<td>Member</td>
<td>2014-present</td>
<td>Yes</td>
</tr>
<tr>
<td>Hoenings, Gerald</td>
<td>Treasurer</td>
<td>2014- present</td>
<td>Yes</td>
</tr>
<tr>
<td>Menkhaus, David</td>
<td>Treasurer</td>
<td>2011-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Moore, Carla</td>
<td>Member</td>
<td>2014- (4 months)</td>
<td>Yes</td>
</tr>
<tr>
<td>Moore, Debra</td>
<td>Chair</td>
<td>2011-present</td>
<td>Yes</td>
</tr>
<tr>
<td>Reyes, Dave</td>
<td>Vice Chair</td>
<td>2011-present</td>
<td>Yes</td>
</tr>
<tr>
<td>Stonecipher, Misi</td>
<td>Member</td>
<td>2011-2012</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Source: Information received from School Police on October 28, 2016 and February 1, 2016*

On April 3, 2017 as part of their written response, GSOTA provided the OIG with additional information related to Board members Lori Alfrey, David Menkhaus and Misi Stonecipher being background checked. The additional information provided evidence that Alfrey, Menkhaus and Stonecipher were screened by School Police. See GSOTA’s Exhibit #3.

On April 5, 2017, the OIG forwarded the information received from GSOTA to School Police so that they may reexamine their records. See Exhibit #42.

On May 18, 2017 School Police provided the OIG with additional information. According to information received from School Police” a further review of the fingerprinting history of the following subjects, indicates that they were fingerprinted as follows:
Applicant | Date Fingerprinted
----------|------------------
Lori Busch | 10/24/2012
David J. Menkhaus | 07/21/2011
Melissa D. Stonecipher | 07/19/2011

Findings: Based upon the subsequent information received from the Palm Beach School District Police Department, the OIG finds GSOTA to be in compliance with both the contract and Florida Statutes related to background screening of Board Members. No exceptions were noted.

3E. Fingerprinting and Background Screening of Employees

Section 10: Human Resources subsection (A) Hiring Practices, paragraph (4a) page 58 of the charter school contract between The School Board of Palm Beach County, Florida and Gardens School of Technology Arts states, “Pursuant to Fla. Statute 1012.32(2)(a), 1012.465, and 435.04, the School shall fingerprint for level 2 screening of all applicants, for instructional and non-instructional positions, that the School is interested in employing. Additionally, the School agrees that each of its employees, representatives, agents, subcontractors, or suppliers who are permitted access on school ground when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in Fla. Statute 1012.32 and 435.04”.

Findings: The OIG reviewed the fingerprinting and background screening of all active and terminated employees for the time period of July 1, 2011 thru August 31, 2016. Based upon information received from the Palm Beach County School District Police Department, the OIG found GSOTA to be in compliance with both the contract and Florida Statutes related to background screening of employees. No exceptions were noted.

4. COMPARISON LEASE(S) ANALYSIS
The OIG conducted an analysis comparing the original and renewed commercial lease agreement(s) between CCI and GSOTA. The OIG noted the monthly rental payments increased by 95% the first year and 65% thereafter based upon the OIG analysis. For details see below.

Left Blank Intentionally
Analysis of Commercial Lease Agreement between GSOTA & Covenant Central International Inc. (Church)

<table>
<thead>
<tr>
<th>ORIGINAL LEASE</th>
<th>RENEWED LEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landlord</td>
<td>Covenant Centre International</td>
</tr>
<tr>
<td>Tenant</td>
<td>Gardens School of Technology Arts</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>07/01/11</td>
</tr>
<tr>
<td>Termination Date</td>
<td>06/30/16</td>
</tr>
<tr>
<td>Term</td>
<td>5 years</td>
</tr>
<tr>
<td>Monthly Cost</td>
<td>$9166.67 year (1) $10,833.33 years (2-5)</td>
</tr>
<tr>
<td>Total Lease</td>
<td>$629,999.88 (lease duration)</td>
</tr>
<tr>
<td>Utilities Responsibilities</td>
<td>Landlord (church) responsible for utilities</td>
</tr>
<tr>
<td>Lease Signed By</td>
<td>Debra K. Moore, President, Board of Directors (Gardens School of Technology Arts) Norman Benz, President (Covenant Centre International)</td>
</tr>
<tr>
<td>Date Contract Signed</td>
<td>July 1, 2011</td>
</tr>
</tbody>
</table>

Source: Contract agreements

On December 8, 2016, Director Benz provided the OIG with a copy of a written explanation of GSOTA Use of Facilities and Lease Payment Schedules.

According to the GSOTA’s Use of Facilities document, “the fifteen year lease effective July 1, 2016 included an increase in monthly rate for space currently used as well as an increase to reflect 3,500 sq. ft of new space, which was intended for use this fiscal year. Construction has been delayed due to the protracted charter renewal process and the requirement of a signed charter contract to enable the landlord to secure necessary financing for project completion...”. For further details see below.

Left Blank Intentionally
Explanation of GSOTA Use of Facilities and Lease Payment Schedules

The table below illustrates the payment schedule for lease of property at 9153 Roan Lane, Palm Beach Gardens, Florida from July 1, 2011 – June 30, 2016 by Gardens School of Technology Arts. The square footage indicated as 'utilized' includes interior spaces without common areas (4000 ft²) and does not include the extensive outdoor spaces used by GSOTA’s students. The commercial market lease value used for comparison is very conservative. In addition, the most significant utilities were paid by the landlord for FY’s 2012-2016.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Interior space utilized</th>
<th>Annual rent</th>
<th>Cost</th>
<th>Mkt value of commercial lease property</th>
<th>Annual savings to GSOTA related to rent</th>
<th>Annual savings to GSOTA related to utilities (estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12</td>
<td>12,400 ft²</td>
<td>$110,000</td>
<td>$8.87/ft²</td>
<td>$17.00/ft²</td>
<td>$110,800</td>
<td>$25,500</td>
</tr>
<tr>
<td>FY13</td>
<td>13,700 ft²</td>
<td>$130,000</td>
<td>$9.49/ft²</td>
<td>$17.00/ft²</td>
<td>$102,900</td>
<td>$32,000</td>
</tr>
<tr>
<td>FY14</td>
<td>16,950 ft²</td>
<td>$130,000</td>
<td>$7.67/ft²</td>
<td>$17.00/ft²</td>
<td>$158,150</td>
<td>$35,500</td>
</tr>
<tr>
<td>FY15</td>
<td>18,950 ft²</td>
<td>$130,000</td>
<td>$6.86/ft²</td>
<td>$17.00/ft²</td>
<td>$192,150</td>
<td>$37,500</td>
</tr>
<tr>
<td>FY16</td>
<td>21,600 ft²</td>
<td>$130,000</td>
<td>$6.02/ft²</td>
<td>$17.00/ft²</td>
<td>$237,200</td>
<td>$39,000</td>
</tr>
</tbody>
</table>

The lease effective July 1, 2016 included an increase in the monthly rate for space currently used as well as an increase to reflect 3,500 ft² of new space, which was intended for use this fiscal year. Construction has been delayed due to the protracted charter renewal process and the requirement of a signed charter contract to enable the landlord to secure necessary financing for project completion.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Interior space utilized</th>
<th>Annual rent</th>
<th>Cost</th>
<th>Mkt value of commercial lease property</th>
<th>Annual savings to GSOTA related to rent</th>
<th>GSOTA to pay a proportional % of utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17</td>
<td>25,100 ft²</td>
<td>$214,800</td>
<td>$8.55/ft²</td>
<td>$18.00/ft²</td>
<td>$237,000</td>
<td>65%</td>
</tr>
</tbody>
</table>

The market valuation of $18.00/ft² is remains conservative, with commercial properties leasing for $18-$22 in our area. Even with the increase in rent payment, the amount of school funds being conserved through GSOTA’s lease agreement with the current landlord is profound and contributes to a very sound financial condition for our public charter school.

Gardens School of Technology Arts • A Tuition-Free Public Charter School

mysota.net • 9153 Roan Lane • Palm Beach Gardens, FL 33403 • info@mysota.net • 561-290-7661
4A. Did GSOTA violate the terms of the current contract with the District when it entered into a fifteen (15) year rental lease agreement with its current landlord?

The Charter School Agreement between The School Board of Palm Beach County, Florida and Gardens School of Technology Arts Inc. on behalf of Gardens School of Technology Arts was entered into on March 18, 2011 for the term of July 1, 2011 thru June 30, 2016.

Facilities

Section 5: Facilities, subsection B) Compliance with Building and Zoning/Requirements, paragraph 5) Leased facilities, page 44 of the charter school contract between The School Board of Palm Beach County Florida and GSOTA, states, “If the School operates in leased facilities, the lease shall be for the term of this Contract, or in lieu thereof, the School shall present a lease with a plan to ensure a facility for the duration the Contract. The lease shall be signed by a properly authorized member of the governing board, or its designee, as documented in corresponding official governing board meetings minutes”.

According to the District’s Charter School Director Jim Pegg and Attorney Sagerholm, GSOTA executed a fifteen (15) year rental lease agreement with Covenant Centre International Inc. on April 27, 2016 without properly notifying the School District. The term of the new lease began on July 1, 2016 and will terminate on June 30, 2031. See Exhibit 6. Further on May 9, 2016, GSOTA submitted a written request for a 15-year term renewal with the District stating that they were still in the “process of negotiating a long-term lease”, when in fact the new Lease Agreement had already been approved and executed by GSOTA and the Covenant Centre International Inc. approximately two (2) weeks earlier on April 27, 2016. The written request was signed by GSOTA’s Board Chair Debra Moore. See Exhibit 7.

It should be noted that March 2, 2016, the School Board approved GSOTA’s charter renewal, authorizing the Superintendent to sign all the related agreements for the renewal. The agenda cover item further provided in part “The School Board’s approval of the Charter Renewal indicates an agreement to enter into charter contract negotiations, and if successfully negotiated by Legal and approved by the School Board, will result in entering into a Charter Contract.” See Exhibit 8.

On January 26, 2017, the OIG received a written clarification from GSOTA regarding the 15 year rental lease agreement with the Landlord without prior notification to the School Board. The clarification states, “The School’s charter, Florida law, and applicable regulations do not require prior notification; also it is neither standard practice nor industry custom for a charter school to provide notice to a school board prior to executing a lease. In short, there is no reason why GSOTA would have notified the School board prior to entering into a lease. Importantly, the fact that the school was in the process of negotiating a 15-year lease was specifically discussed with School Board representative during a meeting on April 14, 2016. Attached is a letter providing further information
on this issue. “ For details see the letter below dated September 16, 2016 from the law offices of Kathleen W. Schoenberg. See Exhibit 9.

The OIG posed the following questions to Director Benz related to the fifteen (15) year lease agreement and received the following responses:

Question(s):

a. Is the expansion for the additional classrooms contingent upon a 15 year charter with the School Board?

_Benz’ Response:_ The GSOTA expansion project necessitates that long-term financing be secured by the landlord, and a 15 year charter provides the best security for justifying this investment in the property.

b. Why did GSOTA enter into a 15 year rental agreement with the Landlord versus a 5 or 10 year rental agreement?

_Benz’ Response:_ It is prudent business practice for a charter school to enter into a long-term lease because it secures the site for future operations. In addition, the school intended to seek a 15 year charter renewal. This was discussed with representatives of the School Board at a meeting on April 14, 2016 (prior to lease execution), and at that time there was no indication that the school wouldn’t qualify for a 15-year contract. See Exhibit 10.

Both District staff and attorney and GSOTA’s staff and attorney indicate the parties had numerous meetings related to the negotiations of the contract renewal. See Exhibit 9, the letter dated September 16, 2016 from the law offices of Kathleen W. Schoenberg, and Exhibit 11, letter dated September 15, 2016 from Assistant General Counsel A. Denise Sagerholm. It appears negotiations occurred between April 14, 2016 through July 26, 2016.

However, District representatives and GSOTA’s representatives provided inconsistent statements as to whether District representatives were aware of GSOTA’s and CCI’s execution of a 15-year lease agreement, or had any discussions regarding a contract providing a term of 15 years.

The OIG does not feel the need to opine on whether GSOTA’s entering a 15 year agreement commencing on July 1, 2016 would have violated the current charter school contract with the term of July 1, 2011 to June 30, 2016, given that the contract amendments extending the date of the contract were for the purposes of completing negotiations for the contract renewal or related to the completion of this investigation.

OIG does note that Section 1002.33(a)(12), Florida Statutes provides, in part, the following regarding charter school lease agreements.
... The initial term of a charter shall be for 4 or 5 years. In order to facilitate access to long-term financial resources for charter school construction, charter schools that are operated by a municipality or other public entity as provided by law are eligible for up to a 15-year charter, subject to approval by the district school board. A charter lab school is eligible for a charter for a term of up to 15 years. In addition, to facilitate access to long-term financial resources for charter school construction, charter schools that are operated by a private, not-for-profit, s. 501(c)(3) status corporation are eligible for up to a 15-year charter, subject to approval by the district school board. Such long-term charters remain subject to annual review and may be terminated during the term of the charter, but only according to the provisions set forth in subsection (8).
September 16, 2016

Via Electronic Mail

A. Denise Sagerholm, Esquire
School District of Palm Beach County
Office of Chief Counsel
P.O. Box 19239
West Palm Beach, FL 33416

Re: Gardens School of Technology Arts (GSOTA)

Dear Ms. Sagerholm,

You state in your September 15, 2016 correspondence that the Palm Beach County School District (District) intends to “proceed accordingly” due to the fact that GSOTA has entered into a 15-year lease. Your assertions that GSOTA concealed the current lease from the District are untrue. We will restate the facts and timeline involving the school’s lease, all of which GSOTA previously communicated both in writing and in our meeting on Monday, September 12, 2016.

The language of the current charter places no prohibition on my client’s ability to negotiate a lease with its landlord. As described in more detail in my letter dated August 15, 2016, the charter language you cite was intended to ensure that the school had a plan in place for an adequate facility during the term of the charter. The school ensured this would happen – they previously executed a five-year lease which expired June 30, 2016.

My client appreciates your review of their board minutes from the March 14, 2016 board meeting as they validate what we previously discussed. The board discussed the receipt of proposed lease terms from its landlord, given that the school’s lease was due to expire on June 30, 2016. This meeting was after the school was approved for renewal by the District. At this meeting board member David Reyes was granted authority to finalize a lease within parameters established by the board.

Shortly thereafter, representatives from GSOTA and the District met on April 14, 2016 to begin negotiation of the renewal charter. At that meeting my client requested a 15-year charter term. During that conversation GSOTA discussed that a 15-year term would facilitate the landlord’s efforts to secure financing to expand the school’s facilities to accommodate growth. At no time during that meeting did any District representatives state that a 15-year lease would put GSOTA out of compliance. On the contrary, it was implied that a 15-year lease would be necessary as a basis for the request. You advised my client to submit its basis for the request for a 15-year term in writing.

Following that meeting and prior to April 27, 2016 (the date of the lease execution), a letter in support of the 15-year charter term was drafted. At the time of the first draft of the letter the lease had not been executed; hence, the letter states that the school was in the process of negotiations. The letter was finalized and executed by Debra Moore, GSOTA board president on May 9, 2016. At the time she sent the letter she was not aware that the lease had actually been executed as board members refrain from
A. Denise Sagerholm, Esq.
September 16, 2016
Page two

discussions outside of board meetings. As a review of the May 9, 2016 GSOTA board minutes reflects, there was no discussion of the lease at that meeting. This is important because your letter states that “GSOTA has not been transparent with the District regarding the new Lease Agreement.” The fact that Ms. Moore’s letter indicates an intent to sign a lease was not an act of concealment, only a matter of timing.

Your letter lists the dates that the parties met during the course of the renewal charter negotiation. You question why GSOTA never mentioned the lease during any of these meetings. The question to be asked is - why would the school bring up the lease? The parties’ discussions focused on the renewal charter contract, and in almost every meeting GSOTA asked for a response to its request for a 15-year charter term. Ms. Moore’s May 9, 2016 letter explicitly states the anticipated term of the lease. The lease was also uploaded to the District’s Charter Tools system on July 19, 2016 as part of GSOTA’s school opening checklist. Certainly, both a letter describing the lease terms and a full copy of the lease being uploaded to the District’s system would be considered ample notification by any reasonable standard.

The more relevant question is why, in all of those meetings, did the District wait until August 11, 2016 to provide notice of any concern about the term of the lease, despite receiving written notice on May 9, 2016 of the school’s intent to enter into a 15-year term?

My client provided written notice of the 15-year lease term on May 9, 2016 and the first time the District brought this up as an issue was August 11, 2016. In fact, as of the date of this letter, the school has received no response to its request for a 15-year term. Consequently, GSOTA had no reason to believe it wouldn’t be granted a 15-year charter term.

The District’s issue with GSOTA’s lease focuses on the date of execution. It is important to note that even if the lease had been executed after May 9, 2016, under the District’s own reasoning it would not have made a difference. The District never notified GSOTA that it believed the school to be out of compliance until August 11, 2016, despite the May 9, 2016 notice of the school’s intent for the long-term lease.

Finally, throughout our discussions and correspondence on this matter, GSOTA fails to see why the school district views GSOTA’s lease execution as an act which rises to the level of threatened charter termination. The current charter does not prohibit GSOTA from executing a lease. The school district is neither a party to the lease nor a guarantor. There is no obligation under Florida law that would require the District to assume any obligations under the lease. If the school is unable to fulfill its obligations under the lease, it is a risk assumed by the landlord, not the District.

GSOTA requests written notification from the District that it is in compliance with its charter, and GSOTA requests that the District continue negotiations of its renewal charter contract in good faith.

Sincerely,

Kathleen W. Schoenberg, Esq.

cc: Gardens School of Technology Arts
Relationships-Hiring of Relatives

5. RELATIONSHIPS BETWEEN THE CHURCH (COVENANT CENTRE INTERNATIONAL INC.) AND GARDENS SCHOOL OF TECHNOLOGY INC.

*Florida Statutes Section 1002.33(7)(a)(18)* requires full disclosure of the identity of all relatives employed by the charter school who are related to the charter school owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the charter school who has equivalent decision-making authority. For the purpose of this paragraph, the term “relative” means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

*Section 10: Human Resources* subsection (B) Employment Practices, paragraph (1) Statutory Prohibition and Required Disclosure regarding Hiring of Relatives, page 58 of the charter school contract between The School Board of Palm Beach County, Florida and Gardens School of Technology Arts states, “The school and its employees shall comply with state law prohibiting the employment of relatives which prohibits the appointment, employment, promotion, or advancement, or the advocacy for appointment, employment, promotion, or advancement in or to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control of an individual who is a relative”.

The Church

Norman Benz

- The founding Pastor of the Covenant Centre, Inc. church
- The Church is the current Landlord of GSOTA

Judy Benz

- The wife of founding Pastor, Norman Benz
- Oversees the children’s, women’s, and administrative ministries of Covenant
- The president/incorporator of the not for profit -Children’s Academy Inc. (provides fee-based pre-school for GSOTA students up to 9 years of age)

Kristopher Erik Benz

- The son of Pastor Norman and Judy Benz.
- A member of the Church Governing Board -listed as Board Secretary.
• A paid employee of the Church—Executive Pastor—oversee church management and administrative duties.
• The original founder/incorporator of GSOTA in 2009 with Shane Vander Kooi.
• Signed original charter school contract on April 18, 2011, with the District while serving as the Governing Board Secretary of Gardens School of Technology Arts, Inc., (see page 64 of the Charter School Contract with the District)
• Owner of Five K Financial—a For Profit corporation—current paid consultant of GSOTA who has had a long-term business relationship with GSOTA, as GSOTA founder and as a paid consultant.
• The husband of Jeanne Benz—Director of School Operations

Jeanne Benz

• The wife of Kristopher Erik Benz
• The daughter-in-law of Norman and Judy Benz.
• The Vice President of The Children’s Academy
• Current Director of School Operations for GSOTA (2014, 2015, 2016)
• Employed in the capacity of: school secretary (2011) assistant to the principal (2012), assistant to the principal; officer manager (2013)

Left Blank Intentionally
RELATIONSHIP CHART

Location:
9153 Roan Lane
Palm Beach Gardens, Florida

Covenant Centre International, Inc.
Church
Landlord
Not for Profit

2016 Officers:
- Norman Benz
- Robert Varnadore
- Lee Cacuzza
- Kristopher E Benz

Founded By: Norman Benz & Judy Benz

The Children’s Academy at Covenant, Inc.
Pre-School
Not for Profit

Incorporated By: Judy Benz & Jeanne Benz
Dissolved: September 27, 2013

GSOTA, Inc.
School
Lessee
Not for Profit

Director of Operations: Jeanne Benz
Director of Academics: Kevin Kovacs

2016 Board Members:
- Jon Andio
- Lisa Cole
- Christine Farley
- Gerald Hoenings
- Debra Moore
- Dave Reyes

Incorporated By: R. Shane Vander Kooi & Kristopher E Benz

GSOTA Finance Committee
- Kristopher E Benz
- Gerald Hoenings
- Matthew Ruscica

GSOTA Facilities Committee
- Kristopher E Benz
- David Reyes

GSOTA Facilities Committee
- R. Shane Vander Kooi
- Matthew Ruscica
- GSOTA Board Member

Accellearn, LLC
o/a Green Mouse Academy

Incorporated By:
R. Shane Vander Kooi
Performs paid consulting services
Served as GSOTA’s Director of Innovation & Operations

Five K Financial, Inc.
For Profit

Incorporated By:
Kristopher E Benz
Performs paid consulting services to monitor progress of 5 year plan and school expansion
6. BUSINESS RELATIONSHIPS BETWEEN GSOTA AND PROFESSIONAL SERVICE PROVIDERS (PSP).

The OIG reviewed the following Professional Service Providers that provided professional services to GSOTA for the period of **July 1, 2011 through August 31, 2016**.

Based on review of GSOTA’s accounting records, supporting documentation, and GSOTA vendors’ online corporate filings with the Florida Secretary of State’s Division of Corporations, the OIG noted that the charter school conducted official school business with several parties. **Table 10** below summarizes the OIG’s analysis of the total amounts the GSOTA charter school paid to five (5) related parties for the period July 1, 2011 through August 31, 2016.

<table>
<thead>
<tr>
<th>NO</th>
<th>PAYEE</th>
<th>TOTAL PAYMENTS</th>
<th>PARTY NAME</th>
<th>RELATIONSHIP TO GSOTA</th>
</tr>
</thead>
</table>
| 1  | Green Mouse Academy {See Exhibit 12.}           | 190,137.14     | Kooi, Shane Vander              | • Incorporator of GSOTA  
• Owner of Green Mouse Academy                                                     |
| 2  | Five K Financial, Inc. {See Exhibit 13.}        | 91,095.09      | Benz, Kristopher “Erik”         | • Incorporator of GSOTA  
• Incorporator of “Five K”  
• Married to Jeanne K. Benz, who is a GSOTA employee – Director of Operations   |
| 3  | The Children’s Academy, Inc. {See Exhibit 14 for corporate records and Exhibit 15 for cancelled checks.} | 31,270.53      | Benz, Judith C.                 | • Incorporator of “The Children’s Academy” (2005)  
• Mother-in-law of Jeanne K. Benz, who is a GSOTA employee – Director of Operations  
• Jeanne Benz is the Vice President of “The Children’s Academy”                  |
| 4  | Accellearn, LLC {See Exhibit 12.}              | 12,255.68      | Kooi, Shane Vander              | • Incorporator of GSOTA  
• Owner / Manager of Accellearn, LLC                                               |
| 5  | 1 Stop Generator {See Exhibit 16.}             | 2,537.80       | Andio, Jon                      | • GSOTA Governing Board Member (2014 – Present)                                      |
|    | TOTAL PMTS                                      | $ 327,296.24   |                                 |                                                                                      |

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7 The owner of ACCELLEARN, LLC (R. Shane Vander Kooi) is an original founder and incorporator of GSOTA. R. Shane Vander Kooi transitioned from the Board of GSOTA June 30, 2011.
Five K Financial Inc.
Owner: Kristopher E. Benz

Based upon information found at the Florida Department of State Division of Corporations, Five K Financial Inc. is an active Florida Profit Corporation, filed on January 07, 2011 by Kristopher E Benz. Kristopher E. Benz is the sole listed officer: President

The OIG reviewed an Agreement between the Gardens School of Technology Arts, Inc. – GSOTA and “Five K Financial, Inc.” the company owned by Kristopher “Erik” Benz. The Agreement was for a one-year period of July 1, 2015 through June 30, 2016 and required GSOTA to pay “Five K Financial, Inc.” (Consultant) a total of $24,000 for providing “guidance and oversight” to GSOTA in the following areas: See Exhibit 17.

Monitor progress of the Five Year Plan for facility improvements and school expansion under the direction of the Board. Specifically,

1. Guide the financial processes that will allow the school the resources needed to educate each student within the mission/vision of the school.
2. “Five K” will execute tasks as outlined in the Five Year Plan under the guidance of the Facilities Committee.
3. “Five K” will ensure that the facilities are adequate for school growth and fits within the vision of the School Image as planned for in the Facilities Plan and service school facilities needs in accordance with the school’ growth plan.
4. Oversee the utilization of capital outlay funds for facility improvements according to priority schedule determined by the Facilities Committee.
5. To work under the guidance of the Board Treasurer to ensure budget integrity.
6. To assist the CPA in financial oversight, coding, processing and budgeting.
7. To work with the CPA and Director of Operations (i.e. Jeanne K. Benz, “Erik” Benz’s wife, who is an employee of GSOTA) to help coordinate and disseminate information and plan documentation around payroll benefit programs and internal incentive programs.

Kristopher Benz’ contracts stipulates that he has not been granted any jurisdiction or control over the charter school and specifically has no vested or delegated authority to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion or advancement in connection with employment in the charter school. It also stipulates Kristopher Benz has not been granted any jurisdiction or control over the charter school’s finances and specifically has no vested or delegated authority to spend, allocate or commit funds of the charter school.

Kristopher Erik Benz, the owner of Five K Financial Inc., is an original founder and incorporator of GSOTA. Kristopher Erik Benz transitioned from the Board of GSOTA June 30, 2011.
The OIG reviewed GSOTA’s “School’s Accounting & Reporting Policies, Procedures & Practices,” revised on November 17, 2014, and approved by GSOTA’s Governing Board. See Exhibit 18. As required by the revised accounting policies, the charter school’s Director of Operations and the School Principal are assigned the following financial oversight and authority:

1. Depositing daily cash receipts in the bank account. (Director of Operations)
2. Maintaining a petty cash fund for $200, including safeguarding the petty cash box. (Director of Operations)
3. Approving all invoices received by the charter school. (Director or School Principal)
4. Signing all checks greater than $1,000, which requires dual signatures. (Director or School Principal)
5. Approving all check requisitions for purchases greater than $500. (Director or School Principal)

The Director of Operations and School Principal are the only authorized individuals with a debit card.

The OIG also reviewed the check signer forms for GSOTA’s business bank account with J.P. Morgan Chase Bank, N.A. “Jeanne Kathleen Benz” was added as a check signer on GSOTA’s bank accounts with Chase Bank on April 3, 2012. See Exhibit 19. We also reviewed cancelled check payments GSOTA charter school paid to “Five K Financial, Inc.” and noted that GSOTA’s Director of Operations, Jeanne K. Benz, signed six (6) check payments issued to her husband, Kristopher “Erik” Benz’s, company, “Five K Financial, Inc.” See Exhibit 20.

Given that GSOTA’s Director of Operations, Jeanne K. Benz, is married to Kristopher “Erik” Benz and who was awarded a consulting contract to provide fiscal oversight to the charter school through his company, “Five K Financial, Inc.”, the charter school’s system of internal controls could be compromised.

Matthew Roncace, CPA

Based upon information provided by GSOTA, Matthew Roncace was appointed GSOTA’s Accountant by GSOTA’s Governing Board on June 29, 2011. Roncace had been volunteering with the charter application, budget development and assisted throughout the grant application process.

Based upon information found at the Florida Department of State Division of Corporations, Matthew Roncace is the incorporator of an inactive Florida Profit Corporation, JEM Enterprises, Inc., filed on April 5, 2004 and dissolved on September 16, 2005. Listed as Directors of JEM Enterprises Inc. included Matthew Roncace and Kristopher Benz.

Matthew Roncace has a current consultant contract with GSOTA, providing services for: accounting, bookkeeping, financial reporting, and other related services on an ongoing basis.
The Children’s Academy At Covenant, Inc.
Registered Agent & Vice President: Jeanne Benz
President: Judy Benz

Based upon information found at the Florida Department of State Division of Corporations, The Children’s Academy at Covenant, Inc. is an inactive Florida Not For Profit Corporation. The Children’s Academy was registered on December 16, 2005 by registered agent Jeanne Benz. Jeanne Benz is listed as the registered agent and Vice President of the corporation. Judy Benz is listed as the President of the corporation. The Cooperation was dissolved on September 27, 2013.

The Articles of Incorporation for the Children’s Academy At Covenant, Inc. its stated purpose is:

- To organize for the purpose of providing quality care, education, and training of children in an atmosphere of Christian excellence.

According to information provided by GSOTA and Director Benz, The Children’s Academy At Covenant Inc. provided Pre-school services to GSOTA students for the first three years of GSOTA. Director Benz stated GSOTA paid for the Pre-school care of GSOTA’s students.

Director Benz stated a portion of the parent fees of the students registered with GSOTA’s Aftercare was provided to The Children’s Academy because the Academy was providing care for GSOTA students. Director Benz stated the Pre-school was fee based and it also had subsidized care available for ELC (Family Central paid monthly for the students that qualify for the aftercare). Director Benz stated they also accepted VPK funds.

Director Benz confirmed she and her mother-in-law Judy Benz were the original incorporators of The Children’s Academy at Covenant Inc. Director Benz stated the company was closed in 2013 and currently, GSOTA employees provide Aftercare for the students.

Relevant GSOTA Governing Board Meeting Actions and Activities: June 29, 2011

The OIG reviewed documents from the June 29, 2011 GSOTA Governing Board Meeting and noted the following:

Roll Call
- Khristopher “Erik” Benz listed in the capacity of (Secretary)

Motion to Approve Previous Meeting’s Minutes
- Shane Vander Kooi listed as Board Member in attendance – it should be noted Shane Vander Kooi second the motion to approve previous meeting’s minutes.

Academics (Presented by R. Shane Vander Kooi)
Facilities Update (Presented by Kristopher “Erik” Benz)
Finance and Operations Update (Presented by R. Shane Vander Kooi)

Special Orders

a. Board Transition
   i. Debra moved to use *June 30, 2011* as the **term limit for Shane and Erik** due to upcoming potential conflicts of interest and to ensure compliance with Florida Statute with respect to Charter School regulations. Misi 2nd the motion vote 4-0 in the affirmative.

c. Lease Agreement
   i. The lease with Covenant Centre International to provide facilities for the Charter School was discussed.
   ii. Specific consideration was given to the labeling system for assets, insurance subordination, Dave suggested some language change concerning the rental amounts [has been changed to reflect the change].
   iii. Dave motioned to approve: seconded by Deb; Motion passed 4-0 (*Erik recused himself from the vote*)

e. Approval of Accountant
   i. Matt Roncace is a CPA who volunteered with charter application budget development and throughout the grant application process.
   ii. Motion to approve Matt as the school’s accountant for board training and future operations.
   iii. Motion: Deb, 2nd Misi, Motion passed 4-0 (*Erik recused himself from vote*)

h. Appointment of Co-Administrators
   i. Shane and Lana Thormodsgaard have been volunteering as volunteer Acting Directors and both were involved in the development/review of the school’s Charter application.
   ii. Noted that Shane would be contracted as a 1099 employee and Lana would be hired as a regular employee.
   iii. Motion to appoint Shane and Lana to the school’s Co-Administrator roles as defined in the Charter Contract and Charter Application, effectively coming on the payroll for budget purposes July 1, 2011.
   iv. Motion: Deb, 2nd Misi, Motion passed 4-0 (Shane recused himself from vote)

i. Approval of Policies (specific to requirements of CSP Grant)
   i. Discussion that policies would be subject to review by Kathleen Schoenberg and by CSP Grant Specialist to ensure compliance with state and federal regulations. **Policies included: Conflict of Interest, Procurement, Admission & Lottery.**
   ii. Motion was to approve policies
iii. Motion: Dave, 2\textsuperscript{nd} Deb, Motion passed 5-0

j. **Authorization for Co-Administrators** to execute required documents specific to meeting the requirements of the CSP grant award process; to meeting requirements of the Opening School Checklist items for the PBCSD Charter Department; and to hire the initial instructional and non-instructional staff per the approved year one budget.

i. Motion: Deb, 2\textsuperscript{nd} Dave, Motion passed 4-0 (Shane recused himself from vote)

It appeared that R. Shane Vander Kooi and Kristopher Benz, while serving as Board Members, recused themselves from voting on business decisions related directly to them during this June 29, 2011 GSOTA Governing Board Meeting. See Exhibit 21.

**Procurement Procedures:**

According to the information provided by GSOTA, specifically Schedule E, Part II-Supplemental Information of their Internal Revenue Form 990, GSOTA reported receiving Federal Funds for the following grants:

<table>
<thead>
<tr>
<th>FY 2011/12</th>
<th>FY 2012/13</th>
<th>FY 2013/14</th>
<th>FY 2014/15</th>
<th>FY 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEA</td>
<td>IDEA</td>
<td>IDEA</td>
<td>IDEA</td>
<td>IDEA</td>
</tr>
<tr>
<td>Federal Impact</td>
<td>Federal Impact</td>
<td>Federal Impact</td>
<td>Capital Outlay</td>
<td>Title II</td>
</tr>
</tbody>
</table>

**Department of Education Rule 34 CFR 74.40-74.48** set forth the standards of procurement procedures for schools, including charter schools, when using Federal funds to enter into a contract for equipment or services. Those standards require Federal grant recipients to develop written procurement procedures and to conduct all procurement transaction in a manner to provide, to the maximum extent possible, open and free competition. No employee, officer, or agent of the charter school may participate in the selection, award or administration of any contract supported by Federal funds if a real or apparent conflict of interest exists.

As stated earlier, GSOTA adopted a Procurement Policy and Procedures Policy at the June 29, 2011 Governing Board Meeting.

On January 24, 2017, the OIG conducted an interview with Director Jeanne Benz. Director Benz was asked about GSOTA’s procurement process and if a vendor bided procurement process was followed for the aforementioned Professional Service Providers and she stated, she did not know because R. Shane Vander Kooi was the founder. Director Benz stated she doubts if GSOTA used a vendor bided procurement process during the initial years of the Charter. Director Benz stated the contracts were awarded based upon the individual’s history with the school, knowledge, and...
expertise specific to their Charter. The OIG asked if GSOTA had a written contract with the Children’s Academy at Covenant, Inc. and she stated no, The Children’s Academy came before GSOTA.

Findings: GSOTA may have entered into professional service contracts with the following Professional Service Providers: Five K Financial, ACCELLEARN LLC o/b Green Mouse Academy, and Matthew Roncace without adhering to the Code of Federal Regulations and their own internal Procurement Policy. See Exhibit 36. GSOTA also conducted business with The Children’s Academy at Covenant, Inc. without adhering to the aforementioned regulation, rule or internal procedures.

At the June 29, 2011 GSOTA Governing Board Meeting, all of the aforementioned Professional Service Providers, with the exception of The Children’s Academy at Covenant, Inc., were appointed/awarded a Professional Service Contract without participating in a competitive solicitation process. Since GSOTA receives Federal Funding, GSOTA should utilize a competitive solicitation process for contracted services sought.

7. SCHOOL EXPANSION

7A. Site Visit

On December 8, 2016 the OIG conducted a site visit at GSOTA. The purpose of the visit was to tour the school’s facility and discuss the proposed school expansion. Present during the visit was Director of Operations Jeanne Benz and Attorney Gary O’Donnell. During the visit, the OIG learned the following:

The current student enrollment for 2016/2017 is between 320 and 325. Full capacity is 364 students.

Tour and OIG Observation Areas of the Church currently being utilized by the School.

The Church interior rooms have been converted into classrooms. The OIG observed the following:

- Six (6) classrooms being utilized by primary students (K-2).
- One (1) speech therapist office also served as the supply room.
- One (1) ESE classroom
- One (1) teachers’ lounge
- One (1) classroom (#314) utilized by intermediate students (3rd) grade. According to Director Benz, this is one of the classrooms the School hopes to move into the new building. Inside the room, the OIG observed the students engaged with instructions. All of the students were working on laptops.
- One (1) classroom being utilized by middle school students (6th – 8th) grade. According to Director Benz this is another one of the classrooms the School hopes to move into the new building.
• One (1) 5th grade classroom
• One (1) 4th grade classroom. According to Director Benz this is a classroom the School hopes to turn into a lab. Director Benz stated the School need to add a 3rd, 4th 5th and 8th grade classroom.
• Art Class is currently being held inside a corner of the Church sanctuary. Director Benz stated this make-shift classroom is set up on Mondays and broken down on Fridays.
• Computer Lab is currently being held upstairs on the second floor of the Church sanctuary.
• Ancillary Building is currently being utilized by five (5) middle school classes.
• The science and robotics class is currently being held upstairs of the ancillary building.
• The first floor of the ancillary building is serving a dual purpose; the cafeteria and physical education field on the days it rains.

The OIG posed the following questions to Director Benz and received the following responses:

Question(s):

1. Describe the School’s proposed expansion?

Response:

• Phase I  Building “C” will consist of four (4) classrooms
• Phase II  Building “D” will consist of two (2) classrooms
  Building E will consist of one (1) classroom

On 12/09/2016, Director Benz provided the OIG with the following:

➢ Photos of the current property, sites of buildings
➢ Artist’s rendering on the new site plan and buildings

2. Who owns the land slated for the School Expansion?

Response:

The Church (Covenant Centre Inc.,) owns the land; they are securing the financing for the new buildings. The Church will build the new buildings and the School will then lease space from the Church.

3. Does the School have a written agreement with the Church for the expansion of the school?

Response:

Nothing formalized – verbal agreement. GSOTA can get a written agreement from the Church if needed.
4. Who will be responsible for the cost related to the expansion?

Response:

The Church is financing the structure. The School would underwrite any improvements for the School. The School has paid for the preliminary expenses thus far out of capital outlay and surplus funding. There are no prohibited provisions for using FEFP funds for school expansions. So far, the School has paid for site plans, land surveys etc. The School has ended up in a strong financial position because the Church did not charge the School any utilities for 5 years during the original rental lease agreement.

5. How much revenue has been spent thus far towards the School’s expansion?

Response:

A significant amount. Director Benz stated she would have the Bookkeeper run the numbers and provide the OIG with the amount. The amount spent thus far does not surpass legal limits and is not against Charter prohibition.

On December 9, 2016, Director Benz provided the OIG with a document detailing revenue spent thus far totaling $133,796.06 as of November 30, 2016.

6. What has been the source of funding for the (preliminary costs)?

Response:

Capital outlay dollars and excess funding. Again, nothing within law and charter that says FEFP could not be used.

7. Why did the school decide to expand?

Response:

It has always been the goal of the School to go up to full charter capacity of 364 students. Due to increased student enrollment, the expansion is needed to accommodate the students.

8. Where the plans approved by any Government entity?

Response:

Yes, Palm Beach County—we are in an unincorporated area.

Additional Comments:

Director Benz provided the OIG with a copy of the following documents:

- School climate survey—School year 2016-2017 See Exhibit 22.
- A written explanation of GSOTA Use of Facilities and Lease Payment Schedules See Page 18.
Additional comments:
From the OIG’s observation, the School has taken over the majority of the Church’s available space. With continued student growth and increased enrollment, the School expansion appears to be justifiable.

Florida Statute 1013.62 (3) Charter Schools Capital Outlay Funding does not prohibit GSOTA from utilizing capital outlay funding for the expansion.

For details of the proposed school expansion. See Exhibit 23.

7B. Did GSOTA fail to notify the District regarding their proposed school expansion?

Section 5: Facilities, subsection C) Location, paragraph 3) Relocation, page 44, of the Charter School Contract between The School Board of Palm Beach County, Florida and GSOTA states, “The school shall not change or add facilities or locations at any time during the term of this Contract without prior notice to the Sponsor.”

According to School District Charter Director Jim Pegg, GSOTA did not notify the District of its intentions to expand its facility in adding additional modular classrooms in anticipation of increasing enrollment. According to Director Pegg, GSOTA did not notify the District of the expansion and that he only learned of the proposed expansion of Covenant Centre during a visit at the school on February 9, 2016, when he and his team were on site to conduct the Program Review for Charter Renewal. Director Pegg stated he noticed a poster of an architectural rendering of the new facilities to be added to the church. The poster was labeled Expansion of Covenant Centre. Director Pegg stated he inquired of Mr. Kovacs (Director of Academics) of the rendering and Dr. Kovacs shared the church was expanding the facilities and as a result the charter school would have more available classroom space. Director Pegg stated no further details were offered and there were no follow-up communications from the charter school regarding the expansion until the charter school and the district entered into negotiations for the renewal charter and learned a new lease had been negotiated and signed.

Director Pegg provided the OIG with a copy of a written communication dated July 22, 2015 from the GSOTA Board President Debra Moore and Director of Academics Dr. Kevin Kovacs about the intent to renew the charter. In the letter, the Board President identifies the request for a 10-year term for the renewal charter and she identifies some instructional program revisions that the charter school would like to pursue if renewal was granted. Director Pegg stated if there was an intent to expand the facilities, this communication would have been an appropriate document to make known that intent. Director Pegg stated the communications does not infer any expansion of the facilities. See Exhibit 24.
The OIG reviewed the GSOTA’s governing board minutes from the September 17, 2012 and November 12, 2012 governing board meetings. The school expansion plans was discussed and approved at the September 17, 2012, GSOTA’s governing board meeting. The Operations/Finance Report was given by Board Chair Debra Moore in Mr. Vander Kooi’s absence. “School is at 98% of capacity and well within Budget. SOTA is moving ahead with investigation of addition of portables for further expansion”. See Exhibit 25. At the November 12, 2012 governing board meeting, the school expansion plans were discussed. The school expansion plans report was given by Kristopher Erik Benz. “Eric Benz explained handshake agreement move forward with Mr. Kaplan. He’s interested in helping the church acquire land, 30,000 square feet. Sent bldg. cost ROI—numbers positive; addressing issues, variables to see if there’s flexibility. Seeking possible anchor tenants to help subsidize. Church will be primary landowner going forward. We are not going to do portables next year. Would have stretched us financially. We are not convinced we do not have the square footage to accommodate three more classes. Expand within current footprint. Our charter is for 364 students. Staff is onboard. Website Operation Blue Box. “ See Exhibit 26.

The School Expansion was also discussed at the October 8, 2012 (See Exhibit 27) and the December 10, 2012 (See Exhibit 28) GSOTA Governing Board Meetings.

As mentioned earlier in this report, the OIG reviewed information from the Florida Department of Education related to --GSOTA’s Charter School Capital Outlay Application for school years 2014-2015, 2015-2016 and 2016-2017.

For FY 2014-2015, GSOTA indicated they would utilize capital outlay funds for the following:

- **Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e. mortgage or rent)**

- Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term of 5 years or longer.

- Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.

The 2014 Capital Outlay Plan does not indicate it was Certified by the District. It does indicate that School District representative Miriam Williams acknowledged the school was meeting student performance measures included in the approved charter. It further indicated “Pending Decision-We are unable to make a determination of financial viability since the audit reports are not available for FY14 until September 2014.” See Exhibit 29.
For FY 2015-2016, GSOTA indicated they would utilize capital outlay funds for the following:

- **Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e. mortgage or rent)**
- Purchase of vehicles to transport students to and from the charter school.
- Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term of 5 years or longer.
- Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.

This 2015 Capital Outlay Plan was certified by School District Charter School Department’s staff, Principal Ariel Alejo on: 08/03/2015. See Exhibit 30.

For FY 2016-2017, GSOTA indicated they would utilize capital outlay funds for the following:

- **Construction of school facilities.**
- **Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e. mortgage or rent)**
- Purchase of vehicles to transport students to and from the charter school.
- Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term of 5 years or longer.
- Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.

This 2016 Capital Outlay Plan was certified by School District Charter School Department’s staff, Principal Ariel Alejo on: 08/04/2016. See Exhibit 31.

**Findings:** Although, according to Director Pegg, GSOTA did not officially notify the District of their intent to change or add facilities or locations (expansion), GSOTA did indicate on their 2014-2016 Capital Outlay Application(s) its intent to purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e. mortgage or rent) and construction of school facilities. District representatives Ariel Alejo Certified the Capital Outlay Plan for 2015 and 2016 and Miriam Williams acknowledged the 2014 Capital Outlay Plan submitted by GSOTA.

8. **A REVIEW OF STUDENT FEES CHARGED BY GSOTA**

Section 4: Financial Accountability, subsection (A) Revenue, paragraph (D) (1) Allowable Student Fees, page 35 of the Charter School Contract between The School Board of Palm Beach County, Florida and GSOTA states, “Use of Student Fees: The school shall not charge fees, except those fees normally charged by the Sponsor or as allowed by law. Fees collected must be allocated directly to, and spent only on, the activity or material for which the fee is charged.
The OIG reviewed GSOTA’s official website and found the following online payments/fees posted:

**Account Balances**

“To submit an electronic payment toward your child’s account, select the “Pay Now” button below and specify the exact amount you wish to pay via credit or debit card. Please do not forget to list your student’s name in the “Description” line when completing the payment form”.

**Annual Technology Payment**

“Instructional materials (books, technology devices, equipment, materials and supplies) are costly and all students are responsible for the proper care and use of the materials they are given. Unless otherwise directed, students must not write in textbooks. Charges will be made for damaged or lost books, technology devices and equipment and/or school materials. Students will not be granted transfers prior to returning all books, equipment, materials, in addition to paying any fees owed to the school when due.”

“Parents can submit the $50 Annual Technology/Projects donation by clicking here.”

On January 24, 2017 during an interview with the OIG, Director Benz stated the “annual technology payment” is a voluntary donation request that the School ask parents to assist with projects. Director Benz stated the requested donation is similar to the donation that is requested of parent for school supplies. Director Benz stated the donation is strictly voluntary and no child is penalized if the parent cannot afford to pay.

Florida Statute 228.061, allows Principals to request that students voluntarily purchase certain items or voluntarily pay to participate in an activity, which may aid in their learning.

**Before/Aftercare School Care Payments**

“To submit payment toward your child’s attendance in Before School Care and/or After School Care, please select the “Pay Now” button below and specify the exact amount you wish to pay via credit or debit card. Do not forget to list your student’s name in the “Description” line when completing the payment form”.

Florida Statute 228.061, allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs.

**BSC/ASC Registration (Before and/or Aftercare Programs)**

“A completed registration form and $25.00 registration fee are required to reserve a student’s spot in Before and/or Aftercare Programs. The $25.00 registration fee is non-refundable and non-transferable. Registration is on a first-come, first-serve basis, based on space availability.”
Please select the “Buy Now” button to submit a payment online for your student’s before/aftercare registration. Be sure to list your student’s names(s) in the “Description” line when completing the payment form.”

Florida Statute 228.061, allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs.

Late Fees

“To make one or more $10.00 late fee payments, please click below: “

On January 24, 2017 during an interview with the OIG, Director Benz stated the “late fees” were not related to the school. Director Benz stated the “late fees” are accessed to parents for students participating in before and/or aftercare programs. Director Benz stated a $10 fee is accessed if payment is not received by the 10th of the month.

Florida Statute 228.061, allows tuition charges for preschool programs, prekindergarten early intervention programs and school-age child care programs

Volunteer Hours

“Every day we have parents and community partners assist us with everything from photo-copying to networking. All of our parents have a quota of hours to serve each school year.

Below are several ways to be involved as a volunteer...... under Parent Commitment: Annual Volunteer Hours: 1 student enrolled: 20 hours (single parents 12 hours); 2+ students enrolled: 30 hours (single parents 18 hours)...

“If necessary, you may donate $10 to earn 1 volunteer hour credit, $20 to earn 2 volunteer hour credits, etc. These can be purchased here:”

On January 24, 2017 during an interview with the OIG, Director Benz stated the “volunteer hours”, are again strictly voluntary and are a part of the family contract. Director Benz stated the school was going to take the “volunteer hours” out of the family contract because not many parents participated. Dr. Benz stated, however, some of the parents wanted them to keep it in the family contract, as an option because some parents wanted to support the school but could not physically show up and volunteer hours, however, they could contribute financially. Director Benz stated the donation is strictly voluntary and no child is penalized if the parent cannot afford to pay.

Findings:

The OIG did not find any language on GSOTA’s website that informs student parents or legal guardians that (1) no penalty of any type will be imposed against the student based upon a failure to pay; (2) no student shall be denied the right to participate for failure to pay; (3) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity; and (4) this request is for a voluntary payment.
GSOTA should include some “clearly” stated language associated with student fees and the parent’s ability to not pay, as detailed in School Board Policy 2.21 School Requests of Payment from Students.

9. DISTRICT REVIEWS OF GSOTA CHARTER PROGRAM

School Board Policy 2.57 (8b) Renewal of Charter Contracts states, during the final year of a charter a charter school’s contract term, designated District staff will conduct a program review in order to determine whether a charter school meets the criteria for renewal as set forth in F.S. 1002.33(7)(a) & (b) as well as compliance with the existing charter provision.

The OIG reviewed the 2015-2016 Program Renewal Summary conducted by the Palm Beach School District Charter Department dated February 9, 2016 and did not note any significant deficiencies. Of the eleven categories rated, GSOTA’s review results indicated meeting all areas with a partially meets in two categories (1b) Curriculum and instruction-Literacy-Secondary and (9) Finance and Operations. See Exhibit 32.

Further, School Board Policy 2.57 (7c) Ongoing Monitoring an Administrative Compliance states, all charter schools are subject to monitoring through software and/or Sponsor personnel who are subject matter experts pursuant to applicable law. Visits, as deemed necessary by the District, may be made by the District personnel to observe operations and to provide technical assistance when applicable. The District shall at all times have access to the School’s student records for legitimate educational purposes, including for FTE audits. A mid-year and/or end-of-year review as determined by the Superintendent’s designee shall be completed. The mid-year and/or end-of-year reviewers will review the academic, operations, governance and compliance of each charter school as well as its revenues, expenditures and financial status. ....

Left Blank Intentionally
On February 10, 2017, the OIG inquired of the School District’s Charter School Department if the Charter Department conducted any mid-year and/or end-of-year reviews of GSOTA for the FY2011-2014 school years. On February 20, 2017, the Charter Department provided the OIG with the following information:

<table>
<thead>
<tr>
<th>Mid-Year Review</th>
<th>Deficiencies Noted</th>
<th>End of Year Review</th>
<th>Deficiencies Noted/Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013/14</td>
<td>Category Areas:</td>
<td>FY 2013/14</td>
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<tr>
<td>(Exhibit 33)</td>
<td>(1) Curriculum and Instruction</td>
<td>(Exhibit 34)</td>
<td>(1) Deficient</td>
</tr>
<tr>
<td></td>
<td>(3) Assessment/Student Performance</td>
<td></td>
<td>(3) Compliant</td>
</tr>
<tr>
<td></td>
<td>(10) ESE Services</td>
<td></td>
<td>(10) Compliant</td>
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<tr>
<td>FY 2014/15</td>
<td>Category Areas:</td>
<td>FY 2015/16</td>
<td>Category Areas:</td>
</tr>
<tr>
<td>(Exhibit 35)</td>
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<td>(Exhibit 32)</td>
<td>(1a) Elementary - Compliant</td>
</tr>
<tr>
<td></td>
<td>(11) ESE Services</td>
<td></td>
<td>(3) ESE Services - Compliant</td>
</tr>
</tbody>
</table>

Final Site Visit

On January 24, 2017 the OIG conducted a final site visit at GSOTA. The purpose of the visit was to conduct interview regarding follow-up questions related to this investigation. Present during the meeting were Director of Operations Jeanne Benz, Attorney Gary O’Donnell, OIG Audit Supervisor Christina Seymour, and OIG Director of Investigations Angelette Green.

The OIG wishes to thank GSOTA and its staff for its full cooperation throughout this investigation.

**ACTIONS TAKEN:**

In accordance with School Board Policy 1.092 (6) (iv), a draft copy of this report was provided to the GSOTA Board for review and comments. The affected parties were given an opportunity to respond.
The following Exhibits are attached for reference:

- Florida Lease Agreement between Covenant Centre International, Inc. (Landlord) and Gardens School of Technology Arts, Inc. (Tenant) (Term July 1, 2011 - June 30, 2016) See Exhibit 37.
- Memorandum dated July 1, 2016 from FDOE related to the Distribution of Charter School Capital Outlay Funds Fiscal Year 2016-17 See Exhibit 38.

FOLLOW-UP INFORMATION

On March 16, 2017, the OIG received written correspondence from the Law Office of Greenspoon Marder. Attorney Gary O’Donnell requested clarifying questions related to the preliminary draft report. See Exhibit 39.

On March 22, 2017, the OIG provided Greenspoon Marder with a written response to the posed questions related to the preliminary draft report. See Exhibit 40.

On April 3, 2017, the OIG received a written response from GSOTA. Please see attached Exhibit 41.

On April 5, 2017, the OIG forwarded the information received from GSOTA to School Police so that they may reexamine their fingerprinting records related to the Board Members. Please see attached Exhibit 42.

On May 18, 2017, the School Police provided the OIG with additional information related to the Board Members’ background check. Please see attached Exhibit 43.
Exhibit # 1

Charter School Contract
Between
The School Board of Palm Beach County, Florida
And
Gardens School of Technology Arts, Inc.
On Behalf of
Gardens School of Technology Arts

Term: July 1, 2011 thru June 30, 2016
CHARTER SCHOOL CONTRACT

BETWEEN

THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

AND

GARDENS SCHOOL OF TECHNOLOGY ARTS INC.

ON BEHALF OF

GARDENS SCHOOL OF TECHNOLOGY ARTS

_________

History:

Application:

CRC:

Contract:

Bp01242011

GARDEN S SCHOOLS OF TECHNOLOGY ARTS – Contractual Agreement
School Board meeting date
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GARDENS SCHOOL OF TECHNOLOGY ARTS – Contractual Agreement
May 18, 2011
THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

CHARTER SCHOOL CONTRACT

SECTION 1: GENERAL PROVISIONS

This Charter is entered into as of 18th between The School Board of Palm Beach County, Florida, ("Sponsor"), and a non-profit corporation organized under Chapter 617, Florida Statutes, ("Corporation"), on behalf of the governing board of ("School").

A) Approved Application: The application approved by the School Board on is attached as Appendix A. All attached appendices are incorporated and made a part of this Contract.

B) Term

1) Effective Date: This Contract shall become effective upon approval by the Sponsor.

2) Term: The term shall cover years commencing on July 1, 2011 and ending June 30, 2016, unless amended by the parties hereto or otherwise terminated in accordance with the provisions of this Charter.

3) Start-Up Date/School Calendar

For each school year, the initial start-up date of the Charter School shall be consistent with the beginning of the Sponsor’s public school calendar for each school year, unless otherwise agreed by both parties in writing. The School shall provide instruction for at least the number of days and the minimum number of instructional minutes required by law for other public schools.

4) Deadline for Submission of Pre-Opening Checklist Items: In order to operate a charter school, this Charter School shall have “Authorized Facilities,” which comply with the requirements of Section 1002.33 (18), F.S.. All documents relevant to the Charter School’s acquisition of a facility for the operation of the Charter School, including but not limited to the Building Code Approvals, Certificate of Occupancy, Local Jurisdictional Code Approvals (zoning approvals
consistent with type of use, fire and health inspections), Occupational License (letter of exemption), and Lease Agreements, shall be attached hereto as Exhibit F and incorporated herein by this reference no later than July 16 of the opening year, in accordance with the Sponsor's New School Opening School Checklist.

5) Charter Modification: This Charter may be modified during its term by mutual agreement in writing executed by both parties. In evaluating proposed modifications, the Sponsor will consider its need for conformity in the operation of its Charter Schools. These modifications will be reviewed with the Charter School prior to enactment, and then agreed to in writing and executed by both parties. In addition, this Charter shall be automatically modified to reflect any and all legislative changes to any and all applicable federal, state, and local regulations, statutes, ordinances, and laws.

6) Charter Renewal
   a) Prior to renewal of this charter, the Sponsor shall perform a program review to determine the level of success of the school’s current academic program, achievement of the goals and objectives required by state accountability standards and successful accomplishment of the criteria under Section 1002.33(7)(a), F.S., the viability of the organization, compliance with the terms of the charter, and that none of the statutory grounds for nonrenewal exist.
   b) Any charter school seeking renewal shall be required to complete a charter renewal application and the sponsor’s renewal process. The application shall include documentation for the items listed above.
   c) Renewal terms shall be in accordance with Section 1002.33 (7)(b) and (7)(a)(12), Florida Statutes. Upon approval, the contract will be renewed following the contract negotiation process.

C) Educational Program and Curriculum: The School shall implement the educational program and curriculum as described in the approved application in Section 3: Educational Program Design. (Appendix I)

1) General
   a) The School shall implement its educational and related programs as
specified in the School’s approved application (Appendix A), including
the School’s curriculum, the instructional methods, any distinctive
instructional techniques to be used, and the identification and acquisition
of appropriate technologies needed to improve educational and
administrative performance, which include a means for promoting safe,
ethical, and appropriate uses of technology which comply with legal and
professional standards. The School shall ensure that reading is a primary
focus of the curriculum and that resources are provided to identify and
provide specialized instruction for students who are reading below grade
level. Further, the curriculum and instructional strategies for reading shall
be consistent with applicable State and Federal Standards and grounded in
scientifically-based reading research. Updates, revisions, and/or changes
to the curriculum programs described in the application and as requested
by the Sponsor as a condition of the application’s approval are
incorporated as part of the approved application included as Appendix A.
Any request to change the School’s curriculum must be submitted to the
Sponsor in writing, comply with all applicable laws and be approved by
the Sponsor, which approval shall not be unreasonably withheld, delayed
or conditioned before the changes are implemented.

D) Non-Renewal/Cancellation and Termination

Notices of non-compliance, termination, cancellation and default may be issued by the
Sponsor’s Superintendent or the Superintendent’s designee.

1) Reasons for Termination/Non-Renewal: The Sponsor may choose to terminate
the Contract during its term or not renew the Contract at the end of the current
term, for any of the following reasons:

a) failure to participate in the state’s education accountability system created
   in Fla. Stat. § 1008.31, as required in this section, or failure to meet the
   requirements for student performance stated in the charter;

b) failure to meet generally accepted standards of fiscal management;

c) violation of law;
2) “Good Cause”: “Good cause” for non-renewal or termination includes, but is not limited to, the following:

a) failure to implement a reading curriculum that is consistent with effective teaching strategies grounded in scientifically-based reading research, and approved by the Florida Department of Education;

b) receiving a grade of “F” in any two consecutive years;

c) failure to make adequate academic progress under state and federal laws or standards;

d) failure to comply with the issues stated in the Educational and/or Financial Action Plan or material findings based upon either the Mid-Year Review and/or the End-of-Year Review or an audit performed by either the Sponsor or an independent qualified CPA firm, provided such issues are based on the requirements of Florida law;

e) failure to deliver the instructional programs or curricula identified in the application;

f) the School files for bankruptcy, is adjudicated bankrupt or insolvent, or is so financially impaired that the school cannot continue to operate and/or is no longer economically viable;

g) failure to have an annual audit that complies with the requirements specified in this Contract.

h) failure to meet generally accepted accounting principles;
i) willfully or recklessly fails to manage public funds according to the law
j) failure to maintain insurance coverage as required by this Contract;
k) failure to provide the sponsor with access to records;
l) violation of any court order;

4) Non-Renewal/90-day Termination

a) At least ninety (90) days prior to non-renewal or termination of the Contract, the Sponsor shall notify the Chair of the School’s governing board in writing. The notice shall state in reasonable detail the grounds for non-renewal or termination and stipulate that the School’s governing body may, within 14 calendar days after receiving the notice, request an informal hearing before the Sponsor. The Sponsor shall conduct the informal hearing within 30 calendar days after receiving a timely written request.

b) If a charter is not renewed or is terminated, the Sponsor shall, within 10 calendar days, articulate in writing the specific reasons for its nonrenewal or termination and shall provide the letter and documentation supporting the reasons for the non-renewal or termination to the charter school governing body and the charter school principal.

c) The School’s governing board may, within thirty (30) calendar days after receiving the Sponsor’s final written decision of non-renewal or termination, appeal the decision pursuant to Florida law.

E) Unless the School has already ceased operations, the Sponsor shall assume operation of the School upon termination and shall continue operating the School until the School has exhausted all appellate rights, or if no appeal is filed, until the time for filing an appeal has expired. The Sponsor shall hold and conserve all School property and assets, including cash and investments, in trust until the School has exhausted all appellate rights to the State Board of Education. The Sponsor shall only disburse School funds in order to pay the normal expenses of the School as they accrue in the ordinary course of business. Normal expenses shall include, but not be limited to, the payment of employee salaries and benefits.

Immediate Termination

1) Student Health, Safety, or Welfare: This Contract may also be terminated
immediately if the Sponsor determines that good cause has been shown or if the
health, safety, or welfare of the students is threatened.

2) **Sponsor Notification Responsibilities:** The Sponsor shall notify the School’s
governing board, the School principal and the State Board of Education or the
Florida Department of Education. The Sponsor shall clearly identify the specific
issues that resulted in the immediate termination and provide evidence of prior
notification of issues resulting in the immediate termination when appropriate.

3) **Appeal:** The School’s governing body may, within 30 calendar days after
receiving the Sponsor’s decision not to renew or to terminate the Contract, appeal
the decision pursuant to the procedure in Fla. Stat. § 1002.33.

4) **Operation of the School:** The Sponsor shall immediately assume the operation of
the School and continue to operate the School in accordance with Section 4(d)
avove.

5) **School Access and Documentation Responsibilities:** The School shall
immediately give to the Sponsor all keys to the School’s facilities, all security-
system access codes and access codes for all computers in the School’s facilities,
all student, educational and administrative records of the School, access to the
school’s bank accounts and public funds, storage facilities, all records,
information, receipts and documentation for all expenditures of public funds,
including but not limited to federal grants such as Title I and charter school
grants, and all public property. Any violation of this provision shall relieve the
Sponsor of its duty to operate the school.

6) **Removal of Funds or Property:** The school shall not remove any funds or
property purchased with either public or private funds until the Sponsor has a
reasonable opportunity to determine whether the funds are public or private and
whether the property was purchased with public or private funds. Under no
circumstances shall the school remove any property or funds prior to the
Sponsor’s decision to immediately terminate. Any violation of this provision shall
relieve the Sponsor of its duty to operate the school.

7) **Disbursement of Funds:** The Sponsor shall only disburse charter school funds in
order to pay the normal expenses of the school as they accrue in the ordinary
course of school business. The Sponsor is not required to use its own funding resources to operate the school.

8) **Employees of the School:** The School's instructional and operational employees may continue working in the School during the time that the Sponsor operates the School but will not be considered Sponsor employees. The Sponsor reserves the right to take any appropriate personnel action regarding the School's employees.

F) **Post-Termination**

1) **School Responsibilities:** In the event the School has exhausted all of its appellate rights and has been unsuccessful, the School shall be dissolved under the provisions of law under which the School was organized. Student records and copies of all administrative, operational, and financial records of the School shall be provided to the Sponsor on the date the termination/non-renewal takes effect.

2) **School Furniture, Fixtures, Equipment, and Funds:** Any property, improvements, furnishings, and equipment purchased with public funds shall automatically revert to the Sponsor (subject to any lawful liens and encumbrances). If the School's accounting records fail to clearly establish whether a particular asset was purchased with public funds or non-public funds, then it shall be presumed public funds were used and ownership of the asset shall automatically revert to the Sponsor. Property and assets purchased with public funds shall be defined as those goods purchased with grants and funds provided by a governmental entity. Funds provided by the School and used by a management company to purchase property and assets for the School are considered public funds.

3) **School Debt:** The School shall be responsible for all the debts of the School. The Sponsor may not assume the debt from any contracted services made between the governing body of the School, the Management Company, and/or third parties.

4) **Unencumbered Funds:** Upon the Sponsor's request, unencumbered public funds from the School, any improvements, furnishings, and equipment purchased with public funds, or financial or other records pertaining to the School, in the possession of any person, entity, or holding company other than the School, shall be held in trust until any appeal status is resolved.
G) **School Election to Terminate or Non-renew**: If the School elects to terminate or non-renew the charter, it shall provide notice of the election to the Sponsor indicating the final date of operation. All post-termination provisions apply.

**SECTION 2: ACADEMIC ACCOUNTABILITY**

A) **Student Performance: Assessment and Evaluation**

1) **Initial Year**

a) **Expected Outcomes**: The educational goals and objectives for improving student achievement, including how much academic improvement students are expected to show each year, how student progress and performance will be evaluated and the specific results to be attained, as described in Section 5a of application: Student Performance, Assessment and Evaluation.

b) **Methods of Measurement**: The methods used to identify the educational strengths and needs of students and the educational goals and performance standards are those specified in the School's approved application.

i. [Develop measurable educational objectives based on the areas tested and reported on the FCAT (if applicable) and any other tests required of the School. In the event your Charter School is not required to participate in the FCAT, you shall provide measurable objectives identifying expected student outcomes.]

During the charter term, Gardens School of Technology Arts will endeavor to meet the following objectives for grades K through 2:

The percentage of students assessed at ‘Green’ on the FAIR 3rd assessment for reading will be:

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</thead>
<tbody>
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</tr>
<tr>
<td>Grade 2</td>
<td>80%</td>
</tr>
</tbody>
</table>

The percentage of students assessed at or above grade level on the end of the year mathematics curriculum assessment (Harcourt Math 2004):

<table>
<thead>
<tr>
<th>Grade</th>
<th>At or above grade level (end of year assessment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>90%</td>
</tr>
<tr>
<td>Grade 2</td>
<td>90%</td>
</tr>
</tbody>
</table>
During the charter term, Gardens School of Technology Arts will endeavor to meet the following objectives for grades 3 through 8:

The percentage of students scoring a Level 3 or higher on the reading FCAT will meet or exceed state and district averages. Current published averages for 2009-2010:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Palm Beach County</th>
<th>State of FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3</td>
<td>79%</td>
<td>69%</td>
</tr>
<tr>
<td>Grade 4</td>
<td>77%</td>
<td>75%</td>
</tr>
<tr>
<td>Grade 5</td>
<td>72%</td>
<td>71%</td>
</tr>
<tr>
<td>Grade 6</td>
<td>69%</td>
<td>66%</td>
</tr>
<tr>
<td>Grade 7</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>Grade 8</td>
<td>55%</td>
<td>54%</td>
</tr>
</tbody>
</table>

The percentage of students scoring a Level 3 or higher on the mathematics FCAT will meet or exceed state and district averages. Current published averages for 2009-2010:

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<tbody>
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<td>60%</td>
</tr>
<tr>
<td>Grade 8</td>
<td>70%</td>
<td>66%</td>
</tr>
</tbody>
</table>

The percentage of students scoring a Level 3.5 or higher on the writing FCAT will meet or exceed state and district averages. Current published averages for 2009-2010:

<table>
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<tr>
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<th>State of FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4</td>
<td>89%</td>
<td>85%</td>
</tr>
<tr>
<td>Grade 8</td>
<td>92%</td>
<td>90%</td>
</tr>
</tbody>
</table>

The percentage of students scoring a Level 3 or higher on the science FCAT will meet or exceed state and district averages. Current published averages for 2009-2010:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Palm Beach County</th>
<th>State of FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 5</td>
<td>53%</td>
<td>46%</td>
</tr>
<tr>
<td>Grade 8</td>
<td>46%</td>
<td>41%</td>
</tr>
</tbody>
</table>
In determining whether or not the Charter School has met its annual student performance goals, the Charter School will endeavor to compare its student population assessment results with district and state comparable student population performance data. Comparable populations are determined by the following variables: ethnicity; gender; school size (student population); ELL, ESE, and Free and Reduced lunch populations.

c) Assessments

i) **State-Required**: Students shall participate in all state assessment programs. The School shall facilitate required alternate assessments and comply with state reporting procedures.

ii) **Additional**: Students shall participate in all District assessment programs in which the District's students in comparable grades/schools participate and any other assessments as described in Section 5e of the application: Student Performance, Assessment and Evaluation.

iii) **Support**: All School personnel involved with any aspect of the testing process must have knowledge of and abide by state and Sponsor policies, procedures, and standards regarding test administration, test security, test audits, and reporting of test results. The Sponsor shall provide to applicable school staff all services/support activities that are routinely provided to the Sponsor's staff regarding implementation of District and state-required assessment activities, e.g., procedures for test administration, staff training, dissemination and collection of materials, monitoring, scoring, analysis, and summary reporting.

iv) The School shall provide adequate technological infrastructure to support all required online test administration.

2) **Annual**

a) **School Improvement Plan**

i) **Minimum Components of SIP**

1) The School will provide the Sponsor a School Improvement Plan (SIP) that is based on the goals and objectives in the

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*GARDENS SCHOOL OF TECHNOLOGY ARTS – Contractual Agreement*

*May 18, 2011*

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application (Appendix A) and complies with the guidelines provided by the Sponsor by the date due established by the State and/or Sponsor. The School Improvement Plan shall contain the School's measurable objectives for the subsequent school year.

2) The School agrees to the baseline standard of achievement, the outcomes to be achieved, and the methods of measurement that have been mutually agreed upon in the School Improvement Plan.

ii) Deadline for Governing Board Approval: The governing board of the School shall review and approve the SIP prior to its submission. Minutes documenting SIP approval must be taken.

iii) Monitoring: The School's governing board shall develop and monitor the implementation of the School Improvement Plan. Schools which fall under the State of Florida Differentiated Accountability Plan will comply with all requirements as they relate to the School Improvement Plan.

b) Assessments: Students shall participate in assessment programs as described in Section 5e of application: Student Performance, Assessment and Evaluation.

i) State-required: Students at the School shall participate in all state assessment programs. The School shall facilitate required alternate assessments and comply with state reporting procedures.

ii) Additional: Students shall participate in all District assessment programs in which the District's students in comparable grades/schools participate and any other assessments as described in Section 5e of the application: Student Performance, Assessment and Evaluation.

1) Sponsor shall pay all costs relating to any state-required or Sponsor-required student assessments in accordance with Section 1002.33 (20), Florida Statutes. The School shall be
responsible for all costs associated with assessments not
mandated by the state or Sponsor.

2) If an IEP for a student with disabilities or an EP for a
student who participates in programs for the gifted,
indicates accommodations or an alternate assessment for
participation in a State assessment, the School will
facilitate the accommodations or alternate assessment and
comply with State reporting procedures.

iii) **Support:** All School personnel involved with any aspect of the
testing process must have knowledge of and abide by state and
Sponsor policies, procedures, and standards regarding test
administration, test security, test audits, and reporting of test
results. The Sponsor shall provide to applicable school staff all
services/support activities that are routinely provided to the
Sponsor’s staff regarding implementation of District and state-
required assessment activities, e.g., procedures for test
administration, staff training, dissemination and collection of
materials, monitoring, scoring, analysis, and summary reporting.

3) **Termination Based on School Grade:** The Contract may be terminated if the
School receives a state-designated grade of “F” in any two consecutive years. The
Contract may be non-renewed or terminated if the School fails to make adequate
academic progress in accordance with state and federal laws. In addition to
evaluating the School’s success in achieving the objectives stated in the School
Improvement Plan, the School shall meet the state’s student performance
requirements as delineated in State Board of Education Rule 6A-1.09981,
*Implementation of Florida’s System of School Improvement and Accountability*,
based on Fla. Stat. §§ 1001.02, 1008.33, and 1008.345. This accountability
criterion shall be based upon the assessment systems of the School, the Sponsor,
and the State. The School shall use records and grade procedures that adequately
provide the information required by the Sponsor.

4) **Textbook Inventory:** The School will maintain, and have available for review, a
textbook or digital textbook inventory for core courses which shall include title, date of adoption cycle, and number of texts available and in use.

B) Student Promotion

1) Student Progression Plan

The Charter School shall be accountable for performance relative to the Student

Performance Goal stated in Section 1008.345, F.S. The Charter School is accountable for the performance of its entire student population, pursuant to Section 1008.34 (3) and (5), F.S. A school’s performance shall be rated using the same criteria as used by the Florida Department of Education in grading other schools. The Charter School will establish a systematic method for assessing student progress using the District’s Pupil Progression Plan and performance at each grade using valid and reliable procedures and following the requirements of the law pursuant to Sections 1008.34, 1000.03, 1008.345, and 1008.25, F.S.

The District’s Pupil Progression Plan includes:

1. Kindergarten – Kindergarten Readiness Survey, Concept of Print, and concepts of Print for Writing
2. First Grade – Concepts Print for Reading, Concepts for Writing, and Running Reading Records
3. Second Grade - Running Reading Records, Palm Beach Writes, the SRI
4. Third Grade – Running Reading Records, Palm Beach Writes, Scholastic Reading Inventory, Palm Beach County’s Sunshine State Standards Diagnostic Assessment, FCAT
5. Fourth Grade – FCAT, Scholastic Reading Inventory, Palm Beach County’s Sunshine Stated Standards Diagnostic Assessment
6. Fifth Grade – Palm Beach Write, FCAT, Scholastic Reading Inventory,
7. Palm Beach County Sunshine State Standards Diagnostic Assessment
8. Sixth Grade through Grade 12 – SRI, FCAT, and Palm Beach County Sunshine State Standards Diagnostic Assessment

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May 18, 2011
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Assessment is usually expressed as feedback that identifies progress made, determines current needs and guides future decisions about teaching and learning. At the Charter School the emphasis will be on data-driven decision making with two complementary assessment processes: Formal Assessments, which are large-scale standardized assessments; and Classroom-based Assessments, which are implemented by the classroom teacher.

Baseline achievement data will be defined, collected and utilized over a single year as well as longitudinally on a continuing basis in order to systematically assess student progress and performance. Pre and post assessments will be conducted annually (and most importantly in year one). Pre-test data will be utilized as the baseline for determining student placement and student performance levels at the start of the year. Year-end post-test data will then provide evidence of each student's success based on the rate of change between the tests.

The baseline levels of academic achievement established during the first academic year will be compared to academic achievement levels in subsequent years, once data is available, in order to assess rates of academic progress for the school and its students. Continued longitudinal examination of academic achievement levels will be performed to establish ongoing rates of individual learning gains. The Charter School will compare its student learning gains rates with national progress rates and student performance data on the FCAT will be compared to the student results at the state and district levels.

An acceptance range of plus or minus five percent (±5%) or plus or minus 0.5 standard deviations from the mean will be used when comparing student populations. Comparable populations are determined by the following variables:
ethnicity; gender; school size (student population); ELL, ESE, and Free and
Reduced Lunch populations; and similar academic achievement based on the
same assessment instruments at the same grade level in reading, writing, and
mathematics. These comparisons will be made using the fall administration of the
SSS Diagnostic Assessments and/or additional tests used for grades 1-8 and the
spring administration for grades 1 and 2 and FCAT data for grades 3-8.

The use of each measurement and testing standard will provide the necessary
feedback to determine the success of the program at each grade level. The
school's assessment program will provide valid, reliable, and timely information
for teachers to modify instruction, select appropriate modes of classroom
activities, monitor student progress, and use assessment results effectively.
Various strategies will be employed directly at the classroom level in response to
intervene in the situations that might become evident through the assessment data.
On a more comprehensive scale, and after careful analysis, the Principal will
communicate student performance strengths and weaknesses to the Board of
Directors and School Advisory Committee. These governing bodies will then use
this information to assist in the school improvement plan goals and objectives and
for determining what additional financial, instructional and supplemental
resources may be required.

The school will combine student assessment data, and teacher running records, to
determine a student's strengths and weaknesses. Utilization of this analytical data
will be how a student's academic strengths and weaknesses are identified, student
improvement plans (PMP's) are created, and adjustments are made in classroom
instruction. This data will ultimately be used in demonstrating whether or not a
student has gained a year's worth of learning.

[Describe any additional assessments that will be used by your Charter School.]
The Charter School's emphasis will be on data-driven decision making with two complementary assessment processes: Formal Assessments, which are large-scale standardized assessments; and Classroom-based Assessments, which are implemented by the classroom teacher.

Formal Assessments include: Standardized District and State-Required Tests, an annual School Climate Survey, Standards-Based Unit Tests, Diagnostic Baseline Tests (including SSS diagnostics and any other school selected tests that may be deemed necessary to fill gaps – e.g. FAIR, SAT-10, Princeton Review, etc.)

Classroom-based Assessments include (but are not limited to): Rubrics, Observation Checklists, Learning Passports, Portfolios, Teacher Created Tests, Anecdotal Records, Student-Teacher Conferences, Audio/Video Clips, Questionnaires and Worksheets, Report Cards

The Charter School is responsible for the technology necessary to administer assessments.

[Develop measurable educational objectives based on the areas tested and reported on the FCAT (if applicable) and any other tests required of the School. In the event your Charter School is not required to participate in the FCAT, you shall provide measurable objectives identifying expected student outcomes.]

During the charter term, Gardens School of Technology Arts will endeavor to meet the following objectives for grades K through 2:

The percentage of students assessed at 'Green' on the FAIR 3rd assessment for reading will be:

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**GARDENS SCHOOL OF TECHNOLOGY ARTS - Contractual Agreement**

*May 18, 2011*

*Page 16 of* ___
The percentage of students assessed at or above grade level on the end of the year mathematics curriculum assessment (Harcourt Math 2004):

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<td>71%</td>
</tr>
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<td>69%</td>
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<td>90%</td>
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In determining whether or not the Charter School has met its annual student performance goals, the Charter School will endeavor to compare its student population assessment results with district and state comparable student population performance data. Comparable populations are determined by the following variables: ethnicity; gender; school size (student population); ELL, ESE, and Free and Reduced lunch populations.

2) Graduation Requirements

The Charter Schools serving high school students shall assure compliance with the method for determining graduation requirements pursuant to Section 1008.25, F.S., and that students meet all graduation requirements as defined in Section 1003.43, F.S.

The Charter School shall follow the Sponsor’s report card distribution calendar. A copy of the report card, attached as Exhibit N.

The Charter Schools serving high school students will award diplomas, Certificates of Completion, special diplomas for ESE students when indicated on a student’s IEP, and State of Florida Certificates for General Education Development (GED) in conjunction with the Sponsor’s GED program, or a combination thereof.

Graduation and promotion requirements are contained in the Sponsor’s Student Progression Plan, as attached hereto in Exhibit B. Graduation requirements apply to high schools only.

3) Accreditation

Secondary schools shall notify parents and students of the School’s accreditation status and the implication on non-accreditation in the application, the parent/student handbook, and the student contract.

4) Other Assessment Tools

As stated in approved Application.
C) **Data Access and Use**

1) **Access to Facilities, Records, and Data:** The School shall allow the Sponsor reasonable access to its facilities and records to review data sources, including collection and recording procedures, in order to assist the Sponsor in making a valid determination about the degree to which student performance requirements have been met as stated in the Contract, and required by Fla. Stat. §§ 1008.31 and 1008.345.

2) **Sponsor Use of Required Assessment Data:** The Sponsor will use results from the state and district required assessment programs referenced in this Charter, the data elements included in the annual report, and any other information acquired by the Sponsor to provide the State Board of Education and the Commissioner of Education the analysis and comparison of the schools' student performance.

3) **Acceptable Use Policy:** When using the Sponsor’s student information systems, all Charter School employees and students are bound by all of the Sponsor’s computer policies and standards regarding data privacy and system security.

**SECTION 3: STUDENTS**

A) **Eligible Students:** The School shall be open to any eligible student residing in Palm Beach County and to students in other districts with which inter-district agreements exist.

B) **Grades Served:**

C) **Class Size:** The school shall comply with class size restrictions in accordance with Section 1002.33 (16)(b)(3), Florida Statutes.

D) **Annual Projected Enrollment:**

1) **Student Enrollment:** Following is the student enrollment breakdown by year:

   - Year 1: 2011-2012 – Grade(s) K-8 – up to 174 students
   - Year 2: 2012-2013 – Grade(s) K-8 – up to 236 students
   - Year 3: 2013-2014 – Grade(s) K-8 – up to 298 students
   - Year 4: 2014-2015 – Grade(s) K-8 – up to 364 students
   - Year 5: 2015-2016 – Grade(s) K-8 – up to 364 students

2) **Deferred Opening and Student Enrollment:** In the event the School is unable to open in the fall of 2011 the School may defer opening by one year. If the School
defers opening, the student enrollment breakdown in paragraph 1 above will be adjusted to reflect the cancellation of the first year and Year 5 will reflect the maximum capacity permitted.

3) **Required Instructional Minutes:** Instructional minutes shall be a minimum of 300 minutes or in accordance with Florida Education Finance Program.

4) **Enrollment Capacity:** The enrollment capacity is contingent on the student capacity as stated on the valid Certificate of Occupancy (CO), Certificate of Use (CU), and/or Fire Permit for the School facility issued by the local governmental agency in whose jurisdiction the facility is located.

E) **Admissions and Enrollment Plan**

The Charter School will serve students residing within the Palm Beach County School District as well as students covered under an inter-district agreement. Any student (school family) that submits a timely and complete application for enrollment in grades K-8 will be eligible to enroll. The school will have an open admissions policy (first come, first served basis) and all applicants will have an equal chance of being admitted.

1. A complete application is defined as being:

   • Signed and completed School Application Form
   • Completion of statutory requirements, including immunizations (provisions of Florida Statute Chapters 232.0315 and 232.032)
   • Participation in a pre-enrollment conference with the Principal or other designated school administrator (covering appropriate behavior guidelines and, if applicable, the School-Family Learning Contract between the school, student and parent)
   • Parents and students who have not yet participated in an Open House or “Test Drive” workshop will be encouraged to do so in order to receive detailed information regarding Gardens School of Technology Arts and its programs.

2. All students are expected to abide by the Student Code of Conduct and all other school policies and procedures. As a part of the School-Family Learning Contract, students must sign a commitment agreeing to abide by these policies. Parents must also sign a commitment agreeing to abide by the policies set forth by the school and to commit to a minimum number of volunteer hours with the school.
3. The Charter School shall not enroll any student who is under a current term of suspension or expulsion.

4. The Charter School shall project annually, the number of Full Time Equivalent (FTE) students and the Florida Education Finance Program (FEFP) category that the Charter School will serve each year. Enrollment projections will be capped or limited based upon the availability of space of the Charter School in a grade level, classroom, facility, and location.

5. The Charter School’s initial enrollment period shall begin immediately and be ongoing. Changes to the annual enrollment period dates will be approved by the Governing Board. During the established enrollment periods, the Charter School will accept applications from parent(s) or guardian(s) for enrollment of eligible students, according to the criteria set forth in this Charter.

Enrollment Procedures

- The Charter School is subject to compliance with the entry, health examinations, and immunizations section of Section 1003.22, F.S.

- Applications will be received on a continuous basis throughout the enrollment period. The annual enrollment period dates will be approved by the Governing Board. In the event that the number of completed applications exceeds the capacity of the program and facilities (by class or by grade level) a lottery will be conducted. All applicants on the waiting list who have met the enrollment criteria will have an equal chance of being admitted through a random selection process. Once the lottery is conducted, parents will be notified within twenty-one (21) calendar days after the acceptance period deadline of the results. They will then have fourteen (14) days to notify the school through a signed Commitment Letter of their decision to proceed with enrollment. If an accepted applicant decides not to enroll, the slot will be given to the first student on the waiting list. Applications received after the enrollment period closes are placed at the bottom of the waiting list.
list in the order in which lottery names were drawn. If any spaces remain open at
the end of the enrollment period, applications will be accepted on a first come,
first-served basis.

- The parent(s) or guardian(s) must complete and sign an application form which
must include, but not be limited to, the following:

The student’s name, social security number, date of birth, place of birth, race, local and
mailing address, telephone number, verification of birth, last school attended,
Home Language Survey

- The parent’s or guardian’s name(s), local and mailing address, and
telephone number; and

- Documentation of eligibility criteria as outlined in the Charter.

- The Charter School may enroll students who meet the eligibility criteria under this
Charter by accepting a timely application, unless the number of applications
exceeds the capacity of a program, class, grade level, or building. In such case,
all applicants shall have an equal chance of being admitted through a random
selection process.

- Siblings of students enrolled in the Charter School, children of employees of the
Charter School, and children of members of the Governing Board of the Charter
School may be given preference during the enrollment and selection process
provided they meet the eligibility criteria.

- The Sponsor shall transfer a student’s cumulative record, including all
disciplinary records, to the Charter School upon enrollment. The Charter School
shall comply with the Federal Educational Right to Privacy Act (FERPA), and
any other applicable laws and State and federal regulations pertaining to student
record confidentiality.
• The Charter School may not target a student population other than the one approved by the Sponsor.

• Students with disabilities who are enrolled in the Charter School shall be provided programs that fully comply with all the requirements of IDEA and any other applicable Federal or State law. School shall, at its own cost and expense and not that of the Sponsor, ensure that all due process requirements are complied with, shall ensure that there are legally compliant educational assessments of the needs of the students and shall remain liable for full and complete adherence to all such requirements. The School must fund all educational and related services provided to students pursuant to the IEP and will earn funding in accordance with Section 1002.33, F.S. and/or others. Initial evaluations are the responsibility of the Sponsor. Psychological and other appropriate re-evaluations are the responsibility of the Charter School. The Charter School will utilize all of the Sponsor’s forms and procedures related to pre-referral activities, referral, evaluation, and re-evaluation for ESE eligibility, IEP development, and placement. The Charter School will schedule and conduct IEP meeting pursuant to 34 CFR 300.340-300.350 for each eligible ESE student enrolled in the Charter School. The Charter School shall ensure that appropriate personnel are in attendance at IEP meetings.

• The Charter School shall provide ESE services as documented on the IEP. In the case of a parent choosing a Charter School that cannot implement the student’s IEP as presented, an IEP meeting must be convened before the student is enrolled in the Charter School. The IEP committee must review/revise the IEP and determine the student’s educational needs. The committee must clearly determine how the student’s needs will be met at the Charter School.

  ▶ If it is determined by the IEP committee that the student has needs that cannot be met at the Charter School, the IEP committee will focus on the appropriate placement for the student.
The District staff shall have access to view, review, copy, retrieve, request, and/or recover the ESE files at the Charter School with reasonable notice for purposes of oversight and monitoring.

The Charter School must provide related services documented on IEPs, i.e. speech/language services through a contract process.

The Charter School must hire an appropriate number of ESE certified teachers to provide ESE services. The Sponsor must be notified immediately by the Charter School in the event that the certified ESE teacher is no longer employed or providing services to ESE students as required in their IEPs.

A certified ESE teacher must maintain written documentation of consultative services for any student whose IEP indicates consultative services.

Conference notes that are signed and dated shall be made and filed for all ESE meetings. Copies of all notes shall be distributed to all necessary parties, including but not limited to applicable District personnel.

A description of how ESE services will be delivered is attached in Appendix I.

Parents of students with disabilities shall be afforded notice of procedural safeguards in their native language, as provided by the Florida Department of Education.

Charter Schools will adhere to the Sponsor's guidelines for
transferring and transitioning Exceptional Student Education (ESE) students to Charter Schools from District schools or from the District's schools to Charter.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (Section 504/ADA) eligibility must be determined for any student with a documented physical or mental impairment. If a student is eligible, 504/ADA modifications to the existing curriculum must be reflected either on the Individual Educational Plan developed and implemented by the Charter School or on the Sponsor's Section 504/ADA form. This process shall be in compliance with state and federal laws. Any educational modifications provided to a student pursuant to the 504/ADA plan must be funded by the Charter School.

Students, including students with disabilities, enrolled at the Charter School who are limited English proficient will be served by ESOL-endorsed personnel. The Charter School will follow the Sponsor's Plan for limited English proficient students.

An individual English Language Learners (ELL) Plan must be developed for every student identified as limited English proficient. With the exception of an IEP, an ELL Plan shall supersede any other educational plan developed by the Charter School. Development of the ELL Plan must be a joint effort between the Sponsor and the Charter School. This process shall be in compliance with District, State, and Federal guidelines. All educational services provided to a student pursuant to an ELL Plan must be funded by the Charter School.

Unless otherwise exempted by Section 1002.33, F.S., the Charter
School will complete federal and state reports in accordance with the timelines and specifications of the Sponsor and the Florida Department of Education. The Sponsor shall use its best efforts to put the Charter School on reasonable notice for reports due.

Enrollment is subject to compliance with the provisions of Section 1003.22, F.S., regarding school-entry health examinations and immunizations against communicable diseases, school attendance requirements, and exemptions.

F) Maintenance of Student Records

1) Student Records: The School shall maintain both active and archival records for current/former students in accordance with Fla. Stat. §§ 1003.25 and 1002.22 and State Board of Education Rule 6A-1.0955.

2) Transfer of Student Cumulative Records: All permanent cumulative records (both Category A, Permanent Information, and Category B, Temporary Information) of students leaving the School, whether by transfer to a traditional public school within the school system or withdrawal to attend another charter school, shall be transferred upon receipt of an official request from a receiving Palm Beach County public school or a Sponsor’s charter school. The School may retain copies of the departing student’s academic records created during the student’s attendance at the School.

3) Transfer of Student Cumulative Records Upon School Termination: Upon termination of a student’s enrollment at the School, all permanent cumulative records (both Category A, Permanent Information, and Category B, Temporary Information) of students leaving the School, but not transferring to a Sponsor’s public school or charter school, shall be delivered to the Sponsor within five (5) business days. The School may retain copies of the departing student’s academic grades and attendance during the student’s enrollment at the School.

G) Exceptional Student Education

1) Non-Discrimination: The School shall not discriminate against students with disabilities in placement, assessment, identification, and admission. The School
shall not request, through the School’s application or otherwise, a student’s IEP or
other information regarding a student’s special needs, nor shall the school access
such information prior to the student’s enrollment in the School.

2) Sponsor Responsibilities
3) School Responsibilities
4) Services Covered by the 5% Administrative Fee: The Sponsor shall provide
exceptional student education administration services to the School, pursuant to s.
1002.33 F.S.
5) Due Process Hearing

H) Dismissal Policies and Procedures
1. Parents/Guardians may withdraw a student from the Charter School at any time.
The student will be assigned to his/her area school in accordance with his/her Study
Area Code (SAC). The Charter School may withdraw a student involuntarily for
failure to maintain eligibility standards or for violation of the Student Conduct Code.

2. The Charter School may refer students to a District-funded alternative education
program utilizing the Sponsor’s procedures.

3. The School shall implement the School’s Code of Conduct, the School’s policies
for discipline, suspension, dismissal and recommendation for expulsion as
described in Section 8b of application and in Appendix Q.

SECTION 4: FINANCIAL ACCOUNTABILITY

A) Revenue
1) Basis for funding

Students in the school shall be funded the same as students enrolled in other
public schools. The Sponsor agrees to fund the Charter School in accordance with
Section 1002.33, F.S., as it may from time to time be amended. Funding shall be
the sum of district operating funds from the Florida Education Finance Program (FEFP) as provided in Section 1011.62, F.S. and the General Appropriations Act, including gross state and local funds, discretionary lottery funds, and discretionary operating millage funds divided by total district funded weighted full-time equivalent (WFTE) students times the weighted full-time equivalent students of the School. If eligible, the School shall also receive its proportionate share of categorical program funds included in the FEFP. Upon request, the School shall provide the Sponsor with documentation that categorical funds received by the School were expended for purposes for which the categoricals were established by the Legislature. Total funding for the Charter School shall be recalculated during the year to reflect revised calculations under the FEFP by the State and the actual weighted full-time equivalent students reported by the Charter School during the full-time equivalent student survey periods designated by the Commissioner of Education.

a) Student reporting

i) The Charter School shall report its student enrollment to the Sponsor in accordance with Section 1011.60, F.S. and policies and procedures. The School shall use the Sponsor’s electronic data processing facility and procedures for the processing of student enrollment, attendance, FTE collection, assessment information, IEP’s, LEP plans, 504 plans and any other required individual student plan. The Sponsor shall provide the School with appropriate access to the Sponsor’s data processing systems facility. The School shall provide hardware and related infrastructure.

ii) The Sponsor shall provide training for the School’s personnel in the use of designated District applications necessary to respond to the statutory requirements of Fla. Stat. § 1008.345, including the annual report and the State/District required assessment program. The Sponsor’s support for this function will be included in the 5% administrative fee provided in the law. Access by the School to
additional data processing applications, materials, or forms not required in the statute or this Charter, but available through the Sponsor, may be negotiated separately by the parties.

iii) The Charter School shall project annually, the number of Full-Time Equivalent (FTE) students and the Florida Education Finance Program (FEFP) category that the Charter School will serve each year. The Charter School accepts responsibility for delivering actual FTE for each applicable FTE Survey period in accordance with the Sponsor guidelines for FTE reporting.

iv) The Charter School shall maintain all manual and/or automated records required to support the earning of each FTE reported. This includes, but is not limited to, all data required by the Florida Department of Education, Auditor General, Special Programs, ESE, Vocational and Basic program audits, and includes the December 1 Child Count Data.

v) The sponsor reserves the right to inspect the FTE records of the Charter School to ensure compliance with state reporting requirements. The Sponsor may audit FTE and supporting documentation. Any discrepancies will be cause for adjustment to subsequent payments. Any loss of funds as a result of actual FTE/Financial or Program audit or findings of the Auditor General is the sole responsibility of the Charter School. Amounts lost, as determined by the Sponsor’s Chief Financial Officer or findings of the Auditor General, will be automatically deducted from future payments.

b) Distribution of Funds Schedule

i) The Sponsor shall calculate and submit twelve (12) monthly payments to the School. The first payment will be made by July 15th. Subsequent payments will be made no later than the 15th of each month beginning with July.

ii) For the first year of this charter agreement, monthly payments will
be calculated as follows:

- July through September will be based on the charter school projected FTE revenue divided by twelve (12):
- October through November will be based on the charter school’s eleventh day count FTE enrollment for the fiscal year divided by nine (9) and adjusted retroactively for prior payments during those months;
- December through March will be based on Actual October FTE revenue divided by seven (7) and adjusted retroactively for prior payments; and
- April through June will be based on actual February FTE revenue, divided by three (3) and adjusted retroactively for prior period adjustments.

For the second year and following years of the charter agreement, monthly payments will be calculated as follows:

- July through September will be based on the charter school’s average FTE for the prior fiscal year, divided by twelve (12):
- October through November will be based on the charter school’s eleventh day count FTE enrollment for the fiscal year divided by nine (9) and adjusted retroactively for prior payments during those months;
- December through March will be based on Actual October and projected February FTE revenue divided by seven (7) and adjusted retroactively for prior payments; and
- April through June will be based on actual October and actual February FTE revenue, divided by three (3) and adjusted retroactively for prior period adjustments.

- In the event the School increases enrollment by 10% or more from one academic year to the next, Sponsor shall fund the School from July through September based on

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projected FTE. School shall supply projections by April 1st prior to the fiscal year in which the School will expand its enrollment.

ii) If payment is not made within Ten (10) working days after receipt of funding by the Sponsor, the Sponsor shall pay to the School, in addition to the amount of the scheduled disbursement, interest at the rate of one percent (1%) per month calculated on a daily basis on the unpaid balance from the expiration for the Ten (10) day period until such time as the payment is made.

iii) Payment shall not be made for students in excess of the School’s enrollment capacity and the School facility’s valid capacity as determined by the School’s Certificate of Occupancy, Certificate of Use, or Fire Permit (whichever is less). In the event that the required county and/or municipality facility permits do not indicate a facility capacity, the School must submit a letter from the architect of record certifying the capacity of the facility.

c) **Adjustments:** Total funding shall be recalculated during the school year to reflect actual WFTE students reported by the School during the FTE student survey periods. In the event that the District exceeds the state cap for WFTE for Group 2 programs established by the Legislature, resulting in unfunded WFTE for the district, then the School’s funding shall be reduced to reflect its proportional share of any unfunded WFTE. If the charter school submits data relevant to FTE funding that it is later determined through audit procedures to be inaccurate, the charter school shall be responsible for any reimbursement to the sponsor for any errors or omissions. Should the sponsor receive notice of an FTE funding adjustment, which it is attributable to error or substantial noncompliance by the charter school, the sponsor shall deduct such assessed amount from the next available payment otherwise due to the charter school. In the event that the assessment is charged near the end or after the term of the
charter agreement where no further payments are due and receive reimbursement within thirty (30) days.

d) **Holdback/Proration:** In the event of a state holdback or a proration which changes District funding, the School’s funding will be adjusted proportionately. The Sponsor will not be responsible for any liabilities incurred by the School in the event of a state holdback.

c) **Summer School Provision:** The School may choose to provide a summer school program using State Supplemental Academic Instruction (SAI) funds. If a student enrolled in the School attends any of the Sponsor’s summer school programs, the School shall reimburse the Sponsor for the cost, as determined by the Sponsor, of each student’s summer school program. If the School fails to comply with this provision, the Sponsor may deduct the appropriate amount from the School’s subsequent FTE payments.

2) **Federal Funding**

If the Sponsor is providing programs or services to students funded by federal funds, any eligible students enrolled in the Charter School shall be provided federal funds for the same level of service provided students in the schools operated by the Sponsor. Pursuant to provisions of Federal law, the Charter School shall receive all federal funding for which the Charter School is otherwise eligible, including Title I funding, not later than 5 months after the Charter School first opens and within 5 months after any subsequent expansion of enrollment.

a) **Title I**

i) Any Title I funds allocated to the School must be used to supplement students’ greatest instructional needs that have been identified by a comprehensive needs assessment of the entire School and shall be spent in accordance with federal regulations. The academic program funded through Title I shall include Reading, Language Arts, Mathematics and Science.

ii) The Sponsor’s Title I staff will provide technical assistance and
support in order to ensure that Title I guidelines are being followed at the School and that students are meeting high content and performance standards.

b) **IDEA:** Funding for services provided to students with disabilities in the School will be provided in the same manner as for the Sponsor’s other public schools.

c) **Federal Grants:** Any eligible student enrolled in the School shall be provided federal funds for the same level of service provided other eligible students in the schools operated by the Sponsor. The Charter School may submit applications and secure funding for any Requests for Proposal issued by a Federal, State, or local public agency. If the Sponsor develops a District-wide grant, the School may be included in the District proposal in accordance with the school eligibility requirements and grant guidelines within the Request for Proposals.

i) When grant proposals are developed by the Sponsor’s staff using student or school counts that include the School’s students, and the grant is awarded to the Sponsor, the pro-rata share of the dollars or services received from that grant shall be distributed to the School, if eligible, as defined in the budget developed for the grant.

3) **Other Funding Sources:** The School may secure funding from private institutions, corporations, businesses and/or individuals.

4) **Charter School Capital Outlay Funds**

a) **Application:** The Charter School may be eligible for school capital outlay funding as per sections 1002.33 (20), and 1013.62, F.S. Prior to release of capital outlay funds from the Sponsor to the Charter School, the Charter School must provide the Sponsor a capital outlay plan with proposed capital expenditures. If the charter school is non-renewed or terminated, any unencumbered funds and all equipment and property purchased with public funds shall revert to the ownership of the Sponsor as provided for in Section 1002.33 (8) (e), F.S.

b) **Distribution:** The Sponsor shall make timely and efficient capital outlay
payment to the school upon receipt of all required supporting
documentation. The Sponsor shall not certify capital outlay plans if it
cannot attest to the School’s eligibility.

B) Administrative Fee

1) Allowable Withholding: Any administrative fee withheld by the Sponsor shall be
limited to five percent (5%) of available funds for the first 250 students as defined
in Fla. Stat. § 1002.33(20)(a) not including capital outlay funds, federal and state
grants, or any other funds.

2) Capital Outlay Generated Through FEFP Funds: If the School has a
population of 251 or more students, the difference between the total
administrative fee calculation and the amount of the administrative fee withheld
may be used for capital outlay purposes specified by law. The sponsor shall not
withhold an administrative fee from capital outlay funds.

3) Sponsor Use of Administrative Fee: The administrative fee retained by the
Sponsor pursuant to this Contract includes, among other things, a fee for
academic and financial monitoring required of the Sponsor by law. At any time,
the Sponsor may request reports on school operations and student performance
and the School shall provide the reports in a timely manner. Any reports
requested by Sponsor shall be subject to Section 1002.33 (5)(b)(1)(j), Florida
Statutes.

4) Access to Optional Sponsor Services: Access by the School to services not
required by law, but available through the Sponsor, may be negotiated separately
by the parties. The Sponsor is not obligated to provide any services not required
by law.

5) Provision of School Lunches: The School shall be solely responsible for
providing school lunches and complying with state and federal reporting
requirements. The Sponsor shall provide services related to eligibility and
reporting under the federal free and reduced lunch program if requested by the
School.

C) Restriction on Charging Tuition: The Charter School further agrees that it shall not
charge any state tuition or fees to students enrolled in an FEFP funded program in any
D) Allowable Student Fees

1) Use of Student Fees: The school shall not charge fees, except those fees normally charged by the Sponsor or as allowed by law. Fees collected must be allocated directly to, and spent only on, the activity or material for which the fee is charged.

E) Budget

1) Annual: The School shall provide reasonable proof of the ability to fund the initial startup and the on-going operation of the School. By July 1st of each year, the School’s governing board shall provide to the Sponsor an updated annual budget for review, based upon enrollment projections (Appendix L) and, for the initial year of operation, a budget based upon minimum enrollment (F). Each budget shall include projected sources of revenue, both public and private, and planned expenditures covering the entire school year.

a) Governing Board Approval: The School’s governing board shall adopt and maintain an annual balanced budget.

b) Submission Date: The School shall annually transmit to the Sponsor a copy of the School’s adopted budget on or before July 1st.

2) Amended Budget: The School shall provide a copy of the amended budget to the Sponsor within ten (10) days of its approval by the School’s governing board.

F) Financial Records, Reports and Monitoring

1) Maintenance of Financial Records: The School shall use the standard state codification of accounts as contained in the DOE’s Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book), as a means of codifying all transactions pertaining to its operations. The accounting for federal, state and local funds shall be maintained according to existing guidelines, mandates, and practices, i.e., separate funds and bank accounts for federal, state, and local funds as required under applicable statutes. The School’s financial activities and reports shall be subject to the Florida Department of Education (DOE) Technical Assistance Paper No. 2009-03, incorporated into this Contract as Appendix M, as well as any subsequently issued directives by the State and other applicable Governmental Accounting Standards.
2) **Financial and Program Cost Accounting and Reporting:** The financial statements are to be prepared in accordance with *Generally Accepted Accounting Principles* using governmental accounting, regardless of corporate structure.

3) **Financial Reports**

   a) **Monthly Financial Reports:** The school shall submit monthly financial statements within thirty (30) days of every month's end. The following reports must be submitted to the Sponsor:

   b) Financial Statements reports in accordance to Rule 6A-1.0081, FAC;

   c) Bank reconciliations, including bank statements, detailed general ledger of cash accounts and cancel checks;

   d) Cash Flow Reports; and

   e) Detailed general ledgers by fund

   The parties agree that the Sponsor, with ten (10) days notice, may reasonably request in accordance with Section 1002.33(5)(b)(1)(j), F.S. and the charter school shall provide, documents on the charter school's financial operations beyond the monthly reports required by this charter. Such reports shall be in addition to those required elsewhere in this charter. The charter school shall not be in non-compliance for any report date delays if modified by the Sponsor or due to circumstances such as natural disaster that is beyond the control of both parties.

   f) **Quarterly Property Inventory:** The School shall submit to the Sponsor a cumulative listing of all property purchased with public funds, i.e., FEFP, grant, and any other public-generated funds, and a separate cumulative listing of all property purchased with private funds within thirty (30) days of the end of the quarter by September 30, December 31, March 31, and June 30. These lists shall include: (1) date of purchase; (2) item purchased; (3) cost of item; (4) tag number; (5) years of depreciation; and (6) item location.

   In the event the charter school ceased operations or is dissolved, or this charter is not renewed or is otherwise terminated, any unencumbered public funds of the charter school shall revert to the Sponsor. In the event,
all of the charter school’s property and improvements, furnishings and equipment purchased with public funds shall be peacefully delivered to the Sponsor and automatically revert to full ownership by the Sponsor. The charter school agrees that, in the event any public funds received by the charter school from or through the Sponsor are used to purchase or improve real property that any unencumbered funds and all equipment and property purchased with public education funds reverts to the ownership of the Sponsor upon termination or non-renewal of this agreement. The reversion of such equipment, property, and furnishings shall focus on recoverable assets, but not on intangible or irrecoverable cost such as rental or leasing fees, normal maintenance, and limited renovations.

**g) Program Cost Report:** Charter Schools shall provide program cost report information by July 31st in the state-required format for inclusion in District reporting in compliance with Section 1010.20, F.S., and 6A-1.0071, FAC

**h) Annual Financial Audit:** An annual financial audit, required by Fla. Stat. § 218.39, requested and paid for by the School, shall be performed by a licensed Certified Public Accountant. The audit shall be performed in accordance with Generally Accepted Auditing Standards; Government Auditing Standards, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General, State of Florida. The School shall provide the Sponsor with four (4) paper copies and one (1) electronic copy of the audit and the School’s responses to the findings (response to Management letter), which shall be bound together in one complete report. In addition, two copies of the audit report (one be electronic) must be submitted to the Auditor General within forty-five (45) days after delivery of the audit report to the School’s governing body. The School shall provide the Sponsor with annual financial reports including a management letter, as of June 30 of each year for inclusion in the Sponsor’s financial statements. These reports shall include a complete set of annual financial statements and accompanying notes, prepared in
accordance with Generally Accepted Accounting principles and reflecting
the revenue sources and expenditures by function and object in sufficient
detail to allow for the Sponsor’s analysis of the School’s ability to meet
financial obligations and timely repay debt. In addition, if the School is
not part of a pre-existing non-profit organization or municipality, the
School’s financial activities shall be accounted for using the governmental
accounting model applicable for state and local governments and their
component units, as per Government Accounting Standards Board
(GASB) statement 34. The following timeline must be adhered to for
submitting the School’s financial reports:
UNAUDITED STATEMENTS: NO LATER THAN AUGUST 1 OF
EACH YEAR.
AUDITED STATEMENTS: NO LATER THAN SEPTEMBER 30 OF
EACH YEAR. No later than June 1 of each year, the Charter School shall
formally notify the Sponsor of the name, address and phone number of the
auditor engaged to perform the year end audit and documentation of the
auditor’s current peer review.
e) Grant Reporting: The School shall submit quarterly Project
Disbursement Reports for each grant to the Sponsor, supported by
appropriate documents, including copies of invoices, timesheets, receipts,
etc., to determine that grant funds are used and programs are operated in
accordance with applicable federal and state statutes, rules, and
regulations. All grant recipients will also be subject to scheduled site visits
to review records and observe operations.
f) Form 990 (if applicable): The School will annually provide the Sponsor a
cpy of its Form 990, Return of Organization Exempt from Income Tax,
and all schedules and attachments filed to the IRS by January 31. If the
IRS does not require Form 990 to be filed, the School will provide the
Sponsor with written confirmation from the IRS of such non-requirement.
4) School’s Fiscal Year: The School’s fiscal year shall be from July 1 through June
30.
5) **Financial Recovery/Corrective Plan**

a) If the School is found to be in a state of deteriorating financial condition or meets one or more of the conditions delineated in Fla. Stat. 218.503 *Determination of financial emergency*, the governing board and the sponsor shall develop a corrective action plan and file the plan with the Commissioner of Education within 30 business days after notification is received in accordance with Fla. Stat. 1002.345. If the governing board and the sponsor are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.

b) As stated in Fla. Stat. 1002.345, the Sponsor may decide not to renew or may terminate a charter if the charter school or charter technical career center fails to correct the deficiencies noted in the corrective action plan within 1 year after being notified of the deficiencies or exhibits one or more financial emergency conditions specified in Fla. Stat. 218.503 for 2 consecutive years.

6) **Submission Process:** The School shall submit all required financial statements to the Sponsor in the timeline prescribed by the state.

7) **Additional Monitoring:** The Sponsor reserves the right to perform additional audits and investigations at its expense as part of the Sponsor’s financial monitoring responsibilities as it deems necessary to ensure fiscal accountability and sound financial management. The School shall be responsible for reimbursement of any unauthorized or misappropriated funds.

G) **Financial Management of Schools**

1) **Financial Management and Oversight Responsibilities:** The School shall implement the financial management and oversight procedures, controls and methods as described in Sections 18a-d of Application: Financial management and Oversight.

2) **Accounting Contract:** The Charter School shall obtain the services of a qualified accountant to assist in compiling and maintaining financial records, reconciling bank statements, preparing financial reports, and obtaining an annual audit.
before July 1 of each fiscal year, the charter school shall provide to the Sponsor a
copy of the contract for such services. If the accountant is an employee of the
charter school, a memorandum stating that fact along with a copy of the
accountant’s resume shall be forwarded to the Sponsor upon hiring. In addition a
qualified accountant shall have adequate experience in Governmental Accounting
and not-for-profit and a representative of the charter school shall attend any
financial training offered by the Sponsor.

3) **Disbursement Authorization:** All disbursements, above an established and
approved threshold, of the school must contain two authorized signatures. No
check may be payable to either of the signatories. The charter school may
establish a threshold amount for those checks that may contain one signature. The
threshold must be included in the charter school’s Accounting Reporting Policies
and Procedures.

4) **Accounting Policies and Procedures:** The charter school shall include all
Accounting Policies, Procedures and Practices for maintaining complete records
of all receipts and expenditures. A copy of these policies must be available to the
Sponsor during any additional audit or Mid-Year Reviews performed by the
Sponsor.

5) **Reading Plan Allocations:** If the School does not comply with the core reading
plan requirements specified in this Contract, the funds that would have been
allocated to the school by the state and/or Sponsor for reading, shall remain with
the Sponsor to serve low performing schools pursuant to the CRRP Guidelines.

6) **Taxes and Bonds:** Pursuant to Fla. Stat. § 1002.33(9)(m), the School shall not
levy taxes or issue bonds secured by tax revenue.

7) **Additional Financial Requirements:** The Sponsor may require the School to
comply with additional financial requirements mandated by the Florida
Department of Education.

8) **Utilization of the Sponsor:** The School shall not suggest or represent to third
parties, including, but not limited to, vendors, creditors, other business entities or
their representatives, governmental entities, or other individuals, that the Sponsor
will guarantee payment for any purchases made or debts incurred by the School,
nor shall the School represent that the Sponsor will guarantee payment for any loans secured by the School, or that the Sponsor will lend its good faith and credit in order for the School to obtain a loan or other forms of credit.

9) **Bank Transfer Information:** The School shall submit a bank information form which will provide all necessary information for the school’s bank account where payments from the Sponsor will be deposited. The bank account must be in the same legal name of the school, and the bank information form must be signed by the active governing board chair of the school. The Sponsor shall not send payments to a trust account or to any bank account other than one held and controlled by the School.

H) **Description of Internal Audit Procedure** The School shall implement the financial controls and audit procedure described in the School’s governing laws and rules, the provisions of this Contract, and the School’s approved application, as described in Sections 18a-d of application: Financial Management and Oversight.

**SECTION 5: FACILITIES**

A) **Prior Notification**

1) **Deadline to Secure Facility:**

   The School shall provide the Sponsor with documentation regarding the School’s property interest (owner or lessee) in the property and facility where the School will operate. If the School does not own the property and facility, the School shall provide a fully executed lease by August 1st. In the event School is unable to meet this deadline School shall at its option either delay opening for the current year (provided the School will meet the required hours of instruction under Florida law) or defer opening by one year. For leased properties, the School shall obtain from the landlord, and provide to the Sponsor, an affidavit indicating the method by which the landlord is complying with the requirements of Fla. Stat. § 196.1983 regarding charter school exemption from ad valorem taxes.

2) **Deadline to submit zoning approvals and Certificate of Occupancy:** The Charter School will present proof of the appropriate facility certification (including all certificates that are required by applicable building codes) to the
Sponsor no later than August 1st prior to the first year of operation. If the Charter School does not have the appropriate certifications by August 1st prior to the first year of operation or the initial opening day of classes in a different facility, the Charter School may defer opening by one year or delay opening for the current year, provided the Charter School will meet the required hours of instruction in accordance with Florida law.

3) **Facility Inspections:** The School shall deliver to the Sponsor copies of any and all facility inspections performed at any time by local governments or any other governmental bodies having jurisdiction within 14 calendar days of the date of the inspection. Subsequent written proof of compliance with any violations arising from such inspections shall also be delivered to the Sponsor in a timely manner.

4) **District Inspection of Facility**
   a) The School shall deliver to the Sponsor written documentation of required inspections and certificates of occupancy by at least thirty (30) days prior to the opening day of classes every year.
   b) The Sponsor may inspect the School facilities at any time with reasonable notice during the school year to ensure compliance with all applicable state laws and building and zoning requirements.

**B) Compliance with Building and Zoning Requirements**

1) **Florida Building Code:** The School shall use facilities that comply with the Florida Building Code, pursuant to Chapter 553, except for State Requirements for Educational Facilities (SREF). The local governing authority shall not adopt or impose local building requirements or restrictions that are more stringent than those found in the Florida Building Code. The agency having jurisdiction for inspection of a facility and issuance of a certificate of occupancy shall be the local municipality or, if in an unincorporated area, the county governing authority.

2) **Florida Fire Prevention Code:** Upon promulgation, Charter School facilities shall utilize facilities, which comply with the Florida Building Code, pursuant to Chapter 553, F.S. and the Florida Fire Prevention Code, pursuant to Chapter 633, F.S.

3) **Applicable Laws**
a) The School shall comply with all applicable laws, ordinances, and codes of federal, state, and local governance, including the IDEA, the ADA, and section 504 of the Rehabilitation Act. The School shall obtain all necessary licenses, permits, zoning, use approval, facility certification, and other approvals required for use and continued occupancy of the facility as required by the local government or other governmental agencies, and copies shall be provided to the Sponsor.

b) The School’s operation shall be subject to necessary local government approvals and if applicable, review of traffic studies/analysis. The School may also be required by the local government to provide amenities to ensure safe access to children/pedestrians walking to the School. Zoning or other land use development orders approving the School use, if issued by the local government entity having jurisdiction over the area where the School property is located, shall satisfy the requirements of the local governmental entity.

c) The School shall be responsible for all costs (not otherwise exempted by Florida law) for, or associated with, complying with local ordinances, securing licenses, permits, zoning, use approval, facility certification, and other approvals, including, but not limited to, application fees, advertising costs, surveyor costs, plan review fees, permit costs and licensing costs, traffic analyses/studies, and any other additional charges or surcharges by the local government or other governmental agencies.

d) At all times, the School shall display a valid and current Certificate of Occupancy, and other certificates required by building and fire enforcement authorities, health and sanitation enforcement authorities and all other applicable enforcement agencies.

e) In the event the School leases its facilities, Lessor and Lessee shall provide the Sponsor with a disclosure affidavit in accordance with § 286.23.

4) Capacity of Facilities

a) The School shall not allow the enrollment at any time to exceed the
number of students permitted by zoning capacity, certificates of use and/or occupancy, applicable laws and regulations. If the school is sharing a facility with another entity the total enrollment of all of the charters sharing any such facility shall not exceed the CO and CU capacities of the facility.

b) Any change to the official capacity should be reported, in writing with appropriate supporting documentation, within 30 days of change.

5) **Leased facilities:** If the School operates in leased facilities, the lease shall be for the term of this Contract, or in lieu thereof, the School shall present a lease with a plan to ensure a facility for the duration of the Contract. The lease shall be signed by a properly authorized member of the governing board, or its designee, as documented in corresponding official governing board meeting minutes.

6) **Emergencies:** In unforeseen circumstances or emergencies, if the facility is damaged or unable to safely house students/personnel, the School must notify the Sponsor, immediately, and secure an alternative location to ensure no interruption in instruction. The alternative location shall be subject to all facility requirements indicated in this section.

**C) Location**

1) **School’s Street Address:** The School will be located at _______________

2) **Temporary Facility (if applicable):** The School will be housed at a temporary facility located at ______________ from ____________ to ____________. Thereafter, the School will be located at the address indicated in paragraph 1 above.

3) **Relocation:** The school shall not change or add facilities or locations at any time during the term of this Contract without prior notice to the Sponsor.

4) **Additional Campuses, if applicable** ________________.

**D) Prohibition to Affix Religious Symbols:** The School shall not display any religious or partisan political symbols, statues, artifacts, etc., on or about the property and facilities where the School will operate.

**SECTION 6: TRANSPORTATION**
A) **Cooperation Between Sponsor and School:** The Charter School may contract with the Sponsor for student transportation services. If transportation is contracted with the Sponsor, the Sponsor reserves the right to set the arrival and departure times for students. The School shall provide transportation to the School’s students consistent with the requirements of Part I.E. of Chapter 1006, Florida Statutes. The School may provide transportation through an agreement or contract with a private provider or parents.

B) **Reasonable Distance:** Transportation of Charter School students shall be provided by the Charter School consistent with the requirements of subpart I.E. of chapter 1006 and s. 1012.45. The governing body of the Charter School may provide transportation through an agreement or contract with the Sponsor, a private provider, or parents. The School and the Sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined by the School’s governing board and in accordance with F.A.C. 6A-3.001.

C) **Compliance with Safety Requirements:** The Charter School may contract with a Sponsor-approved private transportation firm. If using an approved private firm, the Charter School must submit to the Sponsor the firm’s name and a copy of the final transportation plan and the proper documentation that all bus drivers have been properly certified.

D) **Fees:** The School may not charge a fee for transportation to which the student is entitled pursuant to state law. The School shall reimburse parents for parent-provided transportation costs if the student is legally entitled to transportation.

E) **Private Transportation Agreement:** The School will provide the Sponsor the name of the private transportation provider and a copy of the signed transportation contract at least ten (10) working days prior to the opening day of classes.

F) **Reimbursement for School Provided Transportation:** The rate of reimbursement to the School will be equivalent to the reimbursement rate provided by the State for all eligible transported students within the school district.

**SECTION 7: INSURANCE AND INDEMNIFICATION**

A) **Indemnification of Sponsor**
The School shall indemnify and hold harmless the Sponsor against all claims, demands, suits, or other forms of liability for personal injury, property damage, or violation of civil rights that may arise out of, or by reason of actions of the School and/or its employees, agents, and representatives. The School, to the extent immunity may be waived pursuant to Fla. Stat. § 768.28, agrees to indemnify, defend with competent counsel, and hold the Sponsor, its members, officers, and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence of the School's employees, contractors, subcontractors, or other agents in connection with and arising out of their services within the scope of this Contract; (b) disciplinary action or the termination of a School employee; (c) the debts accrued by the School and/or non-payment of same; (d) the School's material breach of this Contract or violation of law; (e) any failure by the School to pay its suppliers or any subcontractors; or (f) personal injury, property damage, or violations of civil rights that may arise out of, or by reason of actions of the School and/or its employees, agents, and representatives.

1) **Indemnification for Professional Liability:** The duty to indemnify for professional liability as insured by the School Leaders Errors and Omissions Liability Policy described in this Contract will continue in full force and effect notwithstanding the expiration or early termination of this Contract with respect to any claims based on facts or conditions which occurred prior to termination. In no way shall the School Leader's Errors and Omissions Liability Policy's three (3) year limitation on post-termination claims of professional liability impair the Sponsor's claims to indemnification with respect to a claim for which the School is insured or for which the School should have been insured under Commercial General Liability Insurance. In addition, the School shall indemnify, defend, and protect and hold the Sponsor harmless against all claims and actions brought against the Sponsor by reason of any actual or alleged infringement of patent or other proprietary rights in any material, process, machine or appliance used by the School.

2) **Notification of Third Party Claim, Demand, or Other Action:** Each party shall...
notify the other party of the existence of any third party claim, demand or other action giving rise to a claim for indemnification under this provision (a "third-party claim") and shall give each other a reasonable opportunity to defend the same at its own expense and with its own counsel, provided that the each party shall at all times have the right to participate in such defense at its own expense.

If, within a reasonable amount of time after receipt of notice of a third-party claim, the School or Sponsor shall fail to undertake to defend, the other party shall have the right, but not the obligation, to defend and to compromise or settle (exercising reasonable business judgment) the third-party claim for the account and at the risk and expense of the other party, which the other party agrees to assume. The School or the Sponsor shall make available to each other, at their expense, such information and assistance as each shall request in connection with the defense of a third-party claim.

3) **Indemnity Obligations:** Both parties' indemnity obligations under this provision and elsewhere in the Contract shall survive the expiration or termination of this Contract.

**B) Indemnification of School**

The Sponsor shall indemnify and hold harmless the School against all claims, demands, suits, or other forms of liability for personal injury, property damage, or violation of civil rights that may arise out of, or by reason of actions of the Sponsor and/or its employees, agents, and representatives. The Sponsor, to the extent immunity may be waived pursuant to Fla. Stat. § 768.28, agrees to indemnify, defend with competent counsel, and hold the School, its members, officers, and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence of the Sponsor's employees, contractors, subcontractors, or other agents in connection with and arising out of their services within the scope of this Contract; (b) disciplinary action or the termination of a Sponsor employee; (c) the debts accrued by the Sponsor and/or non-payment of same; (d) the Sponsor's material breach of this Contract or violation of law; (e) any failure by the Sponsor to pay its suppliers or any subcontractors; or (f) personal injury, property damage, or violations of civil rights that may arise out of, or by reason of actions of the
Sponsor and/or its employees, agents, and representatives.

C) **Sovereign Immunity** Nothing in this Charter is intended to serve as a waiver of sovereign immunity of any rights or limits to liability provided by Section 768.28, Florida Statutes.

D) **Acceptable Insurers**

1) **Acceptable Insurance Providers:** Insurance providers must be authorized by subsisting certificates of authority by the Department of Financial Services of the State of Florida, or (II) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of “A” or better and a Financial Size Category of “VI” or better, according to the latest edition of Best’s Key Rating Guide, published by A.M. Best Company.

2) **Insurance Provider Compliance:** If, during this period when an insurer is providing the insurance as required by this Contract, an insurer fails to comply with the foregoing minimum requirements, as soon as the School has knowledge of any such failure the School shall immediately notify the Sponsor and promptly replace the insurance with insurance provided by another insurer meeting the requirements. Such replacement insurance coverage must be obtained within twenty (20) days of cancellation or lapse of coverage.

3) **Minimum Insurance Requirements:** Without limiting any of the other obligations or liabilities of the School, the School shall, at the School’s sole expense, procure, maintain and keep in force the amounts and types of insurance conforming to the minimum requirements set forth in this Contract. Except as otherwise specified in this Contract, the insurance shall commence prior to the commencement of the opening of the School and shall be maintained in force, without interruption, until this Contract is terminated.

E) **Commercial and General Liability Insurance**

1) **Liabilities Required:** School’s insurance shall cover the School for those sources of liability (including, without limitation, coverage for operations, Products/Completed Operations, independent contractors, and liability
contractually assumed) which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office.

2) **Minimum Limits:** The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be $1 million per occurrence/$3 million annual aggregate.

3) **Deductible/Retention:** Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first-dollar basis without application of any deductible or self-insured retention.

4) **Occurrence/Claims:** The coverage for Property Damage Liability may be subject to a maximum deductible of $1,000 per occurrence.

5) **Additional Insureds:** The School shall include the Sponsor and its members, officers, and employees as Additional Insured on the required Commercial General Liability Insurance. The coverage afforded such Additional Insured shall be no more restrictive than that which would be afforded by adding the Sponsor as Additional Insured using the latest Additional Insured - Owners, Lessees or Contractors (Form B) Endorsement (ISO Form CG 20 10). The certificate of insurance shall be clearly marked to reflect “The Sponsor (The School Board of Palm Beach County, Florida), its members, officers, employees, and agents as Additional Insured.”

**F) Automobile Liability Insurance**

1) **Coverage:** The School’s insurance shall cover the School for those sources of liability which would be covered by Section II of the latest occurrence edition of the standard Business Auto Policy (ISO Form CA 00 01), including coverage for liability contractually assumed, as filed for use in the State of Florida by the Insurance Services Office. Coverage shall be included on all owned, non-owned, and hired autos used in connection with this Contract.

2) **Occurrence/Claims and Minimum Limits:** The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be $1 million per occurrence, and if subject to an annual
aggregate, $3 million annual aggregate.

G) Workers' Compensation/Employers' Liability Insurance

1) Coverage: The School's insurance shall cover the School (and to the extent its subcontractors and its sub-subcontractors are not otherwise insured) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act and any other applicable federal or state law.

2) Minimum Limits: Subject to the restrictions found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standard Workers' Compensation Policy shall be: EL Each Accident: $500,000; EL Disease-Policy Limit: $500,000; EL Disease-Each Employee: $500,000.

H) School Leader's Errors and Omissions Liability Insurance

1) Form of coverage: The School shall provide School Leader's Errors and Omissions Liability Insurance shall be on a form acceptable to the Sponsor and shall cover the School for those sources of liability typically insured by School Leader's Errors and Omissions Liability Insurance, arising out of the rendering or failure to render professional services in the performance of this Contract, including all provisions of indemnification, which are part of this Contract.

2) Coverage Limits: The minimum limits to be maintained by the School inclusive of any amounts provided by an umbrella or excess policy, shall be $1 million per claim/annual aggregate.

3) Occurrence/Claims: The insurance shall be subject to a maximum deductible not to exceed $25,000 per claim. If the insurance is on a claims-made basis, the School shall maintain, without interruption, the Professional Liability Insurance
until three (3) years after termination of this Contract.

I) Property Insurance

1) Structure Requirements: If the School is the owner and/or has a mortgage on the school site location, the School shall furnish on a form acceptable to the Sponsor, Property Insurance for the “Building” which is to include the structure as described in this Contract, including permanently installed fixtures, machinery and equipment, outdoor fixtures, and personal property to service the premises. If the Building is under construction, the School shall provide evidence of property insurance for the additions under construction and alterations, repairs, including materials, equipment, supplies, and temporary structures within 100 feet of the premises.

2) Additional Requirements: In addition, the School shall provide evidence of business personal property coverage to include furniture, fixtures, equipment, and machinery used in the School.

3) Business Personal Property Insurance: If the School leases the site location, then the School shall provide on a form acceptable to the Sponsor no later than thirty (30) calendar days prior to the opening of school, evidence of business personal property insurance, to include furniture, fixtures, equipment and machinery used in the School.

J) Applicable to All Coverage

1) Other Coverage: The insurance provided by the School shall apply on a primary basis and any other insurance or self-insurance maintained by the Sponsor or its members, officers, employees or agents, shall be in excess of the insurance provided by or on behalf of the School.

2) Deductibles/Retention: Except as otherwise specified, the insurance maintained by the School shall apply on a first-dollar basis without application of deductible or self-insurance retention.

3) Liability and Remedies: Compliance with the insurance requirements of this Contract shall not limit the liability of the School, its subcontractors, its sub-subcontractors, its employees or its agents to the Sponsor or others. Any remedy provided to the Sponsor or its members, officers, employees or agents by
the insurance shall be in addition to and not in lieu of any other remedy available under the Contract or otherwise.

4) **Subcontractors:** The school shall require its subcontractors and its sub-subcontractors to maintain any and all insurance required by law.

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**SECTION 8: GOVERNANCE**

A) **Public or Private Employer:** The parties of this Charter School Charter agree that the Charter School shall select its own employees. The employees shall be private. The Charter School agrees that its employment practices shall be nonsectarian and that it shall not violate the anti-discrimination provisions of Section 1000.05, F.S. ["The Florida Educational Equity Act"]). The Charter School agrees to develop and implement personnel practices and procedures that are consistent with state statutes and rules.

B) **Governing Board Responsibilities**

1) **Non-Profit Status:** The School shall organize and be operated by a stand-alone, Florida non-membership, nonprofit corporation, pursuant to Chapter 617 Fla. Stat., at all times throughout the term of this Contract. A limited liability corporation does not qualify as a non-profit organization for purposes of this Contract. If the School has been granted tax-exempt status, the School shall provide the Sponsor with a copy of correspondence from the Internal Revenue Service (IRS) granting tax-exempt status as a section 501(c)(3) organization. The School also will annually provide the Sponsor a copy of its Form 990, Return of Organization Exempt from Income Tax, and all schedules and attachments, within fifteen (15) days of filing with the IRS. If the IRS does not require Form 990 to be filed, the School will provide the Sponsor with written confirmation from the IRS of such non-requirement. Notwithstanding anything set forth in this Contract, the Sponsor does not covenant to extend or pledge its own tax-exempt status in any way for the use and benefit of the School.

2) **Organizational Plan:** The School shall implement the organizational plan as described in the approved application.

3) **School Operations:** The School’s governing board shall be solely responsible for the operation of the school and exercise continuing oversight over the School’s
operations. The School’s governing board will define and refine policies regarding educational philosophy, and oversee assessment and accountability procedures to assure that the School’s student performance standards are met or exceeded.

4) **Accountability:** The School’s governing board will be held accountable to its students, parents/guardians, and the community at large, through a continuous cycle of planning, evaluation, and reporting as required by law.

5) **School Policy and Decision Making:** The School’s governing board, in consultation with School staff, shall be responsible for all policy decision making of the School, including creating/adjusting the curriculum and developing and adopting an annual budget.

6) **School Employee Supervision:** The teachers, support staff, and contractual staff will be directly supervised by the School’s administrator.

7) **School Fiscal Agent:** The governing board shall be the fiscal agent for the School and shall be involved from the inception in administrative functions, pursuant to such rules and policies as are developed by the governing board consistent with the standards for other public schools.

8) **Eligible Members of the Governing Body:** No employee of the School may be a member of the governing body.

9) **Governing Board Compensation:** No member of the School’s governing board shall receive compensation, directly or indirectly, from the School’s operations, including but not limited to grant funds.

10) **School/Parent Contract:** The School agrees to submit any Parent Contracts to the Sponsor for review. The Sponsor shall be provided copies of updated Parent Contract(s). The School shall not use the Parent Contract to discriminate, or create a financial burden or any other barrier to enrollment. At a minimum, all communication to parents, including Parent Contracts, shall be provided in English, Spanish and Haitian-Creole, as appropriate. Attached, as Q, is the School’s Parent Contract.

11) **Governing Board Reporting:** The Governing Board shall periodically report the School’s academic progress to all stakeholders.
12) **Governance Training:** The School's governing board members shall participate in charter school governance training, facilitated by the Sponsor or an approved Florida Department of Education vendor, pursuant to state law.

13) **Employment of Relatives:** The School and its employees shall comply with state law prohibiting the employment of relatives which prohibits the appointment, employment, promotion, or advancement, or the advocacy for appointment, employment, promotion, or advancement in or to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control of an individual who is a relative.

C) **Public Records:** The School shall comply with Florida Statutes Chapter 119 (the Public Records Act) and all other applicable statutes pertaining to public records.

D) **Reasonable Access to Records by Sponsor:** The School shall provide the Sponsor access to public records, related to the governing board.

E) **Sunshine Law:** The School's governing board meetings shall take place locally and in a physical location and facility that is easily accessible to the School's parents, students and employees, be publicized in advance to the school community and be open to the public pursuant to Fla. Stat. § 286.011 (the Sunshine Law): Parents/guardians shall be encouraged to attend. Notification shall be available in languages other than English, where appropriate, e.g., Spanish, and Haitian-Creole. Notices of all governing board meetings must be posted at the School and at the location of the meeting.

F) **Reasonable Notice of Governing Board Meetings**

1) **Notice of Governing Board Meetings:** The governing board shall publish on the School's website a schedule of all governing board meetings for the school year including the date, time and location of meetings. By July 15 annually, the school shall provide the Sponsor the annual schedule of governing board meetings.

2) **Governing Board Meeting Requirements:** The governing board shall meet no less than four times per year.

G) **Identification of Governing Board Members**

1) **Parent Membership:** The School's governing board shall be diverse and include a parent member, with full membership rights. The parent member must be a parent of a student enrolled in the school. Board members shall possess special
skills, talents, and expertise that will support the educational and moral
development of the School’s students.

2) **Governing Board Member Eligibility and Clearance:** The School’s governing
board members shall be fingerprinted by the Sponsor within thirty (30) days of
execution of the School’s Contract. Board members appointed to the governing
board after the approval of the School’s Contract must be fingerprinted within
thirty (30) days of their appointment. The cost of fingerprinting shall be borne by
the School or the governing board member. The governing board agrees to
dismiss governing board members whose fingerprint check results reveal non-
compliance with standards of good moral character. Any change in governing
board membership must be reported to the Sponsor.

3) **Identification of Governing Board Members:** The Charter School shall
establish a Charter School Governing Board of at least five members. A minimum
of four members must be established prior to the execution of this Agreement and
all necessary background checks and documentation must be provided to the
Sponsor within thirty (30) days of the execution of this Agreement. At least one
member of the Governing Board must be a parent of a child currently enrolled in
the Charter School. The parent member must be named by **September 15, 2011**.
The Board shall consist of:

- Debra K. Moore, President
- Joshua M. Wiggins, Treasurer
- Kristopher E. Benz, Secretary
- Melissa Stonecipher, Director
- R. Shane Vander Kooi, Director

**SECTION 9: EDUCATION SERVICE PROVIDER**

A) **Education Service Provider Agreement (If Applicable)**

1) **School Use of ESP Services**

a) The contract between the School and the education service provider/
management company (ESP) shall require that the ESP operate the School
in accordance with the terms stipulated in this Contract and all applicable
laws, ordinances, rules, and regulations. The contract between the School and the ESP shall allow the School the ability to terminate the contract with the ESP.

b) Neither employees of the ESP nor members of the management company's employees' families, as defined in Florida Statutes section 1002.33 shall sit on the School's governing board or serve as officers of the Corporation.

c) The School Leader shall be employed by the School and evaluated by the School's governing board. The School Leader shall not own, operate, or serve as an officer of the management company that serves the School.

d) The contract between the ESP and the School's governing board shall ensure that an "arms-length," performance-based relationship exists between the governing board and the ESP.

e) The contract between the School and the management company shall require that the management company disclose to the School and the Sponsor, any affiliations with individuals or entities (e.g. lessors, vendors, consultants, etc.) doing business with the School.

f) The contract shall obligate the School to pay the ESP a reasonable, specific fee for services.

2) Submission of ESP Agreement: The contract between the management company and the School shall be submitted to the Sponsor prior to the approval of the School's Contract, or at the time an ESP is contracted.

3) Amendments to ESP contract: All proposed amendments to the contract between the management company and the School shall be submitted in advance to the Sponsor for review. A copy of the amended management agreement shall be provided to the Sponsor within five (5) days of execution.

4) ESP Contract Amendments: If the School and the ESP amend their contract in a manner that results in a material change to the charter, this Contract will require modification through the contract amendment process.

5) Change of ESP: If the School changes ESP companies, Contract modification
may be required.

SECTION 10: HUMAN RESOURCES

A) Hiring Practices: The School shall implement the plan, policies and procedures including how the School will determine whether any potential employees are related to ESP owners or employees or to governing board members, as described in the section of the approved application: Human Resources. The School shall hire its own employees, and shall submit to the Sponsor annual written strategies the School will use to recruit, hire, train, and retain qualified staff. The School agrees that its employment practices shall be nonsectarian.

1) Reporting Staffing Changes: The School shall provide the Sponsor with the names and social security numbers of all applicants the School employs. The School shall provide the Sponsor copies of monthly payroll rosters as directed. The payroll rosters shall indicate the payroll period, hire date of employee, the number of days that each individual was paid for, and the daily rate of each salary or the total amount paid to each individual during that period.

2) Non-Discriminatory Employment Practices: The governing board shall provide equal opportunity in employment, in accordance with Title VII and the Sponsor's antidiscrimination rules and policies.

3) Teacher Certification and Highly Qualified: All instructional staff, including substitutes and paraprofessionals, employed by or under contract to the School shall be certified as required by Chapter 1012, Florida Statutes, and shall meet all requirements for highly qualified instructional personnel as defined by NCLB. The School may employ or contract with skilled selected non-certified personnel to provide instructional services or to assist instructional staff members as education paraprofessionals in the same manner as defined in Chapter 1012. Staff resumes/biographies shall be available to parents/guardians and community members upon request. The School shall provide continuing professional development programs for its teachers.

a) The School shall not employ an individual for instructional services if the individual's certification or licensure as an educator is suspended or
revoked by this or any other state. The School shall monitor teacher
certification and ensure that teachers maintain their certification current at
all times. Temporary instructors employed by the School must have a
current substitute teaching certificate issued by the Sponsor.

b) The School shall not employ an individual who has resigned in lieu of
disciplinary action or who has been dismissed by any school district.

4) Fingerprinting and Background Screening

a) Pursuant to Fla. Stat. §§ 1012.32(2)(a), 1012.465, and 435.04, the School
shall fingerprint for level 2 screening of all applicants, for instructional
and non-instructional positions, that the School is interested in employing.
Additionally, the School agrees that each of its employees, representatives,
agents, subcontractors, or suppliers who are permitted access on school
grounds when students are present, who have direct contact with students
or who have access to or control of school funds must meet level 2
screening requirements as described in Fla. Stat. §§ 1012.32 and 435.04.

b) The Sponsor shall perform the processing of each applicant’s fingerprints.
The School or the applicant shall bear any and all costs associated with the
required fingerprinting and level 2 background screening.

c) The School shall not hire School employees prior to the Sponsor’s receipt
and review of the fingerprinting and level 2 background screening results
of the charter school applicants from the Florida Department of Law
Enforcement and the Federal Bureau of Investigation. Potential School
employees shall submit official court dispositions for criminal offenses of
moral turpitude listed as part of their fingerprint results. The School shall
not hire applicants whose fingerprint check and level 2 screening results
reveal non-compliance with standards of good moral character.

B) Employment Practices

1) Statutory Prohibition and Required Disclosure regarding Hiring of
Relatives: The School and its employees shall comply with state law prohibiting
the employment of relatives which prohibits the appointment, employment,
promotion, or advancement, or the advocacy for appointment, employment, promotion, or advancement in or to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control of an individual who is a relative.

2) Self-Reporting of Arrests: The School shall require all instructional employees who hold Department of Education teaching certificates to self-report within 48 hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations.

3) Code of Ethics: The School shall require that its employees abide by the guidelines set forth in Chapter 6B-1.001, Code of Ethics of the Education Profession in Florida, and Chapter 6B-1.006, Principles of Professional Conduct for the Education Profession in Florida. The School shall be responsible for the investigation and discipline of any School employee who may be in violation of these regulations.

4) Personnel Policy: Attached, as Appendix I is the School’s policy for selecting and employing personnel.

5) Collective Bargaining: School employees shall have the option to bargain collectively and may collectively bargain as a separate unit or as part of the existing School District collective bargaining unit as determined by the structure of the School.

6) Immigration Status: The School shall employ only individuals legally authorized to work in the United States pursuant to federal immigration laws and USCIS regulations.

7) Employee Discipline: The School shall discipline its employees pursuant to state law and rules and any applicable federal laws.

C) Sponsor Training of School's Employees

1) Participation and Cost for Training Activities

a) Participation in federally funded training: The Sponsor shall provide federally funded professional development activities to school employees at no cost to the School.

b) Participation in non-federally funded training: The Sponsor shall
provide professional development activities to School employees on a space available basis. The School shall pay all additional costs associated with such activities and the same rates and reimbursement calculations currently charged to the Sponsor.

SECTION 11: REQUIRED REPORTS/DOCUMENTS

The School shall provide all required reports and documents as specified in this Charter Contract and/or as required by law. The Sponsor may require the School to provide additional reports and/or documents as necessary. All such reports shall be subject to Section 1002.33 (5)(b)(1)(j), Florida Statutes.

SECTION 12: MISCELLANEOUS PROVISIONS

A) Impossibility: Neither party shall be considered in default of this Contract if the performance of any section or all of this Contract is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, hurricane, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either party’s control, and which cannot be overcome by reasonable diligence and without extraordinary expense.

B) Notice of Claim

1) Time to Submit: At least thirty (30) days prior to the initial opening day of classes, the School shall furnish the Sponsor with fully completed Certificate(s) of Insurance signed by an authorized representative of the insurer(s) providing all required coverage, 30 calendar days prior to the initial opening day of classes.

2) Notification of Cancellation: The School shall notify the Sponsor in writing of cancellation of insurance within ten (10) days of the cancellation.

3) Renewal/Replacement: Until such time as the insurance is no longer required to be maintained by the School, the School shall provide the Sponsor with evidence of the renewal or replacement of the insurance no less than thirty (30) days before the expiration or termination of the required insurance.

C) Drug-Free Workplace: The School shall be a drug-free workplace pursuant to the Sponsor’s rules.

D) Entire Agreement: This Contract shall constitute the full, entire, and complete
agreement between the parties. All prior representations, understandings, and agreements
whether written or oral are superseded and replaced by this Contract. This Contract may
be altered, changed, added to, deleted from, or modified only through the voluntary,
mutable consent of the parties in writing. Neither party will unreasonably withhold
approval of any amendments proposed by the other party to this Agreement. Any
substantial amendment to this Contract shall require approval of both parties.

E) No Assignment: This Contract shall not be assigned by either party: The School may,
without the consent of the Sponsor, enter into contracts for services. so long as the School
remains ultimately responsible for those services as set forth in this Contract.

F) No Waiver: No waiver of any provision of this Contract shall be deemed or shall
constitute a waiver of any other provision unless expressly stated. The failure of either
party to insist in any one or more instances upon the strict performance of any one or
more of the provisions of this Contract shall not be construed as a waiver or
relinquishment of the term or provision, and the same shall continue in full force and
effect. No waiver or relinquishment to any provision of this Contract shall be deemed to
have been made by either party unless in writing and signed by the parties.

G) Survival Including Post-Termination: All representations and warranties made in this
contract shall survive termination of this contract.

H) Severability: If any provision or any section of this Contract is determined to be
unlawful, void or invalid, that determination shall not affect any other provision or any
section of any other provision of this Contract and all remaining provisions shall
continue in full force and effect

I) Third Party Beneficiary: This Contract is not intended to create any rights of a third
party beneficiary. This clause shall not be construed, however, as contrary to any
statutory or constitutional right possessed by a member of the community, a student, or
parent/guardian of a student of the School.

J) Choice of Laws: This Contract is made and entered into in the State of Florida and shall
be interpreted according to the laws of Florida, with venue in Palm Beach County. The
parties mutually agree that the language and all parts of this Contract shall in all cases be
construed as a whole according to its fair meaning, and not strictly for or against any of
the parties.

K) Notice: Every notice, approval, consent or other communication authorized or required by this Contract shall not be effective unless it is in writing and sent postage prepaid by United States mail, directed to the other party at the address provided or such other address as either party may designate by notice from time to time.

M) Authority: Each of the persons executing this Contract represent and warrant that they have the full power and authority to execute the Contract on behalf of the party for whom he or she signs and that he or she enters into this Contract of his or her own free will and accord and with his or her own judgment, and after consulting with anyone of his or her own choosing, including but not limited to his or her attorney. The School and the Sponsor both represent that they have been represented in connection with the negotiation and execution of this Contract and they are satisfied with the representation.

N) Conflict/Dispute Resolution and Alternative Dispute Resolution Process:

1. It is agreed by both parties that every effort shall be made to resolve complaints, issues, or concerns by informal communications between the Sponsor and Charter School.

2. The Charter School shall notify the Sponsor in writing the name of, mailing address, and telephone number of its contact person. Any change in this information shall be submitted in writing to the Sponsor in a timely fashion.

3. All disputes related to or arising out of this Charter, which the parties are unable to resolve informally, shall be resolved according to the Alternative Dispute Resolution Process provided in this Charter.

Alternative Dispute Resolution Process

Subject to the applicable provision of Section 1002.33, F.S., as amended from time to time, all disagreements and disputes relating to or arising out of the Charter School Charter which the parties are unable to resolve informally, may be resolved according to the following Dispute Resolution Process, unless otherwise directed or provided for in the aforementioned statute. It is anticipated that a continuing practice of open communication between the Sponsor and the Charter School will prevent the need for implementing a
conflict/dispute resolution procedure. The Dispute Resolution Process is as follows:

**STEP 1:** Informal discussion shall commence between representatives of the Charter School and the Sponsor regarding the particular issue(s) in question. If the matter is not resolved at Step 1, either party may elect to forward the issue(s) to the next step.

**STEP 2:** Written notice by the Sponsor or the Charter School outlining the nature of an identified problem in performance or operations not being met or completed to the satisfaction of either party. If the matter is not resolved at Step 2, either party may elect to forward the issue(s) to the next step.

**STEP 3:** A meeting between authorized member of the Governing Board of the Charter School and the Sponsor’s representative to discuss the issue(s) and resolution of same, and any proposed modification or amendments to the terms and conditions of the Charter School Charter. If the matter is not resolved at Step 3, either party may elect to forward the issue(s) to the next step.

**STEP 4:** The issue will be forwarded to the Florida Department of Education to provide mediation services.

The aforementioned process, not otherwise pre-empted by Section1002.33, F.S., shall be equally applicable to both parties to this Charter School Charter in the event of a dispute.

The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating to the approved charter, except disputes regarding charter school application denials. If the Commissioner of Education determines that the dispute cannot be settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge may rule on issues of equitable treatment of the charter school as a public school, whether proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, and shall award the prevailing party reasonable attorney’s fees and costs incurred to be paid by the prevailing party.

0) **Headings:** The headings in the Charter are for convenience and reference only and in no way
define, limit, or describe the scope of the Charter and shall not be considered in the interpretation of the Charter or any provision hereof.

P) Citations: All citations of legal authority shall refer to those in effect when this contract is executed, subject to any subsequent amendments.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

ATTEST: GARDENS SCHOOL OF TECHNOLOGY ARTS, INC., on behalf of GARDENS SCHOOL OF TECHNOLOGY ARTS

By: ___________________________ Date: 4/1/11
Signature of Secretary

By: ___________________________ Date: 4/1/11
Signature of Board Chair

Name: Kristopher Enk Benz
Secretary

Name: Debra K. Moore
Board Chair
Name: ___________________________  Name: ___________________________

Secretary                                             Board Chair

ATTEST:                                             THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

By: _______________ Date: _______________ By: _______________ Date: _______________

WILLIAM F. MALONE                                             FRANK A. BARBIERI, ESQ.
SUPERINTENDENT                                                  BOARD CHAIRMAN

APPROVED AS TO FORM:

By: ___________________________ Date: _______________

[Signature]
School Board Attorney

Name: ___________________________

[Signature]
School Board Attorney

NAME OF THE SCHOOL – Contractual Agreement
School Board meeting date
Page 65 of ___
APPENDICES

APPENDIX 1
APPROVED APPLICATION

APPENDIX 2
EDUCATIONAL PROGRAM AND CURRICULUM (Section 3 of Application)

APPENDIX 3
THREE YEAR BUDGET

APPENDIX 4
STUDENT CODE OF CONDUCT

APPENDIX 5
FDOE TECHNICAL ASSISTANCE PAPER 2009-03

APPENDIX 6
BUILDING CODE APPROVALS
CERTIFICATE OF OCCUPANCY/USE
LOCAL JURISDICTIONAL CODE APPROVALS
(zoning approvals consistent with type of use, fire and health inspections)

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INSURANCE CERTIFICATES

APPENDIX 8
BONDING CERTIFICATES

APPENDIX 9
FINGERPRINT RECORDS AND BACKGROUND CHECKS

APPENDIX 10
IRS FORM 1023; Application for 501(c)(3), IRS Designation Letter for 501(c)(3) including attachments correspondence and all representations made to the IRS

APPENDIX 11
STUDENT SCHOOL REPORT CARD

APPENDIX 12
DESCRIPTION OF ESE SERVICES

APPENDIX 13
DISTRICT'S BUS EVACUATION DRILL REPORT

APPENDIX 14
SCHOOL'S ACCOUNTING AND REPORTING POLICIES, PROCEDURES, AND PRACTICES
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit 1A

Monthly Lease Payments
Table 7
Table 7 below summarizes the 2012 monthly lease payments GSOTA recorded in its general ledger.

**TABLE 7**

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¹ There is a $700 variance in the totals due to CCI church listing a $700 payment received on 05/13/2012.
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Amount: $9155.67

Post date: 02/10/2012
Amount: $176.21

Post date: 02/13/2012
Amount: $5455.00

Post date: 02/14/2012
Amount: $1140.00

© 2016 JPMorgan Chase & Co.
Post date: 03/01/2012
Amount: $9166.67

Post date: 03/02/2012
Amount: $5455.00

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Amount: $1237.50
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Check Number: 10402
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 2

Proposal for Personal Services
Simons & White, Inc.
April 9, 2015

Covenant Center International
9153 Roan Lane
Palm Beach Gardens, Florida 33403

Attention: Mr. Erik Bentz

Reference: Covenant Church
Palm Beach County, Florida

Dear Mr. Bentz:

We are pleased to submit the following proposal for professional services in connection with the above referenced 4.08 acre site located on the west side of Roan Lane north of Northlake Boulevard in Palm Beach County, Florida. Simmons & White, Inc., hereinafter referred to as the Consultant, proposes to furnish professional services for the Client of the scope outlined below for the fees stipulated herein.

Scope of Services

The Consultant will perform the following:

1. Prepare a Drainage Statement for Zoning Petition/Concurrence Reservation process.

   NOTE: This Item assumes the project has legal positive outfall or the Owner will obtain easement across private property to reach legal positive outfall.

2. Revisions to the above based on Site Plan changes, governing agency request for additional information or items beyond the control of the Consultant.

3. Additional services requested by the Client and agreed to by the Consultant such as but not limited to assistance with water and sewer service alternatives for the proposed addition or other engineering related issues.

   Int.

Simmons & White, Inc
2581 Metrocentre Boulevard Suite 3 West Palm Beach Florida 33407
T: 561.478.7848 F: 561.478.3738 www.simmonsandwhite.com
Certificate of Authorization Number 3452
Items to be Furnished by the Client at No Expense to the Consultant

Assist the Consultant by placing at his disposal all available pertinent information relative to the project.

Furnish at no cost to the Consultant:

1. Name and address of property owner and copy of the last recorded Warranty Deed.
2. All permit application and governmental fees and any required bonds/surety.
3. Accurate Site Plan.
4. Complete Conditions of Approval imposed during the planning and zoning process.
5. Soil borings and analysis.
6. All surveying including, but not limited to, property, boundary, easement, right of way, topographic, permanent reference monuments, permanent control points, utility surveys, property descriptions and construction staking, As-built surveys of constructed improvements, and existing utility locations on and adjacent to the property including but not limited to FP&L, AT&T, Cable T.V. & Gas. It is highly recommended that the Client's Surveyor contact "No Cuts" prior to performing survey so that all existing franchise utilities can be shown on the survey to avoid field conflicts during construction.

In addition to the above, other special data, all of which the Consultant will rely upon in performing services.

It is agreed and understood that the accuracy and veracity of said information and data may be relied upon by the Engineer without independent verification of the same.
Time of Performance

The Scope of Services will be completed within a time frame to be mutually agreed upon except for delays beyond the control of the consultant.

Fees to be Paid

The Consultant shall be paid the following lump sum fees for the Items in the Scope of Services:

Item 1 - Drainage Statement = $700

For Items 2 and 3 the Consultant shall be paid an hourly rate of $160 for Principal, $185 for Traffic Principal, $250 for Expert Testimony, $150 for Senior Traffic Engineer, $135 for Senior Engineer, $110 for Engineer, $100 for Senior Technician, $80 for Technician, $50 for Clerical. In addition to the fees above, the Consultant shall be reimbursed for direct expenses including, but not limited to, automobile travel at $.60 per mile, printing, postage, courier and reproduction. The above fees are subject to increase one year from the date of this proposal.

Payments shall be made upon monthly billing, payable within 21 days from the date of the invoice. Any billing dispute or discrepancy shall be set forth in writing and delivered to Simmons and White Inc. prior to the due date for payment. Any matter not set forth in writing and delivered prior to the due date shall be deemed waived and the invoice shall be deemed correct and due in full. Past due payments shall include interest from the date of the invoice at a simple interest rate of 1-1/2 percent per month.

In the event any invoice or any portion thereof remains unpaid for more than forty-five (45) days following the invoice date, the Consultant may initiate legal proceedings to collect the same and recover, in addition to all amounts due and payable, including accrued interest, its reasonable attorney’s fees and other expenses related to the proceeding. Such expenses shall include, but not limited to the cost, determined by the Consultant’s normal hourly billing rates, of the time devoted to such proceeding by its employees.

Pursuant to Section 558.0035 of Florida Statutes, an individual employee or agent of Consultant may not be individually liable for negligence.
Termination

This Agreement may be terminated by either party by giving three (3) days advance written notice. The Consultant shall be paid for services rendered to the date of termination on the basis of a reasonable estimate of the portion of services completed prior to termination and shall be paid for all reasonable expenses resulting from such termination and for any unpaid reimbursable expenses.

Acceptance

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of this proposal, along with Item 1 under “Items to be Furnished by the Client,” returned to the Consultant will serve as an Agreement between the two parties and as Notice to Proceed. (By his signature, the Client certifies that he has sufficient funds reserved to pay for these professional services.) Should this proposal not be accepted within a period of 60 days from the above date, it shall become null and void.

Very truly yours,

SIMMONS & WHITE, INC.

Phillip W. Rowe, Jr., P.E.
Vice President

Accepted by:

Covenant Center International

Signature: 8-37

Company/Individual: Covenant Centre INT

Title: Director

Date: 4/9/15

cc: Addressed

sa: x:\docs\proposals\prop.bentz\covenant\drainage
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 3

Email Correspondence
Dated 04/14/2015
From: Cotleur & Hearing to Erik Benz then forwarded to Jeanne Benz
Estimate Fee
Fwd: Submittal intake 04-15- Covenant Church 1974-083

1 message

Erik Benz <erik.benz@mysota.net>
To: Jeanne Benz <jeanne.benz@mysota.net>

Sent from my iPhone

Begin forwarded message:

From: Melissa Kostelia <mkostelia@cotleur-hearing.com>
Date: April 14, 2015 at 1:37:26 PM EDT
To: Erik Benz <erik.benz@mysota.net>
Subject: FW: Submittal intake 04-15- Covenant Church 1974-083

Hello Erik,

Please find herein the fee estimate for this project.

The total amount due is $10,838.58, payable to PBC BOCC.

Thank you!

Melissa Kostelia
Land Use Planner / GIS Specialist
561.747.6335 x114

Landscape Architects
Land Planners
Environmental Consultants

1934 Commerce Lane, Suite 1
Jupiter, FL 33458

Changing the Way we live to preserve Where we live.

www.cotleurhearing.com

"Cotleur + Hearing " Fee Estimate

https://mail.google.com/mail/u/0/?ui=2&ik=8d2e939050&view=pt&search=inbox&type=1... 4/15/2015
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</table>

**Total Fee To Be Paid:** 10,838.58

---

**Process:** DRO or Public Hearing

- **Control Number (if assigned):** 1974-083
- **Request:** DOA
- **List PCNs (all associated with request):**
  - 00-43-42-18-00-000-7240
  - 00-43-42-18-01-000-0081

- **Total traffic trips:** Vested / No change proposed
- **Total acreage:** 4.08 acres
- **Number of Units (if applicable):** n/a
- **Square Footage/type (if applicable):**
  - Place of Worship 6,986 SF / 441 Seats
  - Daycare 1,302 SF / 34 Children
  - Charter School 20,260 SF / 364 Students
  - Accessory 7,052 SF
- **Architecture pages (if applicable):** 4
- **Code Violation resulting in Type II Variance Request:** n/a
- **Concurrency (Equivalent or Reservation):** n/a / no change in concurrency

Certified Mailing: 58
First Class Mailing: 63
Arch fee based on 4 pages add $9.00 per additional page
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 4

Church Invoice dated 04/14/2015
To GSOTA
Land Development Application Fees
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Development Application Fee</td>
<td>10,838.58</td>
<td>10,838.58</td>
</tr>
<tr>
<td>For Fees associated with Application for Rezoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As per Palm Beach County Board of County Commissioners and Palm Beach County Building and Zoning</td>
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<tr>
<td>Engineering Fees for Drainage Report</td>
<td>700</td>
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</table>

Subtotal: $11,538.58
Sales Tax: 0
Total: $11,538.58

Make all checks payable to Covenant Centre, Inc.

Thank you for your business!
Check/Debit Card Requisition Form

DATE: April 14, 2015

Debit Card ____ or Check __11120__

Operating ____ Internal Service ____

Payable To: Covenant Center, Inc.

☐ Classroom Supplies ☐ After-Care Supplies
☐ Textbooks ☐ Club Supplies
☐ Classroom Computer Equipment ☐ Field Trips
☐ Classroom Furniture ☐ PTO
☐ Training ☐ Other
☐ Insurance
☐ Rentals
☐ Admin Furniture
☐ Admin Supplies
☐ Building Repairs/Maintenance
☐ Other _________

Invoice #:

Detail of items purchased: Land development reimbursement

Requisitioner's Signature: Dimee Amez

Approved by: [Signature]

Please return completed form to Director of Operations. Attach any receipts/invoices as available.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 5

GSOTA’s
Conflict of Interest
Policy v1
Directors, officers, administrators, faculty and other employees of the school have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the school. Directors must avoid conflicts of interest. A Governing Board Member must avoid placing themselves in a position in which their personal interests are, or may be, in conflict with the interests of the school.

Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Governing Board of the circumstances resulting in the potential conflict. The Governing Board will then provide such guidance and take action as it shall deem appropriate.

Governing Board Members shall not receive any monetary compensation or beneficial interest for their services nor shall they or their immediate family members, as defined by Florida Senate Bill 278, have any personal or financial interest in the school other than their own monetary donations to the school.

Each Governing Board Member will sign the school’s Conflict of Interest Statement.

Each Governing Board Member will sign the school’s Confidentiality Policy ensuring all private employment or student matters will remain confidential and will not be used to advance personal interests.

Each administrator, faculty member and other employee of the school will sign a form attached to their employment manual acknowledging their receipt and understanding of all school policies and procedures outlined within the manual, including those policies relating to conflicts of interest.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 6

Commercial Lease Agreement
Between
Covenant Centre International, Inc (Landlord)
&
Gardens School of Technology Arts, Inc. (Tenant)
Term: July 1, 2016 – June 30, 2031
COMMERCIAL LEASE

This Lease Agreement (this "Lease") is dated as of July 01, 2016, by and between Covenant Centre International ("Landlord"), and Gardens School of Technology Arts ("Tenant"). The parties agree as follows:

PREMISES. Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant 20,000 sq.ft. of Building A; 6200 sq.ft. of Building B; 3,456 sq.ft. of Building C for years 1-15 of Lease. Then, in addition to prior square footage, 1,728 of Building D and 864 sq.ft. of Building E for years 2-15 of lease agreement. (the "Premises") located at 9153 Roan Lane, Palm Beach Gardens, FL 33403.

TERM. The lease term will begin on July 01, 2016 and will terminate on June 30, 2031.

LEASE PAYMENTS. Tenant shall pay to Landlord monthly installments of $17,900.00, payable in advance on the first day of each month. Lease payments shall be made to the Landlord at 9153 Roan Lane, Palm Beach Gardens, Florida 33403. The payment address may be changed from time to time by the Landlord.

POSSESSION. Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.

USE OF PREMISES. Tenant may use the Premises only for Monday through Friday from 6:45 am - 6:15 pm and for special events as scheduled. The Premises may be used for any other purpose only with the prior written consent of Landlord, which shall not be unreasonably withheld. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

PARKING. Tenant shall be entitled to use 100 parking space(s) for the parking of the Tenant's customers'/guests' motor vehicle(s).

PROPERTY INSURANCE. Landlord and Tenant shall each maintain appropriate insurance for their respective interests in the Premises and property located on the Premises. Landlord shall be named as an additional insured in such policies. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies. Tenant shall also maintain any other insurance which Landlord may reasonably require for the protection of Landlord's interest in the Premises. Tenant is responsible for maintaining casualty insurance on its own property.
LIABILITY INSURANCE. Tenant shall maintain liability insurance on the Premises in a total aggregate sum of at least $0.00. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies.

UTILITIES AND SERVICES.

Landlord shall be responsible for the following utilities and services in connection with the Premises:
- will pay for 35% of Utilities required to operate the property (averaged annually).

Tenant shall be responsible for the following utilities and services in connection with the Premises:
- will pay for 65% of Utilities required to operate the property (averaged annually).

Tenant acknowledges that Landlord has fully explained to Tenant the utility rates, charges and services for which Tenant will be required to pay to Landlord (if any), other than those to be paid directly to the third-party provider.

TAXES. Taxes attributable to the Premises or the use of the Premises shall be allocated as follows:

REAL ESTATE TAXES. Landlord shall pay all real estate taxes and assessments for the Premises.

TERMINATION UPON SALE OF PREMISES. Notwithstanding any other provision of this Lease, Landlord may terminate this lease upon 30 days' written notice to Tenant that the Premises have been sold.

DEFAULTS. Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 5 days (or any other obligation within 10 days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

RIGHT OF FIRST REFUSAL. In the event (1) this Lease expires by its own terms and Tenant elects not to continue its occupancy of the Premises; or (2) Tenant materially defaults on
this Lease, and fails to cure said default within the allotted time period provided for in this Lease, and Landlord intends to terminate this Lease, the School District of Palm Beach County (School District) shall have the right to assume, and be bound by, all of the covenants, rights, and obligations of the Tenant as stated herein. Landlord agrees to give School District written notice of such action and provide the School District with thirty (30) calendar days in which to agree and execute any reasonable and necessary documents to effectuate the assignment. This right of first refusal does not grant the School District any additional rights than those of the Tenant and for all intents and purposes, the School District shall be considered the Tenant if it elects to assume this Lease. In no event shall the School District be responsible for any debts or obligations of the Tenant prior to the date of such assignment, including, but not limited to, attorneys' fees and costs incurred by Landlord associated with the consummation of the assignment. Should School District decline to assume this Lease or not respond within the stated time frame then Landlord shall have the right to continue termination proceedings against Tenant and shall have no further obligations to School District.

LATE PAYMENTS. For any payment that is not paid within 20 days after its due date, Tenant shall pay a late fee of $50.00.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

**LANDLORD:**

Covenant Centre International  
9153 Roan Lane  
Palm Beach Gardens, FL 33403

**TENANT:**

Gardens School of Technology Arts  
9153 Roan Lane  
Palm Beach Gardens, FL 33403

Such addresses may be changed from time to time by any party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Florida.

ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other
agreements, whether oral or written, relating to the subject matter of this Lease. This lease shall be reviewed annually for consideration of adjustments based on changes in square footage usage and utilities costs. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

LANDLORD:
Covenant Centre International

By: ___________________________ Date: __/26/16
Robert Varnadore,
Vice President

TENANT:
Gardens School of Technology Arts

By: ___________________________ Date: __/27/16
David Reyes,
Vice President

This is a RocketLawyer.com document.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 7

Letter Dated: May 9, 2016
To: Dr. Robert Avossa
From: Debra Moore, Chair Board of Directors
Re: GSOTA 15 Year Charter Renewal
May 9, 2016

Via Electronic Mail and U.S. Mail

Dr. Robert Avossa
School District of Palm Beach County
3300 Forest Hill Blvd.
West Palm Beach, Fl. 33406

Re: Gardens School of Technology Arts
Fifteen-year charter renewal

Dear Dr. Avossa,

The purpose of this letter is to request a fifteen-year charter renewal term for Gardens School of Technology Arts (GSOTA). GSOTA is recognized as a 501(c)(3) not-for-profit by the Internal Revenue Service, and opened in 2010. As we come to the close of our fifth year of operations, we would like to share information about our school and some of our accomplishments.

GSOTA has consistently fulfilled our charter mission by providing digitally rich, academically and culturally relevant 21st century learning opportunities for every grade level K-8. Since our opening in 2011, we have implemented a staged increase in creative technology program offerings which currently include multiple project-based, innovative opportunities in Digital Art & Design, Programming and Engineering, and Maker Innovation. We have achieved a 97% satisfaction rate from our students’ families as measured by our annual Parent Survey related to overall expectations, academic achievement and school climate. In addition, we are an A-rated public school based upon the 2014-15 state standardized scores. We have maintained the highest standards of fiscal responsibility, governance accountability, and compliance throughout our five years of operations.

Florida law states that in order to facilitate access to long-term financial resources for charter school construction, charter schools that are operated by a private, not-for-profit, 501(c)(3) status corporation are eligible for up to a 15-year charter, subject to approval by the district school board.

Due to the demand our school has generated we are in the process of negotiating for a long-term lease to enable us to have the capacity necessary to increase our student population. Our current landlord has advised us that they will require a fifteen-year lease term so that they may seek appropriate financing for the necessary construction and modifications to our existing campus. The landlord has requested a fifteen-year charter to facilitate access to financing for school construction.

(continued)
We understand that nothing in the fifteen-year charter would prevent the school district from taking action against us should we breach the charter or state requirements.

Thank you for your consideration to this request, and we are available to answer any questions you may have.

Sincerely,

Debra Moore
Chair, Board of Directors
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 8

Palm Beach County School Board
Meeting Agenda
Dated March 2, 2016
Agenda Item Details

Meeting       Mar 02, 2016 - 3. SPECIAL MEETING immediately following Workshop in the Board Room
Category       9. Consent Agenda
Subject       CS6 Gardens School of Technology Arts - Proposed Renewal of Charter Contract
Type         Action (Consent)
Recommended  I recommend the Board approve the Proposed Charter Renewal for Gardens School of Technology Arts, and authorize the Superintendent and/or his designee to sign all related contracts and documents.

DESCRIPTION:
On May 18, 2011, Gardens School of Technology Arts was granted a five (5) year Charter Contract to serve students in grades K-8. This Contract expires on June 30, 2016.

The mission of the school is to, “To prepare young innovators, one student at a time, with the 21st century skills they need to succeed. The essential elements critical to the success of our mission are: Solid academics; Innovative teaching; Engaging, relevant learning activities; Responsible leadership; Family Involvement; Community partnerships.”

Pursuant to F.S. 1002.33(7)(b)1, Gardens School of Technology Arts meets the criteria for renewal and does not fall under any grounds for termination.

The School Board’s approval of the Charter Renewal indicates an agreement to enter into charter contract negotiations, and if successfully negotiated by Legal and approved by the School Board, will result in entering into a Charter Contract. The Charter will be a binding agreement, which shall detail the rights and responsibilities of the School Board and the Charter School. If the Charter Renewal is not approved by the School Board, the School Board is required to send a 90 day notice letter indicating the reasons for non-renewal and the right to appeal. If the Charter School does not appeal, or the School appeals and the School Board prevails, then the school is closed after the 90 days.

Attached are copies of the Charter Contract, Annual Review, Program Renewal Review, PYG Data, Board Notification, and Matrix for March 2, 2016, Board Agenda Items.

CONTACT:
David Christiansen, Ed.D., Deputy Superintendent/Chief of Schools (david.christiansen@palmbeachschools.org)
Keith Oswald, Chief Academic Officer
Joseph M. Lee, Ed.D., Assistant Superintendent
James T. Pegg, Director

FINANCIAL IMPACT:
There is no financial impact to the District

SCHOOL BOARD GOALS: (Check all that apply.)
X 1. Student First Philosophy
☐ 2. Family Matters
☐ 3. Qualified and Highly Effective Workforce
☐ 4. Efficiency and Accountability
☐ 5. Community Engagement
☐ 6. Communication

http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public/3/3/2017
Wednesday, March 2, 2016
3. SPECIAL MEETING immediately following Workshop in the Board Room

This meeting is open to the public.

1. Call To Order
Chairman Opens Meeting - Board Clerk Takes Attendance

2. Chairman Adds Items for Good Cause
Items Added: AD2

3. Superintendent Withdrawing Items
Items Withdrawn:

4. Board Pulls Items from Consent Agenda
Items Pulled: AD1; POL-A2

5. Review and Approve Agenda
AGENDA APPROVAL

6. Disclosures and Abstentions
Disclosures & Abstentions

7. Superintendent and Board Comments (3 minutes each)
Superintendent
Board Members

8. Speakers: Agenda Topics
Agenda Topic Speakers

9. Consent Agenda
CS1 Ben Gamla Palm Beach - Proposed Renewal of Charter Contract
CS2 Mavericks High School at Palm Springs - Proposed Renewal of Charter Contract
CS3 Potentials Charter School - Proposed Renewal of Charter Contract
CS4 Florida High School for Accelerated Learning WPB d/b/a Quantum High School - Proposed Renewal of Charter Contract
CS6 Gardens School of Technology Arts - Proposed Renewal of Charter Contract

P1 Personnel Agenda
POL-02 Policy 2.50 Third Party Use of Technology - Develop
POL-03 Policy 3.29 Acceptable Use of Technology by Employees - Develop
PS1 Personnel Disciplinary Action - Melissa Brown

http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public#
PS2 Personnel Disciplinary Action - Natalie Lewis

10. Approve Consent Agenda

CONSENT AGENDA APPROVAL

11. New Business

AD1 Approval of the School District Strategic Plan

AD2 Sales Surtax Referendum

BRD1 General Counsel's Annual Evaluation

CS5 Florida High School for Accelerated Learning WPB d/b/a Worthington High School - Proposed Renewal of Charter Contract

POL-A2 Policy 8.13 Dropout Prevention/Alternative Education/Juvenile Justice/Youth Services Programs - Adopt

12. ADJOURN

END TIME
3. SPECIAL MEETING immediately following Workshop in the Board Room 
(Wednesday, March 2, 2016) 
Generated by Carol Bass on Tuesday, April 5, 2016

Members present
Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, 
Erica Whitfield

Meeting called to order at 5:05 p.m.

1. Call To Order

Chairman opens meeting. Board Clerk takes attendance. Pledge to the Flag.

2. Chairman Adds Items for Good Cause

Item Added: AD2 Sales Surtax Referendum

3. Superintendent Withdraws Items - NONE

4. Board Pulls Items from Consent Agenda

The Board pulled the following items from the Consent Agenda and moved them to New Business:
AD1 Approval of the School District Strategic Plan
CS5 Florida High School for Accelerated Learning WPB d/b/a Worthington High School - 
Proposed Renewal of Charter Contract
POL-A2 Policy 8.13 Dropout Prevention/Alternative Education/Juvenile Justice/Youth 
Services Programs

5. Review and Approve Agenda

Motion to approve the Agenda as submitted or amended.
Motion by Michael Murgio, second by Debra Robinson

Final Resolution: Motion passes
Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, 
Chuck Shaw, Erica Whitfield

6. Disclosures and Abstentions - NONE
7. Superintendent and Board Comments (3 minutes each) - NONE

8. Speakers: Agenda Topics

Andy Goldstein; Lauren Hollander; Lynn Norman-Teck

9. Consent Agenda

CS1 Ben Gamla Palm Beach - Proposed Renewal of Charter Contract
CS2 Mavericks High School at Palm Springs - Proposed Renewal of Charter Contract
CS3 Potentials Charter School - Proposed Renewal of Charter Contract
CS4 Florida High School for Accelerated Learning WPB d/b/a Quantum High School - Proposed Renewal of Charter Contract
CS6 Gardens School of Technology Arts - Proposed Renewal of Charter Contract

P1 Personnel Agenda
POL-02 Policy 2.50 Third Party Use of Technology - Develop
POL-03 Policy 3.29 Acceptable Use of Technology by Employees - Develop
PS1 Personnel Disciplinary Action - Melissa Brown
PS2 Personnel Disciplinary Action - Natalie Lewis

10. Approve Consent Agenda

Motion to approve the Consent Agenda as amended.
Motion by Marcia Andrews, second by Debra Robinson
Final Resolution: Motion passes
Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

11. New Business

AD1 Approval of the School District Strategic Plan
I recommend the Board approve the District Strategic Plan for 2016-2021 as outlined.
Motion by Michael Murgio, second by Marcia Andrews

FIRST AMENDED MOTION
MOTION to change Strategic Initiative attached to Strategic Theme 1 to read "expand and enhance PreKindergarten programs and services in collaboration with our community and agency partners.

Motion by Debra Robinson, second by Marcia Andrews

Final Resolution: Motion passes

Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

SECOND AMENDED MOTION
MOTION to strike the words "develop the capacity to" in the last bullet of Strategic Initiative associated with Strategic Theme 1 so that we do not just develop the capacity, but also deliver the effective instruction.

Motion by Debra Robinson. Motion fails for lack of a second.

THIRD AMENDED MOTION
MOTION on item that reads Develop an approach for bullying prevention. Alter it to read, "Develop and implement a comprehensive plan for bullying prevention and intervention.

Motion by Debra Robinson, second by Frank Barbieri

Final Resolution: Motion fails

Yea: Debra Robinson

Nay: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Chuck Shaw, Erica Whitfield

MAIN MOTION AS AMENDED

Final Resolution: Motion passes

Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

AD2 Sales Surtax Referendum

http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public#
I recommend the Board further discuss options and take any action necessary regarding the proposed Sales Surtax Referendum.

**MOTION** to continue working with Palm Beach County Administrator, Ms. Verdenia Baker; put a time certain of April 15, 2016 for a decision by the County so this Board can act by April 20, 2016; if no answer by April 15, 2016, the Superintendent should bring back ballot language for the School Board and District to move forward on our own.

Motion by Mike Murgio, second by Frank Barbieri

Dr. Robinson offers a “friendly” **SUBSTITUTE MOTION**:

**MOTION** to have Palm Beach County School District join with Palm Beach County, the cities, and Cultural Council in a one penny sales surtax referendum with the School District of Palm Beach County receiving 48 percent of the proceeds. This motion will automatically revoke itself if the County does not agree and vote by April 15.

Motion by Debra Robinson, second by Frank Barbieri

**AMENDED SUBSTITUTE MOTION**

**MOTION** to have Palm Beach County School District join with Palm Beach County, the cities, and Cultural Council in a one cent sales surtax referendum with the School District of Palm Beach County receiving at least 48 percent of the revenues contingent upon Palm Beach County voting in favor of the same by April 15, 2016.

Motion by Debra Robinson, second by Marcia Andrews

Final Resolution: Motion passes

Yea: Marcia Andrews, Frank Barbieri, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

Nay: Karen Brill

**MOTION TO RECONSIDER FINAL VOTE ON AD2 SALES SURTAX REFERENDUM**

Motion by Erica Whitfield, second by Marcia Andrews

Final Resolution: Motion passes

Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

Nay: Karen Brill, Michael Murgio

**REVOTE** on **AMENDED SUBSTITUTE MOTION** as stated earlier:

**MOTION** to have Palm Beach County School District join with Palm Beach County, the cities, and Cultural Council in a one cent sales surtax referendum with the School District of Palm Beach County receiving at least 48 percent of the revenues contingent upon Palm Beach County voting in favor of the same by April 15, 2016.

Motion by Debra Robinson, second by Marcia Andrews

Final Resolution: Motion passes

Yea: Marcia Andrews, Frank Barbieri, Debra Robinson, Chuck Shaw, Erica Whitfield

Nay: Karen Brill, Michael Murgio

**BRD1 General Counsel’s Annual Evaluation**
General Counsel JulieAnn Rico gave a presentation on the responsibilities of Office of General Counsel.

Overall rating: 4.6 = Excellent

I recommend the Board accept and approve the General Counsel's evaluation.

Motion by Michael Murgio, second by Frank Barbieri.
Final Resolution: Motion passes
Yea: Marcia Andrews, Frank Barbieri, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield

FOR THE RECORD: Frank Barbieri left at 6:54 p.m.

CS5 Florida High School for Accelerated Learning WPB d/b/a Worthington High School - Proposed Renewal of Charter Contract

I recommend the Board approve the Charter Renewal for Worthington High School, and authorize the Superintendent and/or his designee to sign all related contracts and documents.

Motion by Marcia Andrews, second by Debra Robinson
Final Resolution: Motion passes
Yea: Marcia Andrews, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield
Not Present at Vote: Frank Barbieri

POL-A2 Policy 8.13 Dropout Prevention/Alternative Education/Juvenile Justice/Youth Services Programs - Adopt

I recommend the Board approve the adoption of proposed revised Policy 8.13 Dropout Prevention/Alternative Education/Juvenile Justice/Youth Services Programs.

Motion by Debra Robinson, second by Marcia Andrews
Debate follows.

FIRST AMENDED MOTION
MOTION to add a flow chart to policies.

Motion by Debra Robinson, second by Marcia Andrews
Final Resolution: Motion Passes
Yea: Marcia Andrews, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield
Not Present at Vote: Frank Barbieri

MAIN MOTION AS AMENDED
Final Resolution: Motion Passes
Yea: Marcia Andrews, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield
12. ADJOURN

END TIME: 7:04 p.m.

Motion to adjourn the meeting.

Motion by Marcia Andrews, second by Erica Whitfield.
Final Resolution: Motion Passes
Yea: Marcia Andrews, Karen Brill, Michael Murgio, Debra Robinson, Chuck Shaw, Erica Whitfield
Not Present at Vote: Frank Barbieri
Letter Dated: September 16, 2016
To: Denise Sagerholm
From: Kathleen W. Schoenberg, P.A.
Re: Gardens School of Technology Arts (GSOTA)
September 16, 2016

Via Electronic Mail

A. Denise Sagerholm, Esquire
School District of Palm Beach County
Office of Chief Counsel
P.O. Box 19239
West Palm Beach, FL 33416

Re: Gardens School of Technology Arts (GSOTA)

Dear Ms. Sagerholm,

You state in your September 15, 2016 correspondence that the Palm Beach County School District (District) intends to “proceed accordingly” due to the fact that GSOTA has entered into a 15-year lease. Your assertions that GSOTA concealed the current lease from the District are untrue. We will restate the facts and timeline involving the school’s lease, all of which GSOTA previously communicated both in writing and in our meeting on Monday, September 12, 2016.

The language of the current charter places no prohibition on my client’s ability to negotiate a lease with its landlord. As described in more detail in my letter dated August 15, 2016, the charter language you cite was intended to ensure that the school had a plan in place for an adequate facility during the term of the charter. The school ensured this would happen – they previously executed a five-year lease which expired June 30, 2016.

My client appreciates your review of their board minutes from the March 14, 2016 board meeting as they validate what we previously discussed. The board discussed the receipt of proposed lease terms from its landlord, given that the school’s lease was due to expire on June 30, 2016. This meeting was after the school was approved for renewal by the District. At this meeting board member David Reyes was granted authority to finalize a lease within parameters established by the board.

Shortly thereafter, representatives from GSOTA and the District met on April 14, 2016 to begin negotiation of the renewal charter. At that meeting my client requested a 15-year charter term. During that conversation GSOTA discussed that a 15-year term would facilitate the landlord’s efforts to secure financing to expand the school’s facilities to accommodate growth. At no time during that meeting did any District representatives state that a 15-year lease would put GSOTA out of compliance. On the contrary, it was implied that a 15-year lease would be necessary as a basis for the request. You advised my client to submit its basis for the request for a 15-year term in writing.

Following that meeting and prior to April 27, 2016 (the date of the lease execution), a letter in support of the 15-year charter term was drafted. At the time of the first draft of the letter the lease had not been executed; hence, the letter states that the school was in the process of negotiations. The letter was finalized and executed by Debra Moore, GSOTA board president on May 9, 2016. At the time she sent the letter she was not aware that the lease had actually been executed as board members refrain from
discussions outside of board meetings. As a review of the May 9, 2016 GSOTA board minutes reflects, there was no discussion of the lease at that meeting. This is important because your letter states that “GSOTA has not been transparent with the District regarding the new Lease Agreement.” The fact that Ms. Moore’s letter indicates an intent to sign a lease was not an act of concealment, only a matter of timing.

Your letter lists the dates that the parties met during the course of the renewal charter negotiation. You question why GSOTA never mentioned the lease during any of these meetings. The question to be asked is - why would the school bring up the lease? The parties’ discussions focused on the renewal charter contract, and in almost every meeting GSOTA asked for a response to its request for a 15-year charter term. Ms. Moore’s May 9, 2016 letter explicitly states the anticipated term of the lease. The lease was also uploaded to the District’s Charter Tools system on July 19, 2016 as part of GSOTA’s school opening checklist. Certainly, both a letter describing the lease terms and a full copy of the lease being uploaded to the District’s system would be considered ample notification by any reasonable standard.

The more relevant question is why, in all of those meetings, did the District wait until August 11, 2016 to provide notice of any concern about the term of the lease, despite receiving written notice on May 9, 2016 of the school’s intent to enter into a 15-year term?

My client provided written notice of the 15-year lease term on May 9, 2016 and the first time the District brought this up as an issue was August 11, 2016. In fact, as of the date of this letter, the school has received no response to its request for a 15-year term. Consequently, GSOTA had no reason to believe it wouldn’t be granted a 15-year charter term.

The District’s issue with GSOTA’s lease focuses on the date of execution. It is important to note that even if the lease had been executed after May 9, 2016, under the District’s own reasoning it would not have made a difference. The District never notified GSOTA that it believed the school to be out of compliance until August 11, 2016, despite the May 9, 2016 notice of the school’s intent for the long-term lease.

Finally, throughout our discussions and correspondence on this matter, GSOTA fails to see why the school district views GSOTA’s lease execution as an act which rises to the level of threatened charter termination. The current charter does not prohibit GSOTA from executing a lease. The school district is neither a party to the lease nor a guarantor. There is no obligation under Florida law that would require the District to assume any obligations under the lease. If the school is unable to fulfill its obligations under the lease, it is a risk assumed by the landlord, not the District.

GSOTA requests written notification from the District that it is in compliance with its charter, and GSOTA requests that the District continue negotiations of its renewal charter contract in good faith.

Sincerely,

Kathleen W. Schoenberg, Esq.

cc: Gardens School of Technology Arts
Exhibit # 10

Email Correspondence Dated:
January 25 – 26, 2016
To: Director Jeanne Benz
GSOTA
From: Angelette Green

Re: Initial Site Visit: 15 Year Lease Agreement & School Expansion
Initial Site Visit Request/Update

Jeanne Benz <Jeanne.Benz@mysota.net> Thu, Jan 26, 2017 at 6:37 AM
To: Angelette Green <angelette.green@palmbeachschools.org>
Cc: Debra Moore <Debra.Moore@mysota.net>, Elizabeth McBride <elizabeth.mcbride@palmbeachschools.org>, Garry O'Donnell <Garry.ODonnell@gmlaw.com>

Hello Ms. Green,

It was a pleasure meeting with you and Mrs. Seymour Tuesday and I thank you both for your gracious professionalism during the interview.

The responses are in-text below in green (I will need clarification of question 1 to properly respond):

On Wed, Jan 25, 2017 at 1:57 PM, Angelette Green <angelette.green@palmbeachschools.org> wrote:

Good Afternoon Mrs. Benz

First of all, thank you for being so accommodating during our visit on yesterday.

In regards to the document you provided to the OIG during our site visit on December 8, 2016 (see attached). I have a few follow-up questions related to the School Expansion.

According to the document "Construction has been delayed due to the protracted charter renewal process and the requirement of a signed charter contract to enable the landlord to secure necessary financing for project completion"...

Questions:

1. Is the expansion for the additional classrooms contingent upon GSOTA entering into a 15 year lease agreement with the School Board?

   I would like to clarify... is the question whether the classrooms are contingent upon a 15 year lease with the landlord or upon a 15 year charter agreement with the School Board?

2. Why did GSOTA enter into a 15 year rental agreement with the Landlord versus a 5 or 10 year rental agreement?

   It is a prudent business practice for a charter school to enter into a long-term lease because it secures the site for future operations. In addition, the school intended to seek a 15 year charter renewal. This was discussed with representatives of the School Board at a meeting on April 14, 2016 (prior to the lease execution), and at that time there was no...
indication that the school wouldn't qualify for a 15-year charter.

3. Why did GSOTA enter into a 15 year lease agreement with the Landlord without prior notification to the School Board.

The school's charter, Florida law, and applicable regulations do not require prior notification; also it is neither standard practice nor industry custom for a charter school to provide notice to a school board prior to executing a lease. In short, there is no reason why GSOTA would have notified the School Board prior to entering into a lease. Importantly, the fact that the school was in the process of negotiating a 15-year lease was specifically discussed with School Board representatives during a meeting on April 14, 2016. Attached is a letter providing further information on this issue.

Again, Mrs. Benz, the Office of Inspector General appreciates your continued corporation during this investigation.

---

Angelette Green, MPA, PHR

Director of Investigations
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Beach, FL 33406

561-434-8183

Disclaimer: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

---

Jeanne Benz

Director of Operations

Gardens School of Technology Arts

9153 Roan Lane, PBG FL 33403

www.mysota.net

561.290.7661
September 16, 2016

Via Electronic Mail

A. Denise Sagerholm, Esquire
School District of Palm Beach County
Office of Chief Counsel
P.O. Box 19239
West Palm Beach, FL 33416

Re: Gardens School of Technology Arts (GSOTA)

Dear Ms. Sagerholm,

You state in your September 15, 2016 correspondence that the Palm Beach County School District (District) intends to “proceed accordingly” due to the fact that GSOTA has entered into a 15-year lease. Your assertions that GSOTA concealed the current lease from the District are untrue. We will restate the facts and timeline involving the school’s lease, all of which GSOTA previously communicated both in writing and in our meeting on Monday, September 12, 2016.

The language of the current charter places no prohibition on my client’s ability to negotiate a lease with its landlord. As described in more detail in my letter dated August 15, 2016, the charter language you cite was intended to ensure that the school had a plan in place for an adequate facility during the term of the charter. The school ensured this would happen — they previously executed a five-year lease which expired June 30, 2016.

My client appreciates your review of their board minutes from the March 14, 2016 board meeting as they validate what we previously discussed. The board discussed the receipt of proposed lease terms from its landlord, given that the school’s lease was due to expire on June 30, 2016. This meeting was after the school was approved for renewal by the District. At this meeting board member David Reyes was granted authority to finalize a lease within parameters established by the board.

Shortly thereafter, representatives from GSOTA and the District met on April 14, 2016 to begin negotiation of the renewal charter. At that meeting my client requested a 15-year charter term. During that conversation GSOTA discussed that a 15-year term would facilitate the landlord’s efforts to secure financing to expand the school’s facilities to accommodate growth. At no time during that meeting did any District representatives state that a 15-year lease would put GSOTA out of compliance. On the contrary, it was implied that a 15-year lease would be necessary as a basis for the request. You advised my client to submit its basis for the request for a 15-year term in writing.

Following that meeting and prior to April 27, 2016 (the date of the lease execution), a letter in support of the 15-year charter term was drafted. At the time of the first draft of the letter the lease had not been executed; hence, the letter states that the school was in the process of negotiations. The letter was finalized and executed by Debra Moore, GSOTA board president on May 9, 2016. At the time she sent the letter she was not aware that the lease had actually been executed as board members refrain from
A. Denise Sagerholm, Esq.
September 16, 2016
Page two

discussions outside of board meetings. As a review of the May 9, 2016 GSOTA board minutes reflects, there was no discussion of the lease at that meeting. This is important because your letter states that “GSOTA has not been transparent with the District regarding the new Lease Agreement.” The fact that Ms. Moore’s letter indicates an intent to sign a lease was not an act of concealment, only a matter of timing.

Your letter lists the dates that the parties met during the course of the renewal charter negotiation. You question why GSOTA never mentioned the lease during any of these meetings. The question to be asked is - why would the school bring up the lease? The parties’ discussions focused on the renewal charter contract, and in almost every meeting GSOTA asked for a response to its request for a 15-year charter term. Ms. Moore’s May 9, 2016 letter explicitly states the anticipated term of the lease. The lease was also uploaded to the District’s Charter Tools system on July 19, 2016 as part of GSOTA’s school opening checklist. Certainly, both a letter describing the lease terms and a full copy of the lease being uploaded to the District’s system would be considered ample notification by any reasonable standard.

The more relevant question is why, in all of those meetings, did the District wait until August 11, 2016 to provide notice of any concern about the term of the lease, despite receiving written notice on May 9, 2016 of the school’s intent to enter into a 15-year term?

My client provided written notice of the 15-year lease term on May 9, 2016 and the first time the District brought this up as an issue was August 11, 2016. In fact, as of the date of this letter, the school has received no response to its request for a 15-year term. Consequently, GSOTA had no reason to believe it wouldn’t be granted a 15-year charter term.

The District’s issue with GSOTA’s lease focuses on the date of execution. It is important to note that even if the lease had been executed after May 9, 2016, under the District’s own reasoning it would not have made a difference. The District never notified GSOTA that it believed the school to be out of compliance until August 11, 2016, despite the May 9, 2016 notice of the school’s intent for the long-term lease.

Finally, throughout our discussions and correspondence on this matter, GSOTA fails to see why the school district views GSOTA’s lease execution as an act which rises to the level of threatened charter termination. The current charter does not prohibit GSOTA from executing a lease. The school district is neither a party to the lease nor a guarantor. There is no obligation under Florida law that would require the District to assume any obligations under the lease. If the school is unable to fulfill its obligations under the lease, it is a risk assumed by the landlord, not the District.

GSOTA requests written notification from the District that it is in compliance with its charter, and GSOTA requests that the District continue negotiations of its renewal charter contract in good faith.

Sincerely,

[Signature]

Kathleen W. Schoenberg, Esq.

cc: Gardens School of Technology Arts
Initial Site Visit Request/Update

Angelette Green <angelette.green@palmbeachschools.org> Thu, Jan 26, 2017 at 9:59 AM
To: Jeanne Benz <Jeanne.Benz@mysota.net>
Cc: Debra Moore <Debra.Moore@mysota.net>, Elizabeth McBride <elizabeth.mcbride@palmbeachschools.org>, Garry O'Donnell <Garry.ODonnell@gmlaw.com>

Good morning Mrs. Benz

Thank you for the quick response. To clarify question#1- Is the school expansion contingent upon a 15 year charter with the School Board?

Thanks

Angelette

[Quoted text hidden]
Hello Ms. Green,

My apologies for the delay, we have been at the FETC conference in Orlando all day.

Thank you for clarifying the question. The GSOTA expansion project necessitates that long-term financing be secured by the landlord, and a 15 year charter provides the best security for justifying this investment in the property.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 11

Letter Dated: September 15, 2016
To: Kathleen W. Schoenberg
From: Denise Sagerholm
Re: GSOTA – 3rd Written Notice of Non-Compliance Lease Agreement
September 15, 2016

*Via Email: kathleen@kwspa.com & U.S. Mail

Law Offices of Kathleen W. Schoenberg, P.A.
14545 J Military Trail, # 226
Delray Beach, Florida 33484

Re: Gardens School of Technology Arts ("GSOTA")-3rd Written Notice of Non-Compliance-Lease Agreement

Dear Ms. Schoenberg:

We are in receipt of your correspondence dated September 12, 2016 as it pertains to the conference call held on that same date regarding the Written Notice of Non-Compliance of the Charter School Contract as it relates to the new Lease Agreement that was executed on April 27, 2016 between Gardens School of Technology Arts ("GSOTA") and Covenant International, Inc. ("Covenant Church").

Regarding this new Lease Agreement, we have repeatedly informed both you and your client that the term of any Lease Agreement under the current Charter School Contract shall mirror the term of the Charter School Contract. This is the same provision that we have in all of our existing charter school contracts and it clearly requires the term of any lease agreement to match the term of the charter based on the simple fact that a public charter school is only in existence based on the “term” of its current charter school contract. There is no ambiguity regarding this clear provision even though it appears that your client chose to ignore it when they prematurely entered into a 15 year term Lease Agreement with Covenant Church on April 27, 2016.

As we have also informed you and your client, we were not aware of this new Lease Agreement and its non-compliant 15 year term until three (3) months after it had been executed by your client. This is despite the fact that we held numerous charter renewal negotiations beginning on April 14, 2016 through July 26, 2016.

In fact, we even had negotiations on April 27, 2016, the day the lease was executed by GSOTA’s Vice President, David Reyes; again on May 2, 2016; again on June 9, 2016; and even on July 19, 2016, the same day that GSOTA’s Director of Operations, Jeanne Benz uploaded the new Lease Agreement on Charter Tools.
Regarding the Amendment that was just entered between the parties on September 7, 2016 to suspend renewal negotiations until the conclusion and/or completion of the IG investigation of GSOTA, the District intends to comply with the Amendment at this time and under these circumstances.

Sincerely,

A. Denise Sagerholm, Esq.
Assistant General Counsel

ADS/If
Cc: JulieAnn Rico, Esq., General Counsel
    David Christiansen, Deputy Superintendent, Chief of Schools
    Mark Howard, Chief, Performance Accountability
    Jim Pegg, Director of Department of Charter Schools
    Bruce A. Harris, Esq., Assistant General Counsel
    Sean C. Fahey, Esq., Associate Attorney
Exhibit # 12

Agreement between GSOTA and Accellearn, LLC o/a Green Mouse Academy
AGREEMENT
BETWEEN

Gardens School of Technology Arts, Inc.

AND

Accellearn, LLC., o/a Green Mouse Academy.

This Agreement is made this 1st, day of July, 2014 between Gardens School of Technology Arts, Inc. (hereinafter referred to as “GSOTA”) with offices at 9153 Roan Lane, Palm Beach Gardens, FL, 33403 and Accellearn, LLC., o/a Green Mouse Academy., (hereinafter known as "Consultant") with offices at 9153 Roan Lane, Palm Beach Gardens, FL 33403.

WITNESSETH:

WHEREAS, GSOTA desires to engage and retain the services of the Consultant and the Consultant desires to accept such engagement.

NOW THEREFORE, in consideration of the foregoing and mutual promises, covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Statement of Work

The Statement of Work for this project is referenced and incorporated as Appendix A. The statement of work may be amended by mutual written agreement of the Governing Board of GSOTA (hereinafter, the “Board”) and the Consultant.

2. Term

The term of the Agreement shall begin on July 1st, 2014 and shall end on June, 30th, 2015. Consultant shall perform the services referenced in the Statement of Work above. The term may be extended or amended by mutual written agreement of the parties.

3. Compensation

As compensation in full for all services to be performed by the Consultant pursuant to this Agreement, GSOTA shall pay the Consultant a total of $35,000 in accordance with the following payment schedule, which is aligned with the Consultant’s standard Rate Schedule (attached Appendix B).
A. Consultant shall submit an invoice to GSOTA by or before the 10th day of each month following the month in which the services were provided reflecting actual costs.

B. The maximum compensation under this Agreement shall be $35,000 (the "Contract Amount") reflecting a monthly amount of $2,500 in accordance with the established budget and a final payment on June 30th for any remaining balance.

C. The maximum amount of this Agreement may only be increased by mutual written agreement of the parties.

D. Payment will be made by GSOTA, Inc. within 10 days after receipt of Consultant's invoice. Consultant's invoice should follow the payment schedule listed under paragraph 3A.

E. Agreement Contract Amount is not inclusive of additional costs, which may include, but may not be limited to travel, lodging, meals, memberships, document preparation and fees.

F. Reimbursement for additional costs incurred by the Consultant must be submitted on reimbursement forms with rates to be determined by the Board in accordance with budget authorized by the Board.

G. Consultant shall submit to the Board (or Board's designee) any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The Board Member (or Designee) who will verify the services have been performed and approve the invoice and expense reimbursement form(s) is:

Debra K. Moore, Board President

4. Confidentiality

GSOTA and the Consultant acknowledge and agree that if during the term of this Agreement confidential information is disclosed by one party to the other, each party shall hold all such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party. GSOTA and the Consultant shall each use their best efforts to protect the confidentiality of all such information consistent with the manner in which they protect their most confidential business information.

5. Privacy and Protection of Student Records

The Consultant is subject to all Board obligations relating to compliance with student records, confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all state and federal laws relating to the confidentiality of student records.
6. Independent Consultant

The Consultant is, for all purposes arising under this Agreement, an independent contractor, and nothing herein shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationships. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

7. Ownership

The Consultant shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by the Consultant under this Agreement, except for such information deemed to be protected by confidentiality of student records.

8. Termination

Either party may terminate this Agreement with or without cause provided that sixty (60) days prior notice is given to the other party.

GSOTA may terminate this Agreement by written notice to the Consultant if the Consultant fails to perform or defaults in any manner in the performance of this Agreement in strict accordance with its terms or fails to cure any breach after receiving a "Show Cause Notice" identifying the failure and providing the Consultant ten days to cure the failure or nonperformance. In the event of such termination, the Consultant agrees to cease immediately all work and GSOTA shall return GMA products to Consultant. GSOTA shall have no liability to the Consultant in the event of termination hereunder except to pay the Consultant for services rendered prior to the effective date of termination for default, and to pay Consultant for reimbursable, non-cancelable expenses incurred by Consultant in connection with the work contemplated herein prior to the effective date of termination; such payment to be determined at time of termination. The rights and remedies of GSOTA provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

9. Liability/Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Board, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) arising out of the death, bodily injury, disease or sickness to any person or the destruction or damage to any tangible property including the loss of use resulting therefrom, to the extent caused,
during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Board agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Board, the Board's contractors, consultants or anyone for whom Board is legally responsible.

10. Assignment

This Agreement shall not be assigned by either party without express written mutual agreement between the Consultant and GSOTA.

11. Entire Agreement

This Agreement constitutes the sole agreement between the parties hereto and no Amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing. Any prior oral or written agreements shall not be considered a part of this Agreement.

12. Governing Law and Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida.

13. Commercial Nondiscrimination

Consultant shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-consultants, vendors, suppliers, or commercial customers. Consultant shall provide equal opportunity for sub-consultants to participate in all of its public sector and private sector sub-consulting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace.

14. Notices

All notices given or required hereunder shall be deemed sufficient if sent by United States mail, postage prepaid, to the addresses of the Consultant or to GSOTA specified in this Agreement, unless either party hereto shall specify to the other party a different address for the giving of such notices.
15. Contracting Officer Representative

For the purposes of this Agreement, the Contracting Representatives are as follows:

For: Consultant
    Shane Vander Kooi
    Director
    AccelLearn, LLC,
    9153 Roan Lane
    Palm Beach Gardens, FL 33403

For: Gardens School of Technology Arts, Inc.
    Debra K. Moore
    President, Governing Board
    Gardens School of Technology Arts, Inc
    9153 Roan Lane
    Palm Beach Gardens, FL 33403

16. Signatory Authority

The officials executing this Agreement warrant and represent that they are authorized by their Respective entity to enter in a binding agreement.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this agreement as of the date first above written.

AccelLearn, LLC o/a Green Mouse Academy

By: Shane Vander Kooi
    Director

Gardens School of Technology Arts, Inc.

By: Debra K. Moore
    President
    Governing Board
    Gardens School of Technology Arts, Inc
APPENDIX A

STATEMENT OF WORK

The purpose of this Agreement is to outline the expectations of the Consultant’s role in: conducting ongoing, informal analysis of the edtech landscape, identifying the most promising programs resources, tools, practices, programs and strategic partnership opportunities that fit with the school’s mission, and then guiding and assisting the school’s faculty and staff in implementing them.

This work will specifically include:

- Licensing the school to use all GMA created/distributed technology arts programming (to be detailed in a future license agreement-under review)
- Providing the school’s teachers and staff with scheduled, mutually agreed upon program delivery training in GMA programming
- Providing ongoing support to the school’s Technology Coordinator (online, ticketed help desk and/or on-site support)
- Providing the software, hardware and other resources required to operate GMA programming (excluding computer hardware, Internet access, etc.)
- Directly providing and delivering at least 1 specialized technology arts club each quarter (which may have a limited or restricted enrollment)
- As a result of ongoing R&D, continuing to share advice, recommendations and strategic guidance around innovative practices, tools, resources and activities specific to the unique focus area and mission of the school (i.e. technology arts, 21st century skill building, project-based learning, innovative instruction)
- Developing and sharing program descriptions, marketing materials, images, templates, activity samples, press releases, blog articles, training materials, videos specific to GMA’s technology arts programs the school may utilize for its own purposes (subject to the terms of a future license agreement)
- Upon request and by mutual agreement, representing the school at meetings, events, conferences, committees, etc.
- Reserving a mutually agreed upon amount of time per month for Shane Vander Kooi to provide consultative services to the Board and the admin team

Objectives

To ensure that all GSOTA students experience technology arts programming within the school day throughout the whole year
To ensure that select technology arts programming is made available to students within or outside of the school day through enrichment activity options, clubs, electives,

To ensure that GSOTA receives the tools to facilitate communications with its stakeholders to promote its technology arts programming supplied by GMA.

To ensure GSOTA is offered a steady supply of opportunities to absorb, integrate and test unique edtech products that further promote its competitive edge in line with its mission and charter focus.

**Outcome Measures**

GMA will license and supply each GSOTA class with a technology arts program in each quarter, as confirmed by the school’s calendar (see the current technology arts strands offered by GMA).

GMA will directly offer a specialized elective or club in each quarter, as evidenced by a promotional flyer, sign-up form, etc.

GMA will issue a regular blog, press release, newsletter or similar communication no less than monthly highlighting its programs, research and the value of technology arts within the context of promoting the focus area and mission of the school, which the school may reissue, copy or republish.

GMA will supply a written report in advance of each Board meeting outlining any/all GMA R&D activities or consulting activities conducted in support of the school, the admin team, or the Board.

**Proposed Timeline for Delivery of Services**

Refer to school’s quarterly calendar for GMA activities

Other activities to be reported monthly for Board review along with regular Board meetings and other admin reports.

**Conditions**

Consultant agrees to comply with all applicable federal, state and local laws.

Consultant will maintain books, records and documents in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by GSOTA under this Agreement.

Consultant will report to the Board during the term of this Agreement any threatened or pending litigation brought against the Consultant, including a description of the nature...
of the claims involved, and, upon request, to furnish information regarding the status of such litigation and copies of pleadings filed therein.

Consultant shall be responsible for providing general liability insurance coverage and whatever other coverage deemed reasonably necessary by the Board, which insurance shall be maintained at all times during the existence of the Agreement and shall name GSOTA as an “additional insured” there under. Upon request, the Consultant shall furnish the Board with written verification of the existence of such insurance coverage.

The Jessica Lundsford Act: All individuals who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of GSOTA, or who will have access to or control of school funds must be fingerprinted and background checked. Consultant agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the conditions to submit a background check, including fingerprinting by the Palm Beach County School District’s Police Department. Consultant shall not begin providing services contemplated by this Agreement until Consultant receives notice of clearance by the School District. The Board, nor its members, officers, employees, or agents, shall not be liable under any legal theory of any kind of claim whatsoever for the rejection of Consultant (or discontinuation of Consultant's services) on the basis of these compliance obligations. Consultant agrees that neither the Consultant, nor any employee, agent or representation of the Consultant who has been convicted or who is currently under investigation for a crime delineated in FS 435.04 will be employed in the performance of this Agreement.

Other conditions that may be applied with our without advance notice pursuant to the obligations and requirements placed on GSOTA under the terms of its Charter Agreement with the School District of Palm Beach County.
APPENDIX B
RATE SCHEDULE

Flat fee rates per session:

$250/hour (discounted to $150/hour for multiple, back-to-back sessions)
GMA delivers the programming and provides all required resources
Session is generally 45-90 minute in duration and limited to no more than 24 students

License fee per student:

Fees vary, with lowest license fee considered being $15 per student, per program
Licensee delivers the program and supplies all the required equipment
Program is defined as being a single technology arts strand/activity (typically a student might be enrolled in 4 programs over the duration of the school year if taking one program per quarter)
Clients may be responsible for an initial license fee, staff training/certification and purchase or licensing of equipment, resources and materials required to deliver the program

Staff Training and Professional Development

Staff training and professional development rates are usually scheduled and contracted on a case-by-case basis
Standard rates are $750/half day; $1,000/full day (additional costs for travel and expenses)
Ongoing remote licensee support or preparation and development for GMA-lead programming is always provided at no extra cost

Consulting Fees

The hourly consulting fee rates are specific to Shane Vander Kooi and John C. Smith: $100/hour. All other GMA staff/contractors: $50/hour.
Travel time billed at half rates. Expenses billed by reimbursement.
Current Principal Place of Business: 378 NORTHLAKE BLVD 257 WEST PALM BEACH, FL 33408

Current Mailing Address: 643 - 36 STREET WEST PALM BEACH, FL 33407

Name and Address of Current Registered Agent: VANDER KOOI, R. SHANE 378 NORTHLAKE BLVD #257 NORTH PALM BEACH, FL 33408 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

MANAGING MEMBERS/MANAGERS:

VANDER KOOI, R. SHANE 645 - 36 ST. WEST PALM BEACH, FL 33407

I hereby certify that the information indicated on this report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 608, Florida Statutes.

R. SHANE VANDER KOOI MGR 04/04/2011

Electronic Signature of Signing Managing Member, Manager, or Authorized Representative / Date
STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT OR BOTH FOR LIMITED LIABILITY COMPANY

Pursuant to the provisions of sections 608.416 or 608.508, Florida Statutes, the undersigned limited liability company submits the following statement in order to change its registered office or registered agent, or both, in the State of Florida.

1. Name of the limited liability company: ACCELLEARN LLC

2. (a) Principal office address of limited liability company: 643 36 STREET WEST PALM BEACH, FL 33407
(Note: MUST BE STREET ADDRESS)

(b) Mailing address of limited liability company:
(Note: MAY BE POST OFFICE BOX)

3. Date of filing/registration in Florida

4. Document number

5. (a) Registered Agent and Registered Office shown on the records of the Florida Dept. of State:

   Registered Agent: R. SHANE VANDER

   Registered Office Address: 643 36 STREET WEST PALM BEACH, FL 33407

(b) Enter name of NEW Registered Agent and/or NEW Registered Office address:

   NEW Registered Agent: 

   NEW Registered Office Address: 378 NORTH LAKE BLVD, #257 NORTH PALM BEACH, FL 33408 (MUST BE FLORIDA STREET ADDRESS)

If the limited liability company is not organized under the laws of the State of Florida, it is hereby confirmed that after the change or changes are made, the Florida street address of the registered office and the business office of the registered agent will be identical. Or, in the case of a Florida limited liability company, it is hereby confirmed that the change(s) was/were authorized by an affirmative vote of the members of the limited liability company or as otherwise provided in the articles of organization or the operating agreement of the limited liability company.

Signature of a member or authorized representative of a member

R. SHANE VANDER

Printed or typed name of signee

I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 608, F.S. Or, if this document is being filed to merely reflect a change in the registered office address, I hereby confirm that the limited liability company has been notified in writing of this change.

Signature of Registered Agent

Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314
FILING FEE: $25.00
TO: Registration Section  
Division of Corporations

SUBJECT: ACCELLEARN LLC  
Name of Limited Liability Company

Dear Sir or Madam:

The enclosed Registered Agent (Registered Office Change and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

R. SHANE VANDER KOOI  
Name of Person

ACCELLEARN LLC  
Firm/Company

643. 36 STREET  
Address

WEST PALM BEACH, FL 33407  
City/State and Zip Code

sires @ hotmail.com  
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call: 561-630-6549

SHANE VANDER KOOI  
Name of Person

STREET/COURIER ADDRESS:  
Registration Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, Florida 32301

MAILING ADDRESS:  
Registration Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, Florida 32314

Enclosed is a check for the following amount:

☑ $25 Filing Fee  
☐ $55 Filing Fee & Certified Copy

INHS18 (5/08)
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 13

Five K Financial Inc.
Articles of Incorporation
The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I
The name of the corporation is:
FIVE K FINANCIAL INC.

Article II
The principal place of business address:
6131 DANIA STREET
JUPITER, FL. US 33458

The mailing address of the corporation is:
6131 DANIA STREET
JUPITER, FL. US 33458

Article III
The purpose for which this corporation is organized is:
ANY AND ALL LAWFUL BUSINESS.

Article IV
The number of shares the corporation is authorized to issue is:
100

Article V
The name and Florida street address of the registered agent is:
KRISTOPHER E BENZ
6131 DANIA STREET
JUPITER, FL. 33458

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature: KRISTOPHER ERIK BENZ
Article VI

The name and address of the incorporator is:

KRISTOPHER ERIK BENZ
6131 DANIA STREET
JUPITER FLORIDA 33458

Electronic Signature of Incorporator: KRISTOPHER ERIK BENZ

I am the incorporator submitting these Articles of Incorporation and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of this corporation and every year thereafter to maintain "active" status.

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P
KRISTOPHER E BENZ
6131 DANIA STREET
JUPITER, FL. 33458 US
AGREEMENT
BETWEEN

Gardens School of Technology Arts, Inc.

AND

Five K Financial

This Agreement is made this 1st, day of July, 2015 between Gardens School of Technology Arts, Inc. (hereinafter referred to as "GSOTA") with offices at 9153 Roan Lane, Palm Beach Gardens, FL, 33403 and Five K Financial, (hereinafter known as "Consultant").

WITNESSETH:

WHEREAS, GSOTA desires to engage and retain the services of the Consultant and the Consultant desires to accept such engagement.

NOW THEREFORE, in consideration of the foregoing and mutual promises, covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Statement of Work

The Statement of Work for this project is referenced and incorporated as Appendix A. The statement of work may be amended by mutual written agreement of the Governing Board of GSOTA (hereinafter, the "Board") and the Consultant.

2. Term

The term of the Agreement shall begin on July 1st, 2015 and shall end on June, 30th, 2016. Consultant shall perform the services referenced in the Statement of Work above. The term may be extended or amended by mutual written agreement of the parties.

3. Compensation

As compensation in full for all services to be performed by the Consultant pursuant to this Agreement, GSOTA shall pay the Consultant a total of $24,000 in accordance with the following payment schedule.

A. Consultant shall submit an invoice to GSOTA by or before the 10th day of each month following the month in which the services were provided reflecting actual costs.

B. The maximum compensation under this Agreement shall be $24,000 (the "Contract Amount") with a monthly amount of $2000 in accordance with the established budget based upon an hourly rate of $50.

C. In a given month, hours worked beyond the monthly allocation of $2000 shall be compensated by the balance of hours from another month. Compensation beyond the monthly allocation of $2000 must be invoiced separately by the
Consultant and requires approval by the Board Treasurer for payment.

D. Payment will be made by GSOTA, Inc. within 10 days after receipt of Consultant’s invoice. Consultant’s invoice should follow the payment schedule listed under paragraph 3A.

E. Agreement Contract Amount is not inclusive of additional costs, which may include, but may not be limited to travel, lodging, meals, memberships, document preparation and fees.

F. Reimbursement for additional costs incurred by the Consultant must be submitted on reimbursement forms with rates to be determined by the Board in accordance with budget authorized by the Board.

G. Consultant shall submit to the Board (or Board’s designee) any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The Board Member (or Designee) who will verify the services have been performed and approve the invoice and expense reimbursement form(s) is:

Gerald Hoenings, Board Treasurer or Debra K. Moore, Board President

4. Confidentiality

GSOTA and the Consultant acknowledge and agree that if during the term of this Agreement confidential information is disclosed by one party to the other, each party shall hold all such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party. GSOTA and the Consultant shall each use their best efforts to protect the confidentiality of all such information consistent with the manner in which they protect their most confidential business information.

5. Privacy and Protection of Student Records

The Consultant is subject to all Board obligations relating to compliance with student records, confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all state and federal laws relating to the confidentiality of student records.

6. Independent Consultant

The Consultant is, for all purposes arising under this Agreement, an independent contractor, and nothing herein shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationships. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

7. Termination
Either party may terminate this Agreement with or without cause provided that sixty (60) days prior notice is given to the other party.

GSOTA may terminate this Agreement immediately by written notice to the Consultant if the Consultant fails to perform or defaults in any manner in the performance of this Agreement in strict accordance with its terms or fails to cure any breach after receiving a "Show Cause Notice", identifying the failure and providing the Consultant ten days to cure the failure or nonperformance. In the event of such termination, the Consultant agrees to cease immediately all work and to turn over all work products to GSOTA. GSOTA shall have no liability to the Consultant in the event of termination hereunder except to pay the Consultant for services rendered prior to the effective date of termination for default, and to pay Consultant for reimbursable, non-cancelable expenses incurred by Consultant in connection with the work contemplated herein prior to the effective date of termination; such payment to be determined at time of termination. The rights and remedies of GSOTA provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8. Liability/Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Board, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) arising out of the death, bodily injury, disease or sickness to any person or the destruction or damage to any tangible property including the loss of use resulting therefrom, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Board agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Board, the Board's contractors, consultants or anyone for whom Board is legally responsible.

9. Assignment

This Agreement shall not be assigned by either party without express written mutual agreement between the Consultant and GSOTA.

10. Entire Agreement

This Agreement constitutes the sole agreement between the parties hereto and no Amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing. Any prior oral or written agreements shall not be considered a part of this Agreement.

11. Governing Law and Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida.
12. Notices

All notices given or required hereunder shall be deemed sufficient if sent by United States mail, postage prepaid, to the addresses of the Consultant or to GSOTA specified in this Agreement, unless either party hereto shall specify to the other party a different address for the giving of such notices.

13. Contracting Officer Representative

For the purposes of this Agreement, the Contracting Representatives are as follows:

For: Consultant
Erik Benz
President
Five K Financial
6131 Dania St.
Jupiter Florida 33458

For: Gardens School of Technology Arts, Inc.
Debra K. Moore
President, Governing Board
Gardens School of Technology Arts, Inc
9153 Roan Lane
Palm Beach Gardens, FL 33403

16. Signatory Authority

The officials executing this Agreement warrant and represent that they are authorized by their Respective entity to enter in a binding agreement.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this agreement as of the date first above written.

By: 
Erik Benz
President
Five K Financial

By: Debra K. Moore,
President
Governing Board
Gardens School of Technology Arts, Inc
APPENDIX A

STATEMENT OF WORK

The purpose of this Agreement is to outline the expectations of the Consultant’s role in providing guidance and oversight to Gardens School of Technology Arts, Inc., in the following areas:

Project Objectives

1. Monitor progress of the Five Year Plan for facility improvements and school expansion under the direction of the Board. Provide a definitive standard of an exceptional learning environment that creates the feel of a modern learning facility, while yet friendly and welcoming for families.
2. Guide the financial processes that will allow the school the resources needed to educate each student within the mission/vision of the school
3. Create an environment that provides each staff person with a sense of stability and an excitement about our working environment.
4. Protect the mission/vision of the school by offering leadership as needed.

Outcome Measures

Outcome measures will be reviewed and analyzed by the Governing Board or its designee at regularly called meetings (generally monthly but may be more frequently) at the sole discretion of the Board. The Board at its discretion may appoint liaisons to oversee Consultant’s execution of Project Objectives for full accountability.

Projects and expenditures determined and prioritized in the Five Year Plan by the Facilities Committee in the best interest of the students of Gardens School of Technology Arts will be recommended to the Board for approval. Progress of projects in the implementation of the Five Year Plan will be reviewed by the Board monthly or more frequently as deemed necessary by the Board.

- Five K will execute tasks as outlined in the Five Year Plan under the guidance of the Facilities Committee.
- Five K will ensure that facilities are adequate for school growth and fits within the vision of the School Image as planned for in the Facilities Plan and service school facilities needs in accordance with the school’s growth plan.
- Oversee utilization of capital outlay funds for facility improvements according to priority schedule determined by the Facilities Committee.
• Pursue and administrate school expansion to the capacity of 364 students. This will involve the addition of new classrooms and possibly expansion to additional property.

• To work under the guidance and direction of the board treasurer to ensure budget integrity.

• To assist the CPA in the financial oversight, coding, processing and budgeting.

• To support the Director of Academics, by providing budgetary allocations for educational needs and recognition of spending resources for staffing, instructional materials, technology components and any academic-related expenses.

• For Director of Operations, to provide communication for processes, filings, coding and budget concerns as well as recognition of spending resources for technology programming. Additionally to consult in manners of compliance and legalities as requested.

• To work with the Treasurer and budget committee in preparing payroll budgets, estimates and incentive plans in compliance with legislation and regulatory requirements.

• To work with the CPA and Director of Operations to help coordinate and disseminate information and plan documentation around payroll benefits programs and internal incentive programs.

• To alert the Board and the admin team of specific challenges, concerns or issues that pose risks to the school achieving its mission and objectives both within the current year and within its overall mission and vision under the school's charter.

• Budget reports and compliance with approved financial processes will be reviewed by the Board at monthly meetings and more frequently by the Board Treasurer as required.

Proposed Timeline for Delivery of Services

• Services will be rendered for the entire school year 2015/2016 starting July 1, 2015 and continuing to June 30, 2016.

Conditions of Project
Consultant agrees to comply with all applicable federal, state and local laws.

Consultant will maintain books, records and documents in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by GSOTA under this Agreement.

Consultant will report to the Board during the term of this Agreement any threatened or pending litigation brought against the Consultant, including a description of the nature of the claims involved, and, upon request, to furnish information regarding the status of such litigation and copies of pleadings filed therein.

Consultant shall be responsible for providing general liability insurance coverage and whatever other coverage deemed reasonably necessary by the Board, which insurance shall be maintained at all times during the existence of the Agreement and shall name GSOTA as an "additional insured" there under. Upon request, the Consultant shall furnish the Board with written verification of the existence of such insurance coverage.

Consultant has not been granted any jurisdiction or control over the charter school and specifically has no vested or delegated authority to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the charter school.

Consultant has not been granted any jurisdiction or control over the charter school's finances and specifically has no vested or delegated authority to spend, allocate or commit funds of the charter school.

The Jessica Lundsford Act: All individuals who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of GSOTA, or who will have access to or control of school funds must be fingerprinted and background checked. Consultant agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the conditions to submit a background check, including fingerprinting by the Palm Beach County School District's Police Department. Consultant shall not begin providing services contemplated by this Agreement until Consultant receives notice of clearance by the School District. The Board, nor its members, officers, employees, or agents, shall not be liable under any legal theory of any kind of claim whatsoever for the rejection of Consultant (or discontinuation of Consultant's services) on the basis of these compliance obligations. Consultant agrees that neither the Consultant, nor any employee, agent or representation of the Consultant who has been convicted or who is currently under investigation for a crime delineated in FS 435.04 will be employed in the performance of this Agreement.

Other conditions that may be applied with or without advance notice pursuant to the obligations and requirements placed on GSOTA under the terms of its Charter Agreement with the School District of Palm Beach County.
**Location Address:** 6131 DANIA ST  
**Municipality:** JUPITER  
**Parcel Control Number:** 30-42-41-15-01-013-0160  
**Subdivision:** NORTH PALM BEACH HEIGHTS UNREC ON AM-45  
**Official Records Book:** 17641  
**Sale Date:** OCT-2004  
**Legal Description:** NORTH PALM BEACH HEIGHTS LT 16 BLK 13

### Owners
- BENZ JEANNE K  
- BENZ KRISTOPHER E &

### Mailing address
- 5131 DANIA ST  
- JUPITER FL 33458 6646

### Sales Date, Price, OR Book/Page, Sale Type, Owner
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### Exemption Applicant/Owner  
- BENZ KRISTOPHER E &

### Year, Detail  
- 2017

### Number of Units, Total Square Feet, Acres  
- 1  
- 2219  
- 0.14

### Use Code, Zoning Code  
- 0100 - SINGLE FAMILY  
- RM- (3D-JUPITER)

### Tax Year  
- 2016  
- 2015  
- 2014

#### Improvement Value  
- $146,895  
- $146,341  
- $138,286

#### Land Value  
- $87,399  
- $67,230  
- $60,027

#### Total Market Value  
- $234,294  
- $213,571  
- $198,313

---

### Assessed Value  
- $172,695  
- $171,495  
- $170,134

### Exemption Amount  
- $50,000  
- $50,000  
- $50,000

### Taxable Value  
- $122,695  
- $121,495  
- $120,134

### Tax Year  
- 2016  
- 2015  
- 2014

#### Ad Valorem  
- $2,549  
- $2,615  
- $2,645

#### Non Ad Valorem  
- $297  
- $317  
- $298

#### Total Tax  
- $2,846  
- $2,932  
- $2,943

---

Source: "Palm Beach County Property Appraiser"
Current Principal Place of Business:
.131 DANIA STREET
JUPITER, FL 33458

Current Mailing Address:
6131 DANIA STREET
JUPITER, FL 33458 US

FEI Number: 27-4528303

Certificate of Status Desired: No

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent Date

Officer/Director Detail:

Title: PRESIDENT
Name: BENZ, KRISTOPHER E
Address: 6131 DANIA STREET
City-State-Zip: JUPITER, FL 33458

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes, and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: KRISTOPHER E BENZ    PRESIDENT 04/29/2016

Electronic Signature of Signing Officer/Director Detail Date
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 14

The Children's Academy at Covenant, Inc.
current principal place of business: 9153 roan lane, palm beach gardens, fl 33403

new principal place of business: 

current mailing address: 9153 roan lane, palm beach gardens, fl 33403

new mailing address: 

fei number: 20-4238888

name and address of current registered agent: benz, jeanne k
9153 roan lane, palm beach gardens, fl 33403

name and address of new registered agent: 

the above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the state of florida.

signature: electronic signature of registered agent

officers and directors:

p.d.

name: benz, judy
address: 10254 allamanda circle

City-7i-Zip: palm beach gardens, fl 33410

ttitle: vd

name: benz, jeanne k
address: 6131 dania street

City-7i-Zip: jupiter, fl 33458

ttitle: d

name: lannanam revamae
address: 125 evergreen

City-7i-Zip: lake park, fl 33403

ttitle: d

name: rodriguez, ricky
address: 14729 93rd street n

City-7i-Zip: west palm beach, fl 33412

ttitle: st

name: bawel, merma
address: 3319 c gardens east drive

City-7i-Zip: palm beach gardens, fl 33410

i hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that i am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by chapter 617, florida statutes, and that my name appears above, or in an attachment with all other like empowered.

signature: jeanne k. benz

Electronic signature of signing officer or director

V.P. 04/25/2012
NOT-FOR-PROFIT CORPORATION ANNUAL REPORT

Document # NO5000012607

Entity Name: THE CHILDREN'S ACADEMY AT COVENANT, INC.

Current Principal Place of Business: 9153 ROAN LANE
Palm Beach Gardens, FL 33403

New Principal Place of Business:

Current Mailing Address: 9153 ROAN LANE
Palm Beach Gardens, FL 33403

New Mailing Address:

FEI Number: 20-4238888

Name and Address of Current Registered Agent:

BENZ, JEANNE K
9153 ROAN LANE
Palm Beach Gardens, FL 33403

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: ____________________________
Electronic Signature of Registered Agent
Date: ____________________________

OFFICERS AND DIRECTORS:

Title: PD
Name: BENZ, JUDY
Address: 10264 ALAMANDA CIRCLE
City-St-Zip: Palm Beach Gardens, FL 33410

Title: VD
Name: BENZ, JEANNE K
Address: 6131 DANIA STREET
City-St-Zip: Jupiter, FL 33458

Title: D
Name: LANNAMAN, REVAMAE
Address: 125 EVERGREEN
City-St-Zip: Lake Park, FL 33403

Title: D
Name: RODRIGUEZ, RICKY
Address: 14729 93RD STREET N
City-St-Zip: West Palm Beach, FL 33412

Title: ST
Name: BAWEL, MERNA
Address: 3319 C GARDENS EAST DRIVE
City-St-Zip: Palm Beach Gardens, FL 33410

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE K. BENZ
Electronic Signature of Signing Officer or Director
Date: 04/25/2012
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 15

Cancelled Checks
Post date: 12/03/2012
Amount: $1243.77
Account: 882649064
Check Number: 7031

Post date: 12/12/2012
Amount: $2000.21
Account: 882649064
Check Number: 7036

Post date: 01/07/2013
Amount: $1749.37
Account: 882649064
Check Number: 7041

Post date: 01/24/2013
Amount: $711.94
Account: 882649064
Check Number: 7042
Pl. Me: 05/13/2013
Amount: $1431.47

Post date: 05/30/2013
Amount: $1193.53

Post date: 06/11/2013
Amount: $1172.99

Account: 882649064
Check Number: 7065

Account: 882649064
Check Number: 7076

Account: 882649064
Check Number: 7078
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 16

1 Stop Generator Shop, Inc.
The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: JON ANDIO PRESIDENT 01/06/2017

Electronic Signature of Signing Officer/Director Detail

Date
Item III.6.

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<tr>
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<tr>
<td>Alfrey, Lori</td>
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<tr>
<td>Cole, Lisa</td>
<td>Secretary</td>
<td>2011-present</td>
</tr>
<tr>
<td>Culp, Dave</td>
<td>Member</td>
<td>2016 (2 months)</td>
</tr>
<tr>
<td>Farley, Christine</td>
<td>Member</td>
<td>2014-present</td>
</tr>
<tr>
<td>Hoenings, Gerald</td>
<td>Treasurer</td>
<td>2014-present</td>
</tr>
<tr>
<td>Menkhaus, David</td>
<td>Treasurer</td>
<td>2011-2014</td>
</tr>
<tr>
<td>Moore, Carla</td>
<td>Member</td>
<td>2014 (4 months)</td>
</tr>
<tr>
<td>Moore, Debra</td>
<td>Chair</td>
<td>2011-present</td>
</tr>
<tr>
<td>Reyes, Dave</td>
<td>Vice Chair</td>
<td>2011-present</td>
</tr>
<tr>
<td>Stonecipher, Misi</td>
<td>Member</td>
<td>2011-2012</td>
</tr>
</tbody>
</table>
Kathleen W. Schoenberg, P.A.
Charter School Governance Training

Certificate of Participation

is hereby granted to:

Jon Andio

Gardens School of Technology Arts

for successful completion of the FL 4-Hour Training approved by the Florida Department of Education

Date of Completion: October 15, 2014

Kathleen W. Schoenberg, Esq.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 17

Agreement between GSOTA and Five K Financial
AGREEMENT BETWEEN

Gardens School of Technology Arts, Inc.

AND

Five K Financial

This Agreement is made this 1st day of July, 2015 between Gardens School of Technology Arts, Inc. (hereinafter referred to as "GSOTA") with offices at 9153 Roan Lane, Palm Beach Gardens, FL, 33403 and Five K Financial, (hereinafter known as "Consultant").

WITNESSETH:

WHEREAS, GSOTA desires to engage and retain the services of the Consultant and the Consultant desires to accept such engagement.

NOW THEREFORE, in consideration of the foregoing and mutual promises, covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Statement of Work

The Statement of Work for this project is referenced and incorporated as Appendix A. The statement of work may be amended by mutual written agreement of the Governing Board of GSOTA (hereinafter, the "Board") and the Consultant.

2. Term

The term of the Agreement shall begin on July 1st, 2015 and shall end on June, 30th, 2016. Consultant shall perform the services referenced in the Statement of Work above. The term may be extended or amended by mutual written agreement of the parties.

3. Compensation

As compensation in full for all services to be performed by the Consultant pursuant to this Agreement, GSOTA shall pay the Consultant a total of $24,000 in accordance with the following payment schedule.

A. Consultant shall submit an invoice to GSOTA by or before the 10th day of each month following the month in which the services were provided reflecting actual costs.

B. The maximum compensation under this Agreement shall be $24,000 (the "Contract Amount") with a monthly amount of $2000 in accordance with the established budget based upon an hourly rate of $50.

C. In a given month, hours worked beyond the monthly allocation of $2000 shall be compensated by the balance of hours from another month. Compensation beyond the monthly allocation of $2000 must be invoiced separately by the
Consultant and requires approval by the Board Treasurer for payment.

D. Payment will be made by GSOTA, Inc. within 10 days after receipt of Consultant's invoice. Consultant's invoice should follow the payment schedule listed under paragraph 3A.

E. Agreement Contract Amount is not inclusive of additional costs, which may include, but may not be limited to travel, lodging, meals, memberships, document preparation and fees.

F. Reimbursement for additional costs incurred by the Consultant must be submitted on reimbursement forms with rates to be determined by the Board in accordance with budget authorized by the Board.

G. Consultant shall submit to the Board (or Board’s designee) any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The Board Member (or Designee) who will verify the services have been performed and approve the invoice and expense reimbursement form(s) is:

Gerald Hoening, Board Treasurer or Debra K. Moore, Board President

4. Confidentiality

GSOTA and the Consultant acknowledge and agree that if during the term of this Agreement confidential information is disclosed by one party to the other, each party shall hold all such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party. GSOTA and the Consultant shall each use their best efforts to protect the confidentiality of all such information consistent with the manner in which they protect their most confidential business information.

5. Privacy and Protection of Student Records

The Consultant is subject to all Board obligations relating to compliance with student records, confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all state and federal laws relating to the confidentiality of student records.

6. Independent Consultant

The Consultant is, for all purposes arising under this Agreement, an independent contractor, and nothing herein shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationships. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

7. Termination
Either party may terminate this Agreement with or without cause provided that sixty (60) days prior notice is given to the other party.

GSOTA may terminate this Agreement immediately by written notice to the Consultant if the Consultant fails to perform or defaults in any manner in the performance of this Agreement in strict accordance with its terms or fails to cure any breach after receiving a “Show Cause Notice” identifying the failure and providing the Consultant ten days to cure the failure or nonperformance. In the event of such termination, the Consultant agrees to cease immediately all work and to turn over all work products to GSOTA. GSOTA shall have no liability to the Consultant in the event of termination hereunder except to pay the Consultant for services rendered prior to the effective date of termination for default, and to pay Consultant for reimbursable, non-cancelable expenses incurred by Consultant in connection with the work contemplated herein prior to the effective date of termination; such payment to be determined at time of termination. The rights and remedies of GSOTA provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8. Liability/Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Board, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) arising out of the death, bodily injury, disease or sickness to any person or the destruction or damage to any tangible property including the loss of use resulting therefrom, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Board agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Board, the Board’s contractors, consultants or anyone for whom Board is legally responsible.

9. Assignment

This Agreement shall not be assigned by either party without express written mutual agreement between the Consultant and GSOTA.

10. Entire Agreement

This Agreement constitutes the sole agreement between the parties hereto and no Amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing. Any prior oral or written agreements shall not be considered a part of this Agreement.

11. Governing Law and Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida.
12. Notices

All notices given or required hereunder shall be deemed sufficient if sent by United States mail, postage prepaid, to the addresses of the Consultant or to GSOTA specified in this Agreement, unless either party hereto shall specify to the other party a different address for the giving of such notices.

13. Contracting Officer Representative

For the purposes of this Agreement, the Contracting Representatives are as follows:

For: Consultant

Erik Benz
President
Five K Financial
6131 Dania St.
Jupiter Florida 33458

For: Gardens School of Technology Arts, Inc.

Debra K. Moore
President, Governing Board
Gardens School of Technology Arts, Inc
9153 Roan Lane
Palm Beach Gardens, FL 33403

16. Signatory Authority

The officials executing this Agreement warrant and represent that they are authorized by their Respective entity to enter in a binding agreement.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this agreement as of the date first above written.

By: [Signature]

Erik Benz,
President
Five K Financial

By: [Signature]

Debra K. Moore,
President
Governing Board
Gardens School of Technology Arts, Inc
APPENDIX A

STATEMENT OF WORK

The purpose of this Agreement is to outline the expectations of the Consultant’s role in providing guidance and oversight to Gardens School of Technology Arts, Inc., in the following areas:

Project Objectives

1. Monitor progress of the Five Year Plan for facility improvements and school expansion under the direction of the Board. Provide a definitive standard of an exceptional learning environment that creates the feel of a modern learning facility, while yet friendly and welcoming for families.
2. Guide the financial processes that will allow the school the resources needed to educate each student within the mission/vision of the school.
3. Create an environment that provides each staff person with a sense of stability and an excitement about our working environment.
4. Protect the mission/vision of the school by offering leadership as needed.

Outcome Measures

Outcome measures will be reviewed and analyzed by the Governing Board or its designee at regularly called meetings (generally monthly but may be more frequently) at the sole discretion of the Board. The Board at its discretion may appoint liaisons to oversee Consultant’s execution of Project Objectives for full accountability.

Projects and expenditures determined and prioritized in the Five Year Plan by the Facilities Committee in the best interest of the students of Gardens School of Technology Arts will be recommended to the Board for approval. Progress of projects in the implementation of the Five Year Plan will be reviewed by the Board monthly or more frequently as deemed necessary by the Board.

- Five K will execute tasks as outlined in the Five Year Plan under the guidance of the Facilities Committee.

- Five K will ensure that facilities are adequate for school growth and fits within the vision of the School Image as planned for in the Facilities Plan and service school facilities needs in accordance with the school’s growth plan.

- Oversee utilization of capital outlay funds for facility improvements according to priority schedule determined by the Facilities Committee.
• Pursue and administrate school expansion to the capacity of 364 students. This will involve the addition of new classrooms and possibly expansion to additional property.

• To work under the guidance and direction of the board treasurer to ensure budget integrity.

• To assist the CPA in the financial oversight, coding, processing and budgeting.

• To support the Director of Academics, by providing budgetary allocations for educational needs and recognition of spending resources for staffing, instructional materials, technology components and any academic-related expenses.

• For Director of Operations, to provide communication for processes, filings, coding and budget concerns as well as recognition of spending resources for technology programming. Additionally to consult in manners of compliance and legalities as requested.

• To work with the Treasurer and budget committee in preparing payroll budgets, estimates and incentive plans in compliance with legislation and regulatory requirements.

• To work with the CPA and Director of Operations to help coordinate and disseminate information and plan documentation around payroll benefits programs and internal incentive programs.

• To alert the Board and the admin team of specific challenges, concerns or issues that pose risks to the school achieving its mission and objectives both within the current year and within its overall mission and vision under the school's charter.

• Budget reports and compliance with approved financial processes will be reviewed by the Board at monthly meetings and more frequently by the Board Treasurer as required.

Proposed Timeline for Delivery of Services

• Services will be rendered for the entire school year 2015/2016 starting July 1, 2015 and continuing to June 30, 2016.

Conditions of Project
Consultant agrees to comply with all applicable federal, state and local laws.

Consultant will maintain books, records and documents in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all expenditures of funds provided by GSOTA under this Agreement.

Consultant will report to the Board during the term of this Agreement if threatened or pending litigation brought against the Consultant, including a description of the nature of the claims involved, and, upon request, to furnish information regarding the status of such litigation and copies of pleadings filed therein.

Consultant shall be responsible for providing general liability insurance coverage and whatever other coverage deemed reasonably necessary by the Board, which insurance shall be maintained at all times during the existence of the Agreement and shall name GSOTA as an "additional insured" thereunder. Upon request, the Consultant shall furnish the Board with written verification of the existence of such insurance coverage.

Consultant has not been granted any jurisdiction or control over the charter school and specifically has no vested or delegated authority to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the charter school.

Consultant has not been granted any jurisdiction or control over the charter school's finances and specifically has no vested or delegated authority to spend, allocate or commit funds of the charter school.

The Jessica Lundsford Act: All individuals who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of GSOTA, or who will have access to or control of school funds must be fingerprinted and background checked. Consultant agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the conditions to submit a background check, including fingerprinting by the Palm Beach County School District's Police Department. Consultant shall not begin providing services contemplated by this Agreement until Consultant receives notice of clearance by the School District. The Board, nor its members, officers, employees, or agents, shall not be liable under any legal theory of any kind of claim whatsoever for the rejection of Consultant (or discontinuation of Consultant's services) on the basis of these compliance obligations. Consultant agrees that neither the Consultant, nor any employee, agent or representation of the Consultant who has been convicted or who is currently under investigation for a crime delineated in FS 435.04 will be employed in the performance of this Agreement.

Other conditions that may be applied with or without advance notice pursuant to the obligations and requirements placed on GSOTA under the terms of its Charter Agreement with the School District of Palm Beach County.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 18

GSOTA School Accounting & Reporting Policies
School's Accounting and Reporting Policies, Procedures and Practices

Gardens School of Technology Arts (the school) will maintain its financial records in accordance with the accounts and codes prescribed in the most recent issuance of the publication "Financial and Program Cost Accounting and Reporting for Florida Schools." The school intends to adhere to the standards as set forth in the "Red Book." The internal bookkeeper will manage the day to day finances of the school. This position will be held by a qualified individual and will report directly to the Director of Operations. A Certified Public Accountant (CPA) will be contracted to assist in the set-up of financial systems, in-house audits for records management and preparation of required IRS annual tax filings.

The Director of Operations will be responsible for presenting financial statements at the monthly board meetings. This position will also ensure compliance between actual expenditures and the approved budget. Internal controls will be put in place to maintain the integrity of the accounting records and to safeguard the school's assets.

The school's fiscal year will follow The Palm Beach County School District, namely July 1 through June 30. The school will maintain their accounting records on the accrual basis. Under the accrual method, revenues are recognized when earned, not when funds are received. Expenses are recorded when payment is due not when payment is made.

Financial Statements

The school will report its financial condition and fiscal results of current operations in the following ways:

• Balance Sheet
• Statement of Activities
• Statement of Net Assets
• Statement of Cash Flows
• Profit and Loss Budget verse Actual
• Monthly Bank Reconciliations (including current bank statement)

Additional reports will be prepared as requested by the Board and as per any specific requirements of the school’s Charter and any grants. All relevant reports required by the School District of Palm Beach County will be submitted in a timely manner by the Director of Operations.

The school’s governing board will review its financial statements monthly.

Cash Receipts
Gardens School of Technology Arts
Comprehensive Fund Balance Policy v2
Rev 11/17/14

Gardens School of Technology Arts comprehensive fund balance policy addresses the following:

- Order of resource use – identifies which fund balance resources (restricted or unrestricted) are normally used first when an expenditure is incurred
- Committing fund balance – identifies what formal action is required to commit fund balance and by whom
- Assigning fund balance – identifies who is authorized to assign amounts
- Minimum fund balance (if applicable)
- Stabilization arrangements (if applicable)

Gardens School of Technology Arts' adopted spending policy is to spend from restricted fund balance first, followed by committed, assigned then the unassigned fund balance. Most funds were designated for one purpose at the time of their creation. Therefore, expenditures made out of the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. If expenditures are incurred that meet the purpose of more than one fund they will be allocated to restricted fund balance first and then follow the order above.

Funds can only be committed by formal action of the Board. The Board has delegated authority to the Director of Operations to assign funds up to the amount of $10,000. There are no minimum fund balance requirements for any of the school’s funds.
Any cash directly received by the school will be deposited in a timely manner. Payments received directly from parents will be received by the school secretary. Any funds left with a child and delivered to a teacher will be forwarded directly to the school secretary by the classroom teacher or related teacher assistant as soon time permits within the same day. Any employee who fails to turn in funds is held personally responsible for any loss that may occur.

The school secretary will gather the daily cash receipts and forward to the bookkeeper. The bookkeeper is responsible for recording the amount in the appropriate income accounts in the financial accounting software. The Director of Operations is responsible for depositing these daily funds into the appropriate bank account.

The school will maintain a petty cash account on the premises. This will be used to pay minimal daily expenses of the school as necessary. The petty cash account will not exceed a daily balance of $200. This cash will be kept in a locked location and only be accessible by the Director of Operations and school secretary.

**Invoices and Disbursements**

The school secretary will be responsible for opening the daily mail. All invoices and other related accounting information will be forwarded to the bookkeeper for entry into the accounting system. All invoices must be approved by the school principal or Director of Operations. The CPA will be responsible for paying all approved invoices before the due date. All checks $1,000 and over will require two signatures prior to disbursement. These potential signors will include the school principal, Director of Operations and one board member.

If a teacher or other office personnel incurs an expense on behalf of the school, they shall submit an Expense Reimbursement Form, along with the corresponding receipts, to the school principal for approval. After approval, the school principal will submit the form to the CPA for reimbursement to the appropriate personnel.

Except for payroll checks and normal monthly recurring expenses (rent, utilities, etc), all checks and debit card purchases $500 and over will require a check requisition form to be completed by the requesting party. Prior to funds disbursement, the form will need to be approved by either the principal or Director of Operations. The school principal and Director of Operations will be the only authorized individuals with a debit card.

**Payroll**

Payroll will be based on a 24-pay period cycle and will be disbursed on the 15th and last day of each month. Hourly employees will be required to sign in and out daily to record their appropriate hours worked. Vacation time must be pre-approved by the Principal and/or the Director of Operations with respect to their departments. The Director of Operations will verify all vacation request forms and maintain records of paid time off.
The CPA will be responsible for maintaining the payroll and corresponding benefit deductions. Each employee will complete W-4 and I-9 forms which will be kept in the employee’s permanent file. The Director of Operations will review the hourly employees’ time sheets. The CPA will be responsible for calculating payroll and generating the semimonthly paychecks. The secretary will distribute the paychecks if direct deposit is not available. If direct deposit is utilized, the employee will receive a paycheck stub showing the detailed payroll items.

The CPA will be responsible for filing the quarterly federal and state payroll tax forms as well as the annual W-2s and W-3.

Fixed Assets

All employees of the school will be responsible for safekeeping and proper use of the school’s assets. Losses resulting from negligence may result in personal liability. Physical inventories are performed for verification of records and inventory reports will be filed with the Palm Beach County School District in a timely manner as required in the school’s Charter (currently quarterly). Beginning with the first fiscal year, the school has implemented statement no. 34 of the Governmental Accounting Standards Board which established the capitalization threshold for fixed assets at a $1,000. All fixed assets must be approved by the Board of Directors unless the item has been previously recorded in an approved budget. These fixed assets are recorded at cost in the financial records. Depreciation of these items is calculated monthly. Any items donated to the School are recorded at estimated fair market value. All inventoried assets will be labeled as required by the school’s Charter and per any specific grant requirements.

Budget

The Board of Directors will establish a Budget Advisory Group to develop the annual budget under the oversight of the Board Treasurer. The school’s Board of Directors will approve an annual budget to achieve the short and long-term goals of the School. The budget will be adopted in compliance with requirements found in the school’s Charter as well as with statutory requirements. Once the budget is adopted by the Board of Directors, it will be forwarded to the School District of Palm Beach County. The CPA and Director of Operations will continually monitor revenues and expenditures and advise the Board of Directors of any variations of actual to budget (in accordance with the policies to be outlined in the school’s accounting procedures manual). Actual expenditures must not vary beyond 5% by general category (XX00 level) as outlined within the “Red Book” without specific Board Approval.

Financial Statement Audit

Under section 218.39 of the Florida Statutes, an annual audit is required to be completed by an independent CPA. The scope of the audit includes an examination of the financial statements and the issuance of a report on internal controls in accordance with government auditing standards. The Board of Directors of the school will select the qualified CPA firm to perform this audit, pursuant to applicable regulations and in accordance with the school’s Charter. The auditor’s
opinion will be based on generally accepted auditing standards and the standards applicable to financial audits contained in Governmental Auditing Standards issued by the Comptroller General of the United States of America. The CPA and Director of Innovations/Operations will be responsible for taking and implementing any corrective actions based on the findings of the independent auditor.

Financial Records

The school’s CPA will maintain the books and records in accordance with Generally Accepted Accounting Principles and utilize the latest edition of QuickBooks. All financial records will be stored in a secured location in a fire rated locked filing cabinet. The CPA and Director of Operations will be the only ones with immediate access to the information.

The Director of Operations, with the Principal’s and the Board’s consent, will seek to obtain necessary funding for the school. Funding will include private and public grants and general fundraising campaigns.

All student records will be kept in fire proof filing cabinets in the control of the Director of Operations. Access to these records will be granted to instructional and administrative employees on a sign-out policy. Any files accessed must be returned to the cabinet by the end of the school day. These records are maintained in accordance with the district’s retention schedule, approved under Florida Statute 119.01(4). Any ESE student records are secured in a fire proof cabinet in the ESE coordinator’s office and are not allowed to be checked out by school personnel. The school will have an online backup for its secured electronic files.

Segregation of Duties & Internal Controls Summary

Pursuant to the above detailed procedures, the policies of the school specifically insure that:

- The individual reconciling the bank accounts (CPA) does not make deposits, does not make withdrawals, does not sign or authorize the signing of checks and does not approve vendor contracts.
- Countersignature of all checks $1,000 and higher is required.
- All incoming checks are stamped “for deposit only”.
- Physical inventory count is conducted and reported [quarterly].
- Complete financial reports are prepared and presented to the Governing Board at regular board meetings (generally monthly) and filed with the Palm Beach County School District as required (monthly).
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 19

Business Account Add Signers Form
BUSINESS ACCOUNT ADD SIGNERS FORM

NAME OF BUSINESS: GARDENS SCHOOL OF TECHNOLOGY ARTS INC

BUSINESS ADDRESS: 9153 ROAN LN, NORTH PALM BEACH, FL 33403-1029

BRANCH NAME AND NO.: NORTH LAKE BLVD, 741698

BANK NO.: 021

BRANCH PHONE NO.: (561) 626-5553

INTEROFFICE MAILCODE: FL7-021

PREPARED BY: NAME ALFRED PATTERSON

DATE: 04/03/2012

Please add the following signers to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add: JEANIE KATHLEEN BENZ

SIGNER: Title

Signature Date: 04/03/2012

Account Numbers:

| 882649056 | 882649072 |

Please add the following signers to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add: Title

Signature Date: 04/03/2012

Account Numbers:

Please add the following signers to the accounts listed below (other authorized signers on record do not change):

Name of the Signer to Add: Title

Signature Date: 04/03/2012

Account Numbers:

CERTIFICATION

I hereby certify that the person(s) added as authorized signers on the account(s) indicated above have been added in accordance with resolutions or other documents of the business regarding signing authority for bank accounts. The authorized signers are listed as those added as authorized signers, the names, titles, and signatures are correct.

For a Corporation: President
For a Partnership: General Partner
For a Limited Liability Company: Member
For a Government Entity: Authorized Official

Signature Date: 04/03/2012

1 of 1
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 20

Cancelled Checks
Account: 866047129
Check Number: 10744

Post date: 02/07/2014
Amount: $2500.00

Account: 866047129
Check Number: 10745

Post date: 02/12/2014
Amount: $607.85

Account: 866047129
Check Number: 10756

Post date: 03/04/2014
Amount: $2000.00

Account: 866047129
Check Number: 10758

Post date: 03/06/2014
Amount: $2500.00
Amount: $2000.00
Post date: 04/06/2016
Amount: $570.00
Post date: 04/06/2016
Amount: $10833.33
Post date: 04/06/2016
Amount: $2923.59
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 21

Governing Board Minutes
June 29, 2011
Governing Board Minutes
June 29, 2011
5:30pm – 7:30pm

I. Call to Order by President, Debra Moore
   a. Roll Call
      In attendance:
      Debra Moore (President)
      <Erik Benz (Secretary)>
      Misi Stonecipher,
      <Shane Vander Kooi>
      Dave Menkhaus (invited nominee)

      Absent:
      Joshua Wiggins (Treasurer)

II. Movement to Approve Previous Meeting's Minutes
    Motion: Debra, 2nd: Shane, passed all in favor

III. Reports
    a. Academics (presented by Shane on behalf of Lana)
       i. Lana relocating to Florida by July 6, currently volunteering as Acting Director of Academics
       ii. A short list of selected teachers (interviewed by Lana and Shane) has been created and they are ready to be hired
       iii. The ESE teacher is currently volunteering his time to evaluate students with IEPs and other school services.
       iv. Committees are being formed by the prospective teacher group to compile curriculum resources and furniture needs for the classrooms.
       v. The daily schedule was discussed with regards to specials and core subject times
    b. Facilities Update (presented by Erik)
       i. Report was given regarding the status of the Land Use amendment for zoning and Permits. Land use has been approved by the Board of County Commissioners and finalization for the release of permits for interior and exterior renovations should be soon.
    c. Finance and Operations Update (presented by Shane)
       i. Shane expressed concern over the current networking capabilities to accommodate school technology needs.
       ii. One of the parents has been assisting Shane and Jeanne in setting up Google Apps.
iii. PBAU will help with Network Architecture as a complimentary service
iv. Grant money can cover some networking infrastructure costs
v. The discussion for the update of budgetary items was deferred to the Budget review agenda item for this meeting
vi. Shane continued to explain the CPS Planning and Implementation Grant, discussing the challenge in the receiving of these funds based on the timeliness of the allocation and the limitations placed on allowable expense.

IV. Special Orders
a. Board Transition
i. Debra moved to use June 30, 2011 as the term limit for Shane and Erik due to upcoming potential conflicts of interest and to ensure compliance with Florida Statute with respect to Charter School regulations. Misi 2nd'd the motion. Vote 4-0 in the affirmative.
ii. Debra then moved to accept Dave Menkhaus as a board member, 2nd: Misi, Motion passed 4-0 (Dave did not vote)
iii. Discussion as to needing to fill Secretary role and possibly re-evaluating Treasurer role
b. Approval of CSP Grant Budget for submission on July 1.
   i. Account items were reviewed and discussion was given to the flexibility of making adjustments between and within the accounting codes.
   ii. Motion to accept: Debra, 2nd: Erik, Motion Passed 5-0
c. Lease Agreement
   i. The lease with Covenant Centre International to provide facilities for the Charter School was discussed.
   ii. Specific consideration was given to the labeling system for assets, insurance subordination, Dave suggested some language change concerning the rental amounts [has been changed to reflect the change].
   iii. Motion to approve: Dave, 2nd: Deb, Motion passed 4-0 (Erik recused himself from the vote)
d. Budget Approval
   i. During the budget review, notes were given concerning the special needs that small schools will have, the origination of the budget, and how certain items such as custodial contracts could be placed within the lease agreement.
   ii. Motion to approve: Deb, 2nd: Dave, Motion passes 5-0
e. Approval of Accountant
   i. Matt Roncace is a CPA who volunteered with charter application budget development and throughout the grant application process.
   ii. Motion to approve Matt as the school's accountant for board training and future operations,
   iii. Motion: Deb, 2nd: Misi, Motion passes 4-0 (Erik recuses himself from vote)
f. Approval of Attorney
   i. Kathleen Shorenberg has worked extensively for the school for the past several months. She is familiar with charter school law and operations and came highly recommended from other charter schools.
   ii. Motion is to approve Kathleen for board training and future operations
   iii. Motion: Dave, 2nd: Deb, Motion passes 5-0
g. Insurance
   i. Shane informed that he was still gathering quotes for insurance (seeking to hold off executing a policy in order to qualify the expense during the CSP Planning Phase of the grant).
ii. Motion is to grant Shane authority to accept the lowest and best bid as long as it is under $15,000 for the year and fully meets the insurance requirements stipulated in the Charter Agreement.

iii. Motion: Dave, 2nd: Deb, Motion passes 5-0

h. Appointment of Co-Administrators

i. Shane and Lana Thormodsgaard have been volunteering as volunteer Acting Directors and both were involved in the development/review of the school’s Charter application.

ii. Noted that Shane would be contracted as a 1099 employee and Lana would be hired as a regular employee.

iii. Motion is to appoint Shane and Lana to the school’s Co-Administrator roles as defined in the Charter Contract and Charter Application, effectively coming on the payroll for budget purposes July 1, 2011.

iv. Motion: Deb, 2nd: Misi, Motion passes 4-0 (Shane recused himself from vote)

i. Approval of Policies (specific to requirements of CSP Grant)

i. Discussion that policies would be subject to review by Kathleen Schoenberg and by CSP Grant Specialist to ensure compliance with state and federal regulations. Policies included: Conflict of Interest, Procurement, Admission & Lottery.

ii. Motion is to approve policies

iii. Motion: Dave, 2nd: Deb, Motion passes 5-0

j. Authorization for Co-Administrators to execute required documents specific to meeting the requirements of the CSP grant award process; to meeting requirements of the Opening School Checklist items for the PBCSD Charter Department; and to hire the initial instructional and non-instructional staff per the approved year one budget.

i. Motion: Deb, 2nd: Dave, Motion passes 4-0 (Shane recused himself from vote)

V. Open Discussion

a. Discussion involved the process for the board to be fingerprinted, trained and timeline to do so.

b. Preparations for upcoming training sessions to be put in place.

c. Next meeting date will be set after mid July (more detail coming per CSP grant process)

d. Motion to Adjourn: Deb, 2nd: Dave, Motion passes 5-0

Attachments to the Agenda

1 Attachment: Opening School Checklist, PBCSD Charter School Department

2 Attachment: DOE 101s Planning and Implementation 1 Budget Narratives, CSP Grant

3 Attachment: Lease Agreement Draft with Covenant Centre International

4 Attachment: Startup/First Year Budget, July 1, 2011-June 30, 2012

5 Attachment: Drafts: Conflict of Interest Policy, Procurement Policy, Admissions Policy
Call to Order

I. Roll Call

II. Approval of the Minutes

A. Board Meeting on __ __
   1. Resignation of Marilyn Stepnoski
   2. Appointment of Missie Stonecipher
   3. Approval of Charter Agreement
   4. Approval of CSP Grant Application
   5. Authorization for Erik and Shane to proceed with School Opening Process

III. Reports

A. Academics
B. Operations/Finance
C. Facilities
D. Opening School Checklist

IV. Special Orders

A. Board Transition (Founding Board to Operating Board)
B. Approval of CSP Planning & Implementation Budget
C. Approval of Lease Agreement
D. Approval of Budget
E. Approval of Accountant
F. Approval of Attorney
G. Approval of Insurance
H. Approval of Appointments
   1. Director of Innovation & Operations
   2. Director of Academics
I. Approval of Policies: Conflict of Interest, Procurement, Admissions
J. Authorization to execute documents related to the above and hire

V. Open Discussion - Due

A. Governance Training
B. Background Checks and Fingerprinting ($90)
C. Approvals of Policy Manuals, CSP Grant Required Items, Various Employment Contracts/Letters

1 Attachment: Opening School Checklist, PBCSD Charter School Department
2 Attachment: DOE 101s Planning and Implementation 1 Budget Narratives, CSP Grant
3 Attachment: Lease Agreement Draft with Covenant Centre International
4 Attachment: Startup/First Year Budget, July 1, 2011-June 30, 2012
5 Attachment: Drafts: Conflict of Interest Policy, Procurement Policy, Admissions Policy
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 22

School Climate Survey
School Year 2016 - 2017
School Climate Survey - School Year 2016-17
Tuesday, December 06, 2016

114
Total Responses

Date Created: Tuesday, October 25, 2016
Complete Responses: 114
Q1: What is your student's current grade?
Answered: 114  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10.53%</td>
</tr>
<tr>
<td>1</td>
<td>8.77%</td>
</tr>
<tr>
<td>2</td>
<td>14.91%</td>
</tr>
<tr>
<td>3</td>
<td>16.66%</td>
</tr>
<tr>
<td>4</td>
<td>14.54%</td>
</tr>
<tr>
<td>5</td>
<td>4.29%</td>
</tr>
<tr>
<td>6</td>
<td>12.38%</td>
</tr>
<tr>
<td>7</td>
<td>14.91%</td>
</tr>
<tr>
<td>8</td>
<td>2.63%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Q2: Parents enroll their children at GSOTA for various reasons. What were your top three reasons for choosing GSOTA for this student?
Answered: 113  Skipped: 1

<table>
<thead>
<tr>
<th>Reason</th>
<th>Technology Arts Infusion</th>
<th>Core Academic Program</th>
<th>Good Reputation</th>
<th>Size of School (small)</th>
<th>Location of School</th>
<th>Alternative to zoned school</th>
<th>Friends were enrolled</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>45.13%</td>
<td>7.04%</td>
<td>10.62%</td>
<td>20.35%</td>
<td>5.31%</td>
<td>10.62%</td>
<td>0.88%</td>
<td>113</td>
</tr>
<tr>
<td>#2</td>
<td>22.32%</td>
<td>20.54%</td>
<td>6.25%</td>
<td>29.46%</td>
<td>9.82%</td>
<td>8.53%</td>
<td>2.68%</td>
<td>112</td>
</tr>
<tr>
<td>#3</td>
<td>12.61%</td>
<td>17.12%</td>
<td>15.32%</td>
<td>26.13%</td>
<td>11.74%</td>
<td>12.61%</td>
<td>4.50%</td>
<td>111</td>
</tr>
</tbody>
</table>

Powered by SurveyMonkey
Q3: In general, how do you feel your family's experience at GSOTA has met your expectations so far? (You will get to provide more details in rest of the survey.)
Answered: 112 Skipped: 2

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everything I expected and more</td>
<td>39.36%</td>
</tr>
<tr>
<td>It's been really good so far</td>
<td>50.89%</td>
</tr>
<tr>
<td>Expectations have been met</td>
<td>14.29%</td>
</tr>
<tr>
<td>Not exactly what I expected</td>
<td>4.46%</td>
</tr>
<tr>
<td>I'm pretty disappointed</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>112</strong></td>
</tr>
</tbody>
</table>

Q4: Let us know how we're doing with communication:
Answered: 112 Skipped: 2

<table>
<thead>
<tr>
<th>Category</th>
<th>Outstanding</th>
<th>Really good</th>
<th>Satisfactory</th>
<th>Poor</th>
<th>Deficient</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication regarding student academic progress</td>
<td>44.64%</td>
<td>40.93%</td>
<td>12.50%</td>
<td>1.79%</td>
<td>0.00%</td>
<td>112</td>
</tr>
<tr>
<td>Communication regarding student technology arts projects</td>
<td>33.64%</td>
<td>39.09%</td>
<td>20.91%</td>
<td>6.36%</td>
<td>6.60%</td>
<td>110</td>
</tr>
<tr>
<td>Communication regarding school events</td>
<td>50.00%</td>
<td>41.03%</td>
<td>8.04%</td>
<td>0.85%</td>
<td>0.00%</td>
<td>112</td>
</tr>
<tr>
<td>Timeliness of response when parent communicates concerns</td>
<td>60.00%</td>
<td>31.82%</td>
<td>7.27%</td>
<td>0.00%</td>
<td>0.51%</td>
<td>110</td>
</tr>
<tr>
<td>Effectiveness resolving parent concerns</td>
<td>51.82%</td>
<td>35.45%</td>
<td>9.09%</td>
<td>2.73%</td>
<td>0.51%</td>
<td>110</td>
</tr>
<tr>
<td>Accessibility of teachers/admin as needed</td>
<td>57.00%</td>
<td>35.14%</td>
<td>6.31%</td>
<td>0.50%</td>
<td>0.00%</td>
<td>111</td>
</tr>
</tbody>
</table>
Q6: How do you feel about this student's academic progress:

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child learns well in the GSOTA environment.</td>
<td>45.13%</td>
<td>50.41%</td>
<td>3.64%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>113</td>
</tr>
<tr>
<td>My child is reaching his/her academic learning potential.</td>
<td>39.87%</td>
<td>44.25%</td>
<td>13.27%</td>
<td>2.65%</td>
<td>0.00%</td>
<td>113</td>
</tr>
<tr>
<td>My child receives support when struggling in a subject.</td>
<td>37.17%</td>
<td>48.67%</td>
<td>13.27%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>113</td>
</tr>
<tr>
<td>Understand the assignment expectations for my child’s classes.</td>
<td>36.05%</td>
<td>48.67%</td>
<td>10.62%</td>
<td>2.65%</td>
<td>0.00%</td>
<td>113</td>
</tr>
<tr>
<td>Understand the grading procedures for my child’s classes.</td>
<td>40.71%</td>
<td>46.02%</td>
<td>12.39%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>113</td>
</tr>
<tr>
<td>When email questions to teachers, I receive timely responses.</td>
<td>59.02%</td>
<td>36.61%</td>
<td>3.61%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>112</td>
</tr>
</tbody>
</table>

Q7: If you indicated you Disagree or Strongly Disagree with an academic area above, please mark the subject(s) or class(es) for which you have concerns.

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>16.67%</td>
</tr>
<tr>
<td>Writing</td>
<td>45.45%</td>
</tr>
<tr>
<td>Math</td>
<td>45.45%</td>
</tr>
<tr>
<td>Science</td>
<td>36.36%</td>
</tr>
<tr>
<td>Social Studies</td>
<td>45.45%</td>
</tr>
<tr>
<td>Music</td>
<td>9.09%</td>
</tr>
<tr>
<td>PE</td>
<td>9.09%</td>
</tr>
<tr>
<td>ESE Services</td>
<td>9.09%</td>
</tr>
</tbody>
</table>

Total Respondents: 11
Q8: How do you feel about this student's technology arts experiences:

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>I'm Not Sure What Tech is Used</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child uses a variety of technology tools at GSOTA.</td>
<td>30.97%</td>
<td>48.67%</td>
<td>19.47%</td>
<td>0.88%</td>
<td>0.00%</td>
</tr>
<tr>
<td>When I ask my child about tech arts, I can tell if she is learning unique programming.</td>
<td>26.55%</td>
<td>47.79%</td>
<td>15.93%</td>
<td>9.73%</td>
<td>0.00%</td>
</tr>
<tr>
<td>My child has tech arts opportunities here that we wouldn't have elsewhere.</td>
<td>31.25%</td>
<td>48.21%</td>
<td>13.39%</td>
<td>6.25%</td>
<td>0.89%</td>
</tr>
</tbody>
</table>

Q10: How do you feel about the GSOTA climate and culture:

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSOTA provides a positive, nurturing environment for students.</td>
<td>46.02%</td>
<td>48.67%</td>
<td>3.64%</td>
<td>1.77%</td>
<td>0.00%</td>
</tr>
<tr>
<td>GSOTA welcomes and encourages parent participation.</td>
<td>55.75%</td>
<td>40.71%</td>
<td>3.54%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>GSOTA provides a non-discriminatory, equal-treatment learning setting.</td>
<td>48.67%</td>
<td>45.13%</td>
<td>6.19%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>My child is comfortable going to school each day.</td>
<td>52.58%</td>
<td>38.94%</td>
<td>4.42%</td>
<td>2.65%</td>
<td>0.00%</td>
</tr>
<tr>
<td>My child has healthy, positive friendships at school.</td>
<td>41.59%</td>
<td>44.25%</td>
<td>9.73%</td>
<td>4.42%</td>
<td>0.00%</td>
</tr>
<tr>
<td>My child has positive relationships with his/her teachers.</td>
<td>53.10%</td>
<td>40.71%</td>
<td>5.31%</td>
<td>0.88%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
### Q12: How often do you, the parent, log in to Jupiter Ed?

Answered: 113  Skipped: 1

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>43.36%</td>
</tr>
<tr>
<td>Weekly</td>
<td>47.79%</td>
</tr>
<tr>
<td>Seldom</td>
<td>6.19%</td>
</tr>
<tr>
<td>Do not know how to log in to Jupiter Ed</td>
<td>2.65%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>113</strong></td>
</tr>
</tbody>
</table>

Powered by SurveyHonkey

### Q13: How often do you check your email to read school communications?

Answered: 113  Skipped: 1

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>87.61%</td>
</tr>
<tr>
<td>Weekly</td>
<td>11.50%</td>
</tr>
<tr>
<td>Seldom</td>
<td>0.88%</td>
</tr>
<tr>
<td>Do not receive</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>113</strong></td>
</tr>
</tbody>
</table>

Powered by SurveyHonkey
### Q14: How often do you read the weekly school e-newsletter?

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always</td>
<td>68.14%</td>
</tr>
<tr>
<td>Sometimes</td>
<td>30.09%</td>
</tr>
<tr>
<td>Never</td>
<td>0.00%</td>
</tr>
<tr>
<td>Do not receive</td>
<td>1.77%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>113</td>
</tr>
</tbody>
</table>

### Q15: How often do you view the GSOTA Facebook Page?

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>4.42%</td>
</tr>
<tr>
<td>Weekly</td>
<td>21.24%</td>
</tr>
<tr>
<td>Seldom</td>
<td>42.48%</td>
</tr>
<tr>
<td>Never</td>
<td>31.86%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>113</td>
</tr>
</tbody>
</table>
Case # 16-474

Gardens School of Technology Arts, Inc.

Exhibit # 23

GSOTA Expansion Photos of Current Property Sites of New Buildings

Artist’s Rendering on the New Site Plan and Buildings
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 24

Letter from GSOTA to PBCSD Charter Department
Dated 07/22/2015
To the attention of the Palm Beach County Schools Department of Charter Schools,

This letter serves to inform your office that Gardens School of Technology Arts will be seeking renewal of our current charter school contract. As this is the last year of a five year contact, we are affirming our intention, on behalf of Gardens School of Technology Arts, to participate in the contract renewal process, including the comprehensive program review that will be scheduled early in the upcoming school year.

In seeking the renewal of Gardens School of Technology Arts’ charter, we would like to engage in discussion and initiate a procedure, either before or during our scheduled comprehensive program review, that will culminate in a ten year contract renewal between our school and the Palm Beach County Public School district.

In response to the request that information regarding planned changes in program design or curriculum be included in our reply, please note that our new contract will reflect a change in the instructional delivery model based on Project CHILD, enhanced to:

- K-5 teacher-team-based model, using State-adopted materials, with
  - all teachers delivering reading and writing instruction for a designated grade level, using State-adopted materials, and
  - subject-specific delivery of math, science and social studies for three grade level clusters (K-2 or 3-5)
- Middle school Instruction (6-8) delivered by subject-area-specific teachers using State-adopted materials

Evident of our consistent growth from inception to this point, our exceptional program reviews, and our valued partnership with District personnel, we look forward to collaborating with you during this contract renewal process.

Please designate Dr. Kovacs as your primary contact for renewal activities, with a copy to Ms. Moore on any correspondence.

Sincerely,

Dr. Kevin Kovacs
Director of Academics (Principal)

Gardens School of Technology Arts
9153 Roan Lane
Palm Beach Gardens, FL 33403
561-290-7661

Debra K Moore
Governing Board President

 mysota.net • 9153 Roan Lane • Palm Beach Gardens, FL 33403 • info@mysota.net • 561-290-7661
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 25

GSOTA Board Meeting Minutes
September 17, 2012
Gardens School of Technology Arts (SoTA) Meeting Minutes

Meeting Type: Board Meeting
Facilitator: [Signature]
Date: September 17, 2012
Time: 5:30 PM
Location: GSOTA Tech Lab

Scribe: Debra Moore - Present
David Menkhaus - Present
David Reyes - Present
Lisa Cole - Present
Lana Thomodsgaard - Present
Shane Vander Kooi - Not present

Attendees: Lori Bush

Guests: Lori Bush

Key Points Discussed

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Report</td>
<td>Given by Lana Thomodsgaard, Director of Academics. Ms. Thomodsgaard reviewed with the Board and discussed upcoming curriculum nights. She also reviewed recent student diagnostic tests and potential uses. Although SOTA does not offer a “gifted program” per se, the CHILD teaching method in effect offers many of the same benefits in a smaller setting.</td>
</tr>
<tr>
<td>Operations / Finance Report</td>
<td>Given by Debra Moore in Mr. Vander Kooi’s absence. School is at 98% of capacity and well within Budget. SOTA is moving ahead with investigation of addition of portables for future expansion.</td>
</tr>
</tbody>
</table>
| Governance Report             | Given by Chairperson Moore  
Lori Bush, a local business owner and supporter of SOTA, has expressed willingness to serve on the Board. Discussion with Ms. Bush ensued. |
<table>
<thead>
<tr>
<th>Item</th>
<th>Motion to Approve by (Name):</th>
<th>Seconded by (name):</th>
<th>Vote outcome (Approve / Disapprove by name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Minutes (August 14, 2012 Board Meeting) Board noted need to amend draft minutes to indicate that the Board went into closed session regarding potential legal issues</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Approved unanimously to accept minutes as amended</td>
</tr>
<tr>
<td>Approval of Financial Statements</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Unanimously approved</td>
</tr>
<tr>
<td>Approval of the Fund Allocation Policy</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Unanimously approved</td>
</tr>
<tr>
<td>Approval of the Lottery Policy as amended</td>
<td>Debra Moore</td>
<td>David J. Menkhaus</td>
<td>Unanimously approved</td>
</tr>
<tr>
<td>Approval of the Final Auditor’s Report</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Unanimously approved</td>
</tr>
<tr>
<td>Election of Lori Bush to fill vacant Board Seat</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Unanimously approved</td>
</tr>
</tbody>
</table>

### Key Decisions Made (Administrative Meetings)

<table>
<thead>
<tr>
<th>Item</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board meeting dates – Second Monday of each month at 5:45; no January meeting; June annual meeting. Motion by Moore, seconded by Menkhaus</td>
<td>Unanimously approved</td>
</tr>
<tr>
<td>Adjournment at 6:15. Motion by Moore, seconded by Reyes</td>
<td>Unanimously approved</td>
</tr>
</tbody>
</table>
# Governing Board Meeting

**Date:** 2012-07-17

<table>
<thead>
<tr>
<th>List of Attendees</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra K. Moore, President (Acting Treasurer)</td>
<td>[Signature]</td>
</tr>
<tr>
<td>David Menkhaus (Acting Secretary)</td>
<td>[Signature]</td>
</tr>
<tr>
<td>David Reyes, Board Member (Parent)</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Lisa Cole, Board Member (Parent, PTO Volunteer Coordinator)</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Lana Thormodsgaard, Director of Academics</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Shane Vander Kooi, Director Innovation/Operations</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Lori Busch, Prospective Board Member</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>
Call to Order

I. Roll Call

II. Approval of the Minutes from August 14, 2012 meeting 1

III. Reports 2
   A. Academics
   B. Operations/Finance
   C. Governance

IV. Special Orders
   A. Approval of the Financial Statements 3
   B. Approval of Fund Allocation Policy 4
   C. Approval of Lottery Policy and Procedure REV 5
   D. Vote to approve proposed new Board Member, Lori Busch
   E. Approval of Financial Statements with Auditor’s Reports SY2012 6

V. Discussion
   A. Board Meeting Dates
   B. School Expansion Plans
   C.

VI. Open Discussion – Public Comments

VII. Adjournment

2 Sent by Shane VanderKooi (Sep 14, 2012)
3 Sent by Shane Vander Kooi (Sep 14, 2012)
4 Sent by Debra Moore (Sep 4, 2012)
5 Sent by Debra Moore (Sep 4, 2012)
6 Sent by Shane Vander Kooi (Sep 14, 2012)
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 26

GSOTA Board Meeting Minutes
November 12, 2012
Meeting Called to Order: 5:50 PM

**Key Points Discussed**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Report</td>
<td>We need a jump of 53 points; now targeting kids where they need help. Winter Diagnostics in December. Kids are in intensive tutoring and Saturday school. Kagan training has been going on. Lana has been doing formal observations with new teachers, implementing new materials from Kagan. Report cards have gone out for middle school.</td>
</tr>
<tr>
<td>Operations / Finance Report</td>
<td>Full 178 FTE funding for Feb. 100% enrollment. We are in the black.</td>
</tr>
<tr>
<td>Governance Report</td>
<td>Lori needs to complete governance training.</td>
</tr>
<tr>
<td><strong>School Expansion Plans</strong></td>
<td>Eric Benz explained handshake agreement to move forward with Mr. Kaplan. He's interested in helping the church acquire land, 30,000 square feet. Sent bldg. cost ROI—numbers positive; addressing issues, variables to see if there's flexibility. Seeking possible anchor tenants to help subsidize. Church will be primary landowner going forward. We are not going to do portables next year. Would have stretched us financially. We are not convinced we do not have the square footage to accommodate three more classes. Expand within current footprint. Our charter is for 364 students. Staff is onboard. Website Operation Blue Box.</td>
</tr>
<tr>
<td>360 Evaluation</td>
<td>Teachers can evaluate peers. Administrative staff can do evaluation as well. Deb setting up meeting with Shane (within two weeks) to work on 360 questions. Need to find out from Lana who all employees are. Have the opportunity to evaluate everyone they work with. Anonymous. Want to do</td>
</tr>
</tbody>
</table>
## Key Points Discussed

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter School Conference</td>
<td>David Reyes and Shane will attend 11/15/12</td>
</tr>
<tr>
<td></td>
<td>before break—Encouragement, praise, and positive comments. Take summary average score on all questions. Report per employee—summary results will go to employee and supervisor. Lana and Shane’s will go to the Board.</td>
</tr>
</tbody>
</table>

## Key Decisions Made (Board Meetings)

<table>
<thead>
<tr>
<th>Item</th>
<th>Motion to Approve by (Name):</th>
<th>Seconded by (name):</th>
<th>Vote outcome (Approve / Disapprove by name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to approve Financials.</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td>Motion to approve School Accountability Report</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td>Motion to approve 360 Evaluation</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
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<td></td>
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<td></td>
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<td></td>
<td>David Reyes – Approved</td>
</tr>
</tbody>
</table>

### Key Decisions Made (Board Meetings)

<table>
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<tr>
<th>Item</th>
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<th>Vote outcome (Approve / Disapprove by name):</th>
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</thead>
<tbody>
<tr>
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</table>

### Action Items

<table>
<thead>
<tr>
<th>Action Item(s):</th>
<th>Owner</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Other Notes

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Comments</td>
<td>No public comments</td>
</tr>
<tr>
<td>Meeting adjourned at 6:25PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting adjourned at 6:25PM.
## Governing Board Meeting

**Date:** Monday, Nov. 12, 2012

### List of Attendees

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra K. Moore, President (Acting Treasurer)</td>
<td></td>
</tr>
<tr>
<td>David Menkhaus (Acting Secretary)</td>
<td></td>
</tr>
<tr>
<td>David Reyes, Board Member (Parent)</td>
<td></td>
</tr>
<tr>
<td>Lisa Cole, Board Member (Parent Liaison)</td>
<td></td>
</tr>
<tr>
<td>Lori Alfrey, Board Member</td>
<td></td>
</tr>
<tr>
<td>Lana Thormodsgaard, Director of Academics</td>
<td></td>
</tr>
<tr>
<td>Shane Vander Kooi, Director Innovation/Operations</td>
<td>(SKYPE)</td>
</tr>
<tr>
<td><strong>Guest</strong></td>
<td><strong>3-37</strong></td>
</tr>
</tbody>
</table>
Agenda
Board of Directors Meeting
Monday, Nov 12, 2012, 5:45 PM
Gardens School of Technology Arts, Inc.
Office: 9153 Roan Lane, Palm Beach Gardens, FL 33403

Call to Order

I. Roll Call

II. Approval of the Minutes from Oct 8, 2012 meeting 1

III. Reports 2
   A. Academics
   B. Operations/Finance
   C. Governance

IV. Special Orders
   A. Approval of the Financial Statements 3
   B. Approval of School Accountability Report 4
   C.

V. Discussion
   A. School Expansion Plans
   B.
   C.

VI. Open Discussion -- Public Comments

VII. Adjournment

1 Sent by Lisa Cole (Nov X, 2012)
2 Sent by Shane Vander Kooi (Nov X, 2012)
3 Sent by Shane Vander Kooi (Nov X, 2012)
4 Sent by Shane Vander Kooi (Nov X, 2012)
Meeting Called to Order: 5:45 PM

Key Points Discussed

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Report</td>
<td>Kagan strategist successful, implemented in classroom. We’ve been assigned our own instructional leadership team from the District; pairing up with appropriate teachers.</td>
</tr>
<tr>
<td>Operations / Finance Report</td>
<td>Special grant funds came through. Can start spending money for some things. FTE week—99% capacity. Only two spots, possibly one.</td>
</tr>
<tr>
<td>Governance Report</td>
<td>Lori has a governance training to do and going for badge next week.</td>
</tr>
<tr>
<td>School Expansion Plans</td>
<td><strong>Operation Blue Box</strong>—CCI/SOTA partners outgrown our space—cannot grow without this expansion plan; land acquisition and school expansion. Discussed and would like to get green light to approve and use discussion. Bringing in Kaplan early learning group—coming in two weeks to tour school and see about available land. Hal Kaplan interested in multigenerational learning center. David will sit in on meeting. Operationbluebox.com info posted on website; give details.</td>
</tr>
<tr>
<td>Incentive Plan</td>
<td>Incentive plan for bring Patricia Sasson on, told her there would be on—grow fee-based programs and go after businesses. Won’t come out of regular funds, but special funds.</td>
</tr>
<tr>
<td>Make-up Days</td>
<td>School district of Palm Beach County will not have make up days for T.S. Isaac. October 11 will now be a full day instead of an early release day. Board agreed to follow amendments.</td>
</tr>
</tbody>
</table>
### Key Points Discussed

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-SOTA PTO</td>
<td>Left over PTO funds—school wants to use for a covered walkway. PTO efforts and funds up to a certain threshold—Board would be involved to invite new PTO President, Amanda Baldwin to one of our Board meetings. SAC Board—need to implement and should pursue this year or next.</td>
</tr>
</tbody>
</table>

### Key Decisions Made (Board Meetings)

<table>
<thead>
<tr>
<th>Item</th>
<th>Motion to Approve by (Name):</th>
<th>Seconded by (name):</th>
<th>Vote outcome (Approve / Disapprove by name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to approve Financials.</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lori Alfrey – Approved</td>
</tr>
<tr>
<td>School Improvement Plan—Goals to improve school rating. Motion to approve discussions</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lori Alfrey – Approved</td>
</tr>
<tr>
<td>Motion to release bonuses (second payment).</td>
<td>Debra Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lori Alfrey – Approved</td>
</tr>
<tr>
<td>Action Items</td>
<td>Owner</td>
<td>Target Date</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Approval of Shane to finalize incentive pay for employee and account for in amended budget.</td>
<td>Shane</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Notes</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Comments</td>
<td>No public comments</td>
</tr>
<tr>
<td>Meeting adjourned at 7:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
## Governing Board Meeting

**Date:** Oct 8, 2012

### List of Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra K. Moore, President (Acting Treasurer)</td>
<td></td>
</tr>
<tr>
<td>David Menkhaus (Acting Secretary)</td>
<td></td>
</tr>
<tr>
<td>David Reyes, Board Member (Parent)</td>
<td></td>
</tr>
<tr>
<td>Lisa Cole, Board Member (Parent Liaison)</td>
<td></td>
</tr>
<tr>
<td>Lori Alfrey, Board Member</td>
<td></td>
</tr>
<tr>
<td>Lana Thormodsgaard, Director of Academics</td>
<td></td>
</tr>
<tr>
<td>Shane Vander Kooi, Director Innovation/Operations</td>
<td></td>
</tr>
</tbody>
</table>
Call to Order

I. Roll Call

II. Approval of the Minutes from Sept 17, 2012 meeting

III. Reports
   A. Academics
   B. Operations/Finance
   C. Governance

IV. Special Orders
   A. Approval of the Financial Statements
   B. Approval of School Improvement Plan
   C. Approval to Release Final Bonuses for 2011-2012

V. Discussion
   A. School Expansion Plans
   B. Incentive Plan
   C. Make up days

VI. Open Discussion – Public Comments

VII. Adjournment

1 Sent by Dave Menkhaus (Oct 4, 2012)
2 Sent by Shane Vander Kooi (Oct 5, 2012)
3 Sent by Shane Vander Kooi (Oct 5, 2012)
4 Sent by Shane Vander Kooi (Oct 5, 2012)
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 28

GSOTA Board Meeting Minutes
December 10, 2012
### Gardens School of Technology Arts (SoTA) Board Meeting Minutes

<table>
<thead>
<tr>
<th>Meeting Type</th>
<th>Board Meeting</th>
<th>Date</th>
<th>12/10/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator</td>
<td>Debra Moore</td>
<td>Scheduled</td>
<td>5:45 PM</td>
</tr>
<tr>
<td>Strike</td>
<td>Lisa Cole</td>
<td>Start Time</td>
<td></td>
</tr>
<tr>
<td>Attendees</td>
<td>Debra Moore - Present</td>
<td>Location</td>
<td>SoTA</td>
</tr>
<tr>
<td></td>
<td>David Menkhaus - Not Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>David Reyes - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lisa Cole - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lori Alftery - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lana Thorodgaard - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shane Vander Koo - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eric Benz - Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guests</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Meeting Called to Order: 5:50 PM**

**Key Points Discussed**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Report</td>
<td>5th grade diagnostic score 11.52% increase. Nine students in RTI for assistance. Lana observed Ms. Philbin—will have G-SOTA science fair next trimester. Winter diagnostic scores in January.</td>
</tr>
<tr>
<td>Operations / Finance Report</td>
<td>Process IDE grant—CSP grant. In process of reconciling 3rd installment. $8k budgeted is now 10k. Patricia is planning school trips. Operating under budget expenses. Revenue up until Nov. Now, give or take, breaking even, maybe even a little in the red. Adding benefits, stipends for staff endorsements. Paid for Dec. at 100%. Shane suggests not changing budget until Feb. There's a surplus—not all expenses have come through. Enrollment is at 174 or 175. Lost one student, unhappy, couldn't serve. Two moved away.</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>Strategic planning session—more meeting times. Evaluating Board performance and define priorities—school climate change, financial performance, 21st century self-assessment needs rubric. AYP, adequate yearly process has been eliminated. We don't have a tool or process to see if we are meeting our vision. Giving ourselves a report card. Need to recruit doable number of students. Assess future of school. Huge investment. Need to sit down as a Board and provide feedback to move forward. Planning Board meeting offsite. Looking at dates.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Eric met with Hedrick Bros. Built Oxbridge. Discussed bringing down cost of construction so investor will feel comfortable w/ numbers. Putting a plan together so we will know step by step process. Sending us price points so we can do budget. Doing ground work for free. Using people in the know is going to be better.</td>
</tr>
</tbody>
</table>
### Key Points Discussed

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>360 degree feedback</td>
<td>Kicked off 360 degree feedback. 51 came in today—20% done already. Shane sent questions in document. No names on person giving feedback. Deb will create report on each person and give to Shane and Lana. File server up and running.</td>
</tr>
<tr>
<td>Charter Compliance Review</td>
<td>Charter Compliance Review from district with Pam McCoy. New person, Marianne Williams—good rapport with Lana and Shane when they met with her. ESE, financial reviews. Have had two non-compliances to fix—items that have to go into terms and logging meeting with respect to ESE.</td>
</tr>
<tr>
<td>Meeting minutes</td>
<td>Need our meeting minutes to be sent to District.</td>
</tr>
</tbody>
</table>

### Key Decisions Made (Board Meetings)

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<tr>
<th>Item</th>
<th>Motion to Approve by (Name):</th>
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<th>Vote outcome (Approve / Disapprove by name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to approve Financials.</td>
<td>Deb Moore</td>
<td>David Reyes</td>
<td>Debra Moore – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Reyes – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Cole – Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lori Alfrey – Approved</td>
</tr>
<tr>
<td>Motion to Approve minutes for Nov 12</td>
<td>Deb Moore</td>
<td>David Reyes</td>
<td>Lisa Cole Approved</td>
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<td></td>
<td></td>
<td></td>
<td>Lori Alfrey Approved</td>
</tr>
</tbody>
</table>
### Action Items

<table>
<thead>
<tr>
<th>Action Item(s)</th>
<th>Owner</th>
<th>Target Date</th>
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<tbody>
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<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Comments</td>
<td>No public comments</td>
</tr>
<tr>
<td>Meeting adjourned at 6:40</td>
<td></td>
</tr>
</tbody>
</table>
Gardens School of Technology Arts  
Educating Young Innovators for the 21st Century

Governing Board Meeting

Date: Dec 10, 2012

<table>
<thead>
<tr>
<th>List of Attendees</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra K. Moore, President (Acting Treasurer)</td>
<td>Debra K. Moore</td>
</tr>
<tr>
<td>David Menkhaus (Acting Secretary)</td>
<td>Absent</td>
</tr>
<tr>
<td>David Reyes, Board Member (Parent)</td>
<td></td>
</tr>
<tr>
<td>Lisa Cole, Board Member (Parent Liaison)</td>
<td></td>
</tr>
<tr>
<td>Lori Alfrey, Board Member</td>
<td>Lori Alfrey</td>
</tr>
<tr>
<td>Lana Thormodsgaard, Director of Academics</td>
<td>Lana Thormodsgaard</td>
</tr>
<tr>
<td>Shane Vander Kooi, Director Innovation/Operations</td>
<td></td>
</tr>
<tr>
<td>Eric Benz</td>
<td>E-B</td>
</tr>
</tbody>
</table>
Call to Order

I. Roll Call

II. Approval of the Minutes from Nov 12, 2012 meeting

III. Reports
   A. Academics
   B. Operations/Finance
   C. Governance

IV. Special Orders
   A. Approval of the Financial Statements
   B.
   C.

V. Discussion
   A. 360 Degree Performance Evaluation
   B. Strategic Planning Retreat
   C.

VI. Open Discussion – Public Comments

VII. Adjournment

1. Sent by Lisa Cole (Dec 10, 2012)
2. Sent by Shane Vander Kooi (Dec 9, 2012)
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 29

FDOE
Florida School Choice
GSOTA
Charter School Capital Outlay Application
2014
This form must be completed and provided to the Florida Department of Education by July 15 for consideration to receive Charter School Capital Outlay funds, pursuant to Section 1013.62, Florida Statutes. Upon completion and submission of this form (you are responsible for completing each section) it will be sent electronically to your sponsor for review. Your sponsor will review and certify the information in Section 1. The Department will then review and consider the sponsor's recommendation and make the eligibility determination.

2014 Capital Outlay Plan Certified By DOE On: 8/27/2014
School Opened in: 2011-2012

SECTION 1:

Did the school receive capital outlay funding for the 2013-2014 school year?

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

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

Yes (b) The charter school facilities were not created by the conversion of a public school, does not operate in facilities provided by the charter school's sponsor for a nominal fee or at no charge, and is not directly or indirectly operated by the school district.

SECTION 2:

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

Please check the criteria that the school will meet for the upcoming (2014-2015) school year.
(1) For the 2014-2015 school year, the school will be in its third or more full year of operation.

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

✓ (1) The school's most recent audit does not reveal any of the financial emergency conditions provided in Section 218.503(1), F.S.
Audit Report Financial Emergency Flag:

✓ (2) Has satisfactory student achievement based on state accountability standards applicable to charter schools.
Recent School Grade: C (2015-2016)
Current Year School Improvement Rating: N/A
Previous Year School Improvement Rating: N/A

✓ (3) Has received final approval from its sponsor pursuant to s. 1002.33, F.S., for operation in the coming fiscal year.

✓ (4) Serves students in facilities not provided by the charter school's sponsor:
(a) This IS NOT a conversion charter school utilizing district-owned facilities;
(b) Nor operating in a district-owned facility which is rented, leased, or otherwise made available to the charter school by the school district.

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

✓ (1) Purchase of real property.

✓ (2) Construction of school facilities.

✓ (3) **Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or rent).**

✓ (4) Purchase of vehicles to transport students to and from the charter school.

✓ (5) Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.

✓ (6) The purchase, lease-purchase, or lease of new and replacement equipment, and enterprise resource software applications (must be classified as capital assets pursuant to the Governmental Accounting Standards Board [GASB], have a useful life of at least five years, and be used to support school-wide administration or state-mandated reporting requirements).

✓ (7) Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.

✓ (8) Purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of educational plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.

CERTIFICATION:

**CHARTER SCHOOL REPRESENTATIVE**

Shane Vander Kooi

Comments:

✓ As representative of the charter school, I certify that all information indicated above is accurate and current.
Pursuant to Section 1002.33.5(b)(1)(f) F.S the sponsor certifies:

The school is meeting student performance measures included in the approved charter

Pending Decision

Comment:
We are unable to make a determination of financial viability since the audit reports are not available for FY14 until September 2014.

DEPARTMENT OF EDUCATION

Approved

The Office of Independent Education and Parental Choice has reviewed and verified the indication(s) in Section 2 and certifies the charter school meets the eligibility criteria to receive capital outlay funding this fiscal year.

Comment:
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 30

FDOE
Florida School Choice
GSOTA
Charter School Capital Outlay Application
2015
This form must be completed and provided to the Florida Department of Education by July 15 for consideration to receive Charter School Capital Outlay funds, pursuant to Section 1013.62, Florida Statutes. Upon completion and submission of this form (you are responsible for completing each section) it will be sent electronically to your sponsor for review. Your sponsor will review and certify the information in Section 1. The Department will then review and consider the sponsor’s recommendation and make the eligibility determination.

2015 Capital Outlay Plan Submitted By School On: 7/1/2015
2015 Capital Outlay Plan Certified By District On: 8/3/2015
2015 Capital Outlay Plan Certified By DOE On: 8/31/2015
School Opened in: 2011-2012

SECTION 1:

Did the school receive capital outlay funding for the 2014-2015 school year?

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

Yes

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

Yes

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

SECTION 2:

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

Please check the criteria that the school will meet for the upcoming (2015-2016) school year.
(1) For the 2015-2016 school year, the school will be in its third or more full year of operation.

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

- (1) The school's most recent audit does not reveal any of the financial emergency conditions provided in Section 218.503(1), F.S.
  Audit Report Financial Emergency Flag:

- (2) Has satisfactory student achievement based on state accountability standards applicable to charter schools.
  Recent School Grade: C (2015-2016)
  Current Year School Improvement Rating: N/A
  Previous Year School Improvement Rating: N/A

- (3) Has received final approval from its sponsor pursuant to s. 1002.33, F.S. for operation in the coming fiscal year.

- (4) Serves students in facilities not provided by the charter school's sponsor:
  (a) This IS NOT a conversion charter school utilizing district-owned facilities;
  (b) Nor operating in a district-owned facility which is rented, leased, or otherwise made available to the charter school by the school district.

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

- (1) Purchase of real property.
- (2) Construction of school facilities.
- (3) Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or rent).
- (4) Purchase of vehicles to transport students to and from the charter school.
- (5) Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.
- (6) The purchase, lease-purchase, or lease of new and replacement equipment, and enterprise resource software applications (must be classified as capital assets pursuant to the Governmental Accounting Standards Board [GASB], have a useful life of at least five years, and be used to support school-wide administration or state-mandated reporting requirements).
- (7) Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.
- (8) Purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of educational plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.

CERTIFICATION:

Charter School Representative

Jeanne Benz

Comments:

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

### Sponsor Certification/Recommendation

<table>
<thead>
<tr>
<th>Name</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ariel Alejo</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Pursuant to Section 1002.33.5(b)(1)(f) F.S the sponsor certifies:

- The school is meeting student performance measures included in the approved charter

#### Recommended for Approval

| Comment | no student achievement data available |

#### DEPARTMENT OF EDUCATION

*The Office of Independent Education and Parental Choice has reviewed and verified the indication(s) in Section 2 and certifies the charter school meets the eligibility criteria to receive capital outlay funding this fiscal year.*

<table>
<thead>
<tr>
<th>Comment</th>
</tr>
</thead>
</table>

---

Rule 6A-2.0020, F.A.C.
Form IEPC-C01

---

*For questions & comments regarding education issues: For questions & comments regarding education issues: Commissioner@fldoe.org*

*For questions & comments regarding this Web site: E-mail Webmaster*

*Accessibility | Copyright Florida Department of Education ©2005 | Privacy Statement | Public Records*


Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 31
FDOE
Florida School Choice
GSOTA
Charter School Capital Outlay Application
2016
This form must be completed and provided to the Florida Department of Education by July 15 for consideration to receive Charter School Capital Outlay funds, pursuant to Section 1013.62, Florida Statutes. Upon completion and submission of this form (you are responsible for completing each section) it will be sent electronically to your sponsor for review. Your sponsor will review and certify the information in Section 1. The Department will then review and consider the sponsor’s recommendation and make the eligibility determination.

2016 Capital Outlay Plan Submitted By School On: 7/12/2016
2016 Capital Outlay Plan Certified By DOE On: 9/7/2016
School Opened in: 2011-2012

SECTION 1:
Yes Did the school receive capital outlay funding for the 2015-2016 school year?

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

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

Yes (b) The charter school facilities were not created by the conversion of a public school, does not operate in facilities provided by the charter school’s sponsor for a nominal fee or at no charge, and is not directly or indirectly operated by the school district.

SECTION 2:
A charter school must meet one of the following five criteria:
Please check the criteria that the school will meet for the upcoming (2016-2017) school year.

(1) For the 2016-2017 school year, the school will be in its third or more full year of operation.

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

✓ (1) The school's most recent audit does not reveal any of the financial emergency conditions provided in Section 218.503(1), F.S.

✓ (2) Has satisfactory student achievement based on state accountability standards applicable to charter schools.

✓ (3) Has received final approval from its sponsor pursuant to s. 1002.33, F.S., for operation in the coming fiscal year.

✓ (4) Serves students in facilities not provided by the charter school's sponsor:

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

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

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

✓ (1) Purchase of real property.

✓ (2) Construction of school facilities.

✓ (3) Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or rent).

✓ (4) Purchase of vehicles to transport students to and from the charter school.

✓ (5) Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.

✓ (6) The purchase, lease-purchase, or lease of new and replacement equipment, and enterprise resource software applications (must be classified as capital assets pursuant to the Governmental Accounting Standards Board [GASB], have a useful life of at least five years, and be used to support school-wide administration or state-mandated reporting requirements).

✓ (7) Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.

✓ (8) Purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of educational plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.

CERTIFICATION:

CHARTER SCHOOL REPRESENTATIVE

Jeanne Benz

Comments:

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

### Sponsor Certification/Recommendation

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ariel</td>
<td>Alex</td>
</tr>
</tbody>
</table>

Pursuant to Section 1002.33.5(b)(1)(f) F.S the sponsor certifies:

- The school is meeting student performance measures included in the approved charter

#### Recommended for Approval

**Comment:**

#### DEPARTMENT OF EDUCATION

**Approved**

The Office of Independent Education and Parental Choice has reviewed and verified the indication(s) in Section 2 and certifies the charter school meets the eligibility criteria to receive capital outlay funding this fiscal year.

**Comment:**

Approved: school met two years of operation eligibility criteria

---

Rule 6A-2.0020, F.A.C.
Form IEPC-CO1
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 32

Palm Beach School District
Charter Department
Program Renewal Review Summary
Of GSOTA
FY 2015 – 2016
INTRODUCTION

Pursuant to F.S. 1002.33(5) (b) (1.a, b, e, & f) Sponsor duties – The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter. The sponsor shall monitor the revenues and expenditures of the charter school and perform the duties provided in s. 1002.345. The sponsor shall ensure that the charter is innovative and consistent with the state education goals established by s. 1000.03(5). The sponsor shall ensure that the charter school participates in the state's education accountability system. Additionally, if the school earned a grade of “D” or “F”, the sponsor must annually review implementation of the school improvement plan to monitor the school’s continued improvement pursuant to F.S. 1002.33 (9) (n). Moreover, provisions in your Charter Contract with the School Board provide for the sponsor’s ability to monitor your school.

Additionally, pursuant to SDPBC Policy 2.57 (8b) Renewal of Charter Contracts- during the final year of a charter school’s contract term, designated District staff will conduct a program review in order to determine whether a charter school meets the criteria for renewal as set forth in F.S. 1002.33(7)(a) & (b) as well as compliance with the existing charter provisions.

Therefore, a Program Renewal review was conducted on [DATE].

Prior to the review, the Department of Charter Schools placed a draft of the review checklists on the Department’s website and informed the Charter School Principal of its availability. The Department of Charter Schools collaborated with the Principal to schedule the date and time of the review visit.

[sketch of hand written note]

Program Renewal Review Summary 2015-2016

Here are the ratings of the category areas from your Program Renewal Review:

<table>
<thead>
<tr>
<th>CATEGORY AREAS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a Curriculum and Instruction- Literacy-Elementary</td>
<td>Meets</td>
</tr>
<tr>
<td>1b Curriculum and Instruction- Literacy-Secondary</td>
<td>Partially Meets</td>
</tr>
<tr>
<td>2 ESOL/ELL Services</td>
<td>Meets</td>
</tr>
<tr>
<td>3 ESE Services</td>
<td>Meets</td>
</tr>
<tr>
<td>4 Personnel</td>
<td>Meets</td>
</tr>
<tr>
<td>5 Assessment</td>
<td>Meets</td>
</tr>
<tr>
<td>6 Facilities</td>
<td>Meets</td>
</tr>
<tr>
<td>7 Governance</td>
<td>Meets</td>
</tr>
<tr>
<td>8 Insurance</td>
<td>Meets</td>
</tr>
<tr>
<td>9 Finance and Operations</td>
<td>Partially Meets</td>
</tr>
<tr>
<td>10 Food Service</td>
<td>Meets</td>
</tr>
<tr>
<td>11 Transportation</td>
<td>Meets</td>
</tr>
</tbody>
</table>
The Department of Charter Schools Core Principles:

- Maintain High Standards
- Uphold Charter School Autonomy
- Protect Student and Public Interests
#1 ELA

School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

REVIEWS BY: Karen Marchetto

DATE OF VISIT: 2/17/16

Each reviewer will complete a review document by marking as follows:

- Meets the Standards: Appropriate information and/or evidence of documentation is in place at all levels.
- Partially Meets the Standards: Necessary information and/or evidence of documentation incomplete or is not in place at some levels.
- Does Not Meet the Standard: Materially Deficient - Explained in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN: X YES __ NO
SCHOOL IS FOLLOWING DISTRICT'S COMPREHENSIVE READING PLAN: X YES __ NO

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION</th>
<th>LITERACY:</th>
<th>ELEMENTARY</th>
<th>X SECONDARY</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>M</td>
<td>P</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. <strong>Provide a copy of plan</strong></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. Evidence of lesson plans that incorporate Florida Standards in reading instruction. <strong>Lesson Plans Will Be Reviewed</strong></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Evidence that the reading curriculum has differentiated strategies that will be used for students reading at grade level. (Documentation required)*</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Evidence that the reading curriculum has differentiated strategies that will be used for students reading above grade level. (Documentation required)*</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Evidence that the reading curriculum has differentiated strategies that will be used for students reading below grade level. below grade level (Documentation required)*</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Documentation required
<table>
<thead>
<tr>
<th>Indicators</th>
<th>M</th>
<th>P</th>
<th>D</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Evidence that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.</td>
<td>X</td>
<td></td>
<td></td>
<td>for grouping and instructional purposes.</td>
</tr>
<tr>
<td>7. Evidence of a reading curriculum that is consistent with instructional strategies, LAFS, and is grounded in scientifically-based reading research.</td>
<td></td>
<td>X</td>
<td></td>
<td>Zaner-Bloser Read for Real series is used, though a book for every student is not available. Supplemental resources include online programs such as Newsela.</td>
</tr>
<tr>
<td>8. Evidence of reading schedule.</td>
<td></td>
<td>X</td>
<td></td>
<td>Schedule now indicates Intensive Reading class meets after school daily. See Note below</td>
</tr>
<tr>
<td>9. Evidence parents have been provided sufficient information on whether their child is reading at grade level. (Documentation required)*</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Classroom environment is reflective of the school’s commitment to reading i.e., classroom libraries.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Evidence that the school is being innovative as stated in the charter.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature _______________ Karen Marchello ___________________________ Date 2/18/16

NOTES:
Since the Annual Review, the master schedule has been amended so that Intensive Reading is offered every day after school from 3:30-4:20. The recommendation, however, still stands that to bring the school into compliance with the District’s Comprehensive Reading Plan, Intensive Reading should be scheduled daily from 7:30-8:30 AM utilizing an elementary certified teacher for the sixth grade class and the certified reading teacher or reading endorsed teacher for the seventh and eighth grade class for the remainder of this year. Research and best practices would also indicate that a morning session would be more conducive to learning for struggling readers than an after school session. The principal has stated that for next school year, he will schedule the Intensive Reading class during the school day.

RATING
X Meets the Standard: All indicators are rated “M”.
X Partially Meets the Standard: Up to 3 indicators rated as “P” and all other indicators as “M”.
X Does Not Meet the Standard: 4 or more indicators are rated as “P” or “D”.
CHARTER SCHOOL: Gardens School of Technology Arts

REVIEWED BY: Karla J. Branch

DATE OF VISIT: February 9, 2016

Each reviewer will complete a review document by marking as follows:
- Meets the Standards - Appropriate information and/or evidence of documentation is in place at all levels.
- Partially Meets the Standards - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.
- Does Not Meet the Standard - Materially Deficient - Explained in comment section.

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION</th>
<th>LITERACY:</th>
<th>ELEMENTARY</th>
<th>SECONDARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>M</td>
<td>P</td>
<td>D</td>
</tr>
<tr>
<td>1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. <strong>Provide a copy of plan</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evidence of lesson plans that incorporate Florida Standards in reading instruction. <strong>Lesson Plans Will Be Reviewed</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>at grade level</strong>. (Documentation required)*</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>above grade level</strong> (Documentation required)*.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>below grade level</strong> (Documentation required)*</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Evidence that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>M</td>
<td>P</td>
<td>D</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7. Evidence of a reading curriculum that is consistent with instructional strategies, LAFS, and is grounded in scientifically-based reading research.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Evidence of reading schedule.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Evidence parents have been provided sufficient information on whether their child is reading at grade level. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Classroom environment is reflective of the school's commitment to reading i.e., classroom libraries.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Evidence that the school is being innovative as stated in the charter.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: *Karla J. Branch*       Date: *February 9, 2016*

**NOTES:**

**RATING**

- **X** Meets the Standard: All indicators are rated “M”.
- Partially Meets the Standard: Up to 3 indicators rated as “P” and all other indicators as “M”.
- Does Not Meet the Standard: 4 or more indicators are rated as “P” or “D”.

**School District of Palm Beach County**

**CHARTER SCHOOL REVIEW**

**CHARTER SCHOOL:** Gardens Tech. Arts

Reviewed by: __Steve Byrne______________________

Date of Visit: __02-09-2016______________________

*Each reviewer will complete a review document by marking as follows:*
- MEETS THE STANDARDS -- APPROPRIATE INFORMATION AND/OR EVIDENCE OF DOCUMENTATION IS IN PLACE AT ALL LEVELS.
- PARTIALLY MEETS THE STANDARDS -- NECESSARY INFORMATION AND/OR EVIDENCE OF DOCUMENTATION INCOMPLETE OR IS NOT IN PLACE AT SOME LEVELS.
- DOES NOT MEET THE STANDARD -- MATERIALLY DEFICIENT -- EXPLAINED IN COMMENT SECTION.

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

<table>
<thead>
<tr>
<th>Indicators</th>
<th>M</th>
<th>P</th>
<th>D</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of comprehensible registration procedures for ELLs and families have been established and the school registration form which includes a Home Language Survey (HLS) is translated in the District's four major languages (English, Spanish, Haitian Creole and Portuguese)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. All instructional staff members are in compliance (or in process of compliance) with professional qualifications required by the Florida Department of Education for personnel who teach ELLs. (ESOL Endorsement, ESOL coverage or ESOL Certification)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. There is a full-time, bilingual instructional staff member who speaks the SAME home language of the ELLs when 15 or more students speak the same language.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Instruction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of comprehensible instruction that includes the use of appropriate ESOL instructional strategies with English Language Learners (ELLs).</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of students entering a FL school for the first time who check &quot;YES&quot; to any of the three questions on the Home Language Survey (HLS) are administered an English language</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

<table>
<thead>
<tr>
<th>Indicators</th>
<th>M</th>
<th>P</th>
<th>D</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>proficiency assessment within twenty (20) school days as required by Consent Decree.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. ESOL Student Files and Recordkeeping

Evidence that ELL student records are maintained in compliance with requirements of the Consent Decree and FEFP reporting procedures. All provisions of the Consent Decree must be fully implemented.

6. Communication

In accordance with the Department of Justice Agreement, there is evidence of communication with parents/guardians of ELLs regarding discipline procedures, Code of Conduct, registration, school-wide expectations, etc. that is translated into the District’s major languages (Spanish, Haitian Creole, Portuguese) and interpreters are available at parent meetings and conferences so that information is presented in a language understood by the parent/guardian. All of the provisions of the agreement must be implemented.

ADDITIONAL NOTES/COMMENTS

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature: [Signature]
Date: 02-09-2016

RATING:

_____X_____ Meets the Standard: ALL INDICATORS ARE RATED M.

Partial Meets the Standard: UP TO TWO INDICATORS RATED AS P AND ALL OTHER INDICATORS AS M.

Does Not Meet the Standard: THREE OR MORE INDICATORS ARE RATED AS P OR D.
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

REVIEWED BY: Lisa Van Deree

DATE OF VISIT: 02/08/2016

Each reviewer will complete a review document by marking as follows:
COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable-Explain in comment section.

<table>
<thead>
<tr>
<th>Exceptional Student Services (ESE)</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ESE folders are properly maintained for ESE students:</td>
<td></td>
<td></td>
<td></td>
<td>All files present with appropriate documentation</td>
</tr>
<tr>
<td>a. All files are present for enrolled ESE Students</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. All IEPs, evaluations and related documents are present at least 3 years back when applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. IEPs are compliant based on IEP Compliance Monitoring Tool</td>
<td>X</td>
<td></td>
<td></td>
<td>IEPs reviewed are compliant</td>
</tr>
<tr>
<td>3. There is evidence of implementation of accommodations, modifications, strategies working toward mastery of the annual goals as specified on the IEP. (Lesson Plans, logs, interviews, etc.)</td>
<td>X</td>
<td></td>
<td></td>
<td>General Education teacher lesson plans show differentiated instruction and accommodations</td>
</tr>
<tr>
<td>4. Teachers have copies of IEPs in their classrooms.</td>
<td>X</td>
<td></td>
<td></td>
<td>Copies of IEPs in binders in each classroom</td>
</tr>
<tr>
<td>5. ESE students are receiving services documented on their IEPs (logs, schedules, etc.)</td>
<td>X</td>
<td></td>
<td></td>
<td>ESB teacher schedule provided. Lessons plans documented. Support Facilitation logs present.</td>
</tr>
<tr>
<td>6. IEPs are current and timely.</td>
<td>X</td>
<td></td>
<td></td>
<td>IEPs current</td>
</tr>
<tr>
<td>7. Three (3) year re-evaluations are current and timely.</td>
<td>X</td>
<td></td>
<td></td>
<td>Reevaluations current</td>
</tr>
<tr>
<td>8. Procedures for discipline for ESE students are in compliance with IDEA and District procedures:</td>
<td>X</td>
<td></td>
<td></td>
<td>No students with 10+ days suspension</td>
</tr>
<tr>
<td>Exceptional Student Services (ESE)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>-----------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Documentation of manifestation hearings for ten plus (10+) days of suspension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. FBA/BIP developed for ten plus (10+) day suspensions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 9. Evidence of # students were provided with the alternate assessment (FAA) in place of regular assessment. |
| X No FAA students |

| 10. Evidence that ESE Contact attends the following meetings: LBA training, IEP training, District Contact meetings, TERMS, and EDW |
| X ESE contact attends all meetings and recommended trainings |

| 11. Evidence of Consultation logs showing face to face meetings |
| X Consultation logs show face to face monthly meetings |

| 12. OT, PT, S/L, DHH, VI services are being provided (therapy logs, attendance, schedules, consultation logs) |
| X S/L and DHH schedules, attendance and logs show appropriate documentation |

| 13. PPN is compliant based on IEP Compliance Monitoring Tool. |
| X Documented attempts, purpose of meetings and necessary participants invited |

| 14. There is evidence that the required members are invited and in attendance at IEP/CST meetings |
| X Names on IEP and PPN match, necessary participants present |

| 15. Procedures are being followed for eligibilities, evaluations, re-evaluations, dismissals |
| X All proper documentation used |

| 16. Matrices are IEP driven with supporting documentation. |
| X IEPs and Matrices match |

| 17. IEP's are written to meet students' needs per present levels of performance, standardized test scores and other assessments. |
| X Services related to present levels of performance |

| 18. Evidence of behavior documentation and implementation for ESE students: |
| a. Plan is indicated in IEP in accommodations/goals |
| b. Behavior plan in file when applicable |
| c. Evidence of plan in use in classroom |
| X No students with current behavior plans |
## Exceptional Student Services (ESS)

<table>
<thead>
<tr>
<th></th>
<th>Evidence of RtI and School Based Teams</th>
<th>X</th>
<th>Regularly scheduled meetings held with proper documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Evidence of IEP supporting documents (parent input form, Access Point/FAA, ESE Center School placement)</td>
<td>X</td>
<td>2491 used at all meetings, 2492 and 2493 not applicable</td>
<td></td>
</tr>
</tbody>
</table>

**RATING**

- **X** Meets the Standard: All indicators must be rated as “C”.
- Partially Meets the Standard: No more than 4 indicators rated as "N".
- Does Not Meet the Standard: More than 4 indicators rated as “D”.

Signature [Signature]

Date [2-8-16]
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: GARDENS SCHOOL OF TECHNOLOGY

REVIEWED BY: MARK STENNER

DATE OF VISIT: FEB. 9, 2016

Each reviewer will complete a review document by marking as follows:
COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable-Explain in comment section.

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Evidence of Performance Evaluation Systems (instructional personnel and administrators) as required by law. (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evidence that Out-of-field agreements are on file for appropriate teachers as verified in Charter Tools.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Documentation, substantiating the expertise in field of specialty, is on file for teachers who are determined highly qualified in accordance with F.S. §231.15(1). (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td>1 - SUB ALT. TEACH</td>
</tr>
<tr>
<td>4. Copies of contracts for contractual services and documentation of services provided are on file.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. A complete list of employees is on file and includes addresses and phone numbers. (PBSD 2521)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Charter School Authorization Forms for all employees are on file. (PBSD 2177)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7. Teaching certificates/letters of eligibility for appropriate teachers.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signature: Mark Stenner    Date: 2-9-16

RATING

✓ Meets the Standard: All indicators are rated "C".

Partially Meets the Standard: Up to 3 indicators rated as “N” and all other indicators as “C”.

Does Not Meet the Standard: 4 or more indicators are rated as “N”.
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: GARDENS SCHOOL OF TECHNOLOGY

REVIEWS BY: MARK I. STENNER

DATE OF VISIT: FEB 9, 2016

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable- Explain in comment section.

SCHOOL IS FOLLOWING DISTRICT’S STUDENT PROGRESSION PLAN  YES  NO

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DESCRIPTION OF METHOD USED TO IDENTIFY THE EDUCATIONAL STRENGTHS AND NEEDS OF STUDENTS.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The following data from the Educational Data Warehouse reports will be reviewed on site during the Annual Review:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. ELA Profile (Most Recent) - RTSOR0036-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report shows the most recent scores for FSA ELA, Diagnostic Reading, RRR, and SRI OR research based equivalent assessment report(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Math Profile (Most Recent) - RTSOM0037-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report shows the most recent scores for FSA Math, Algebra 1, Algebra 2, Geometry EOC and Diagnostic Assessments OR research based equivalent assessment report(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Science Profile - RTSFS0121-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report shows the overall scale score and level for the most recent FSA Science and EOC for Biology 1. In addition, the Science and Biology 1 Diagnostic scores and level are shown for the current school year OR research based equivalent assessment report(s).</td>
<td></td>
<td></td>
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<tr>
<td>d. Diagnostic Diamond Report - RTODA0173-</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Report contains most recent Diagnostic school results that include each question’s content focus, standard type, and cognitive level. It compares the school results to the district results for each</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ASSESSMENT

question OR a research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.

e. **EOC Diagnostic Diamond Report - RTSDA0474** - Report contains End of Course (EOC) Diagnostic percent correct and provides comparison of grade level results to District results for the same grade level OR a school results to District results research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.

### IMPLEMENTATION OF STUDENT PROGRESSION PLAN

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong></td>
<td>Students participate in all age appropriate required district and state assessments. Results are communicated to parents.</td>
</tr>
<tr>
<td><strong>b.</strong></td>
<td>Procedures are in place to report grades and mid-term progress to parents/guardians and students at a minimum of four (4) times a school year.</td>
</tr>
<tr>
<td><strong>c.</strong></td>
<td>Procedures are in place for graduation, promotion, remediation, retention including a process for communicating to parents/guardians and students.</td>
</tr>
<tr>
<td><strong>d.</strong></td>
<td>PMP's have been written for students performing below grade level in reading, writing, mathematics, and/or science. (documentation required)* PMP's indicate parent/guardian participation in the process.</td>
</tr>
<tr>
<td><strong>e.</strong></td>
<td>PMP's have been entered in TERMS.</td>
</tr>
</tbody>
</table>

### MONITORING STUDENT PROGRESS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong></td>
<td><strong>Individual Student Form - RSSOA0082</strong> - Report shows a profile detailing demographics, attendance, discipline, grades, testing and special programs for an individual student.</td>
</tr>
</tbody>
</table>
| **b.** | **SALP - RTTOR0035** - Report shows individual student profile for Student Assessment Literacy Project (SAL-P). This student listing contains FSA and Diagnostics assessment results OR evidence of monitoring student progress as provided in the schools'
c. **SALP High School - RTSOA0454**-
   Report shows individual student profile for Student Assessment Literacy Project (SAL-P), SAT, ACT and CPT. This student listing contains FSA SSS and Diagnostics assessment results OR evidence of monitoring student progress as provided in the school’s charter.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

d. **Individual Graduation Status - RSSYA0342**-
   Report shows FSA, GPA, Credits and Community Service Hours. (Note: This report does not take into account the number of credits per subject area. Report is only valid for students in grades 9 to 12.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Signature**  
Mark J. Terry  
**Date** 2-9-16

**RATING**

- ✓ Meets the Standard: All indicators are rated “C”.
- Partially Meets the Standard: Up to 3 indicators rated as “N” and all other indicators as “M”.
- Does Not Meet the Standard: 4 or more indicators are rated as “N”.

**School District of Palm Beach County**  
**CHARTER SCHOOL REVIEW**

**CHARTER SCHOOL:**  
GARDENS SCHOOL OF TECHNOLOGY

**REVIEWED BY:**  
MACK L. STENNER

**DATE OF VISIT:**  
FEB. 9, 2016

*Each reviewer will complete a review document by marking as follows:*

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- **NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
- **N/A** - Not applicable- Explain in comment section.

### FACILITIES

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A copy of the initial Certificate of Occupancy issued by the Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement Department of jurisdiction is on file at the school and has</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>been submitted to the district, including a copy to cover any</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>renovations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A copy of the most recent Fire Safety Inspection Report per Florida</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statute Sec. 1013.12 (5) (b) showing that the school's facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>meet the building code and fire prevention code and/or any deficiencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>are being corrected in accordance with the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. A copy of the semi-annual County Health Department sanitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inspection is on file at the school and submitted to the district,</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>including standards for serving food and drinking water.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. A copy of the schedule for Evacuation and Fire Drills for each school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year as required by the Fire Marshal of jurisdiction including the dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and comments of actual drills performed. Unannounced drills shall be</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>performed a minimum of every other month. This documentation is on file</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>at the school and submitted to the district.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>Evidence</strong> that procedures are in place to manage and regulate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hazardous materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. <strong>Evidence</strong> that procedures are in place to ensure the review of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>material safety data sheets (MSDS) for every chemical product used and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the maintenance activities each charter facility to be sure that all</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unused and waste chemical products are properly labeled.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7. Per Florida Statute Sec. 1013.33 and 1013.35 charter</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
schools participate in the annual Tentative Educational Facilities Work Plan. The following information must be reported to the district:

1. Location of charter
2. Number of relocatables
3. Owner
4. Year started/scheduled
5. Total number of student stations
6. Current student enrollment
7. Years in contract
8. Charter school projections

This information is part of the district's concurrency calculations and must be included in the Five Year Capital Improvement Plan.

Signature: ___________________________ Date: 2-9-16

RATING

☑ Meets the Standard: All highlighted indicators are rated “C” and no more than 1 other indicator rated as “N”.

☑ Partially Meets the Standard: All highlighted indicators are rated as “C” and no more than 2 other indicators rated as “N”.

☑ Does Not Meet the Standard: Any highlighted indicator rated as “N” or all highlighted indicators rated as “C” and all other indicators rated as “N”.

School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: G5OTA

REVIEWED BY: [Signature]

DATE OF VISIT: 02/09/16

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable-Explain in comment section.

<table>
<thead>
<tr>
<th>GOVERNANCE Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Charter School application, contract, and any amendments. (with all up to date appendices that meet required standards)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Current copy of incorporation papers with bylaws and a letter from school or its attorney that they are legally compliant, including with the Sunshine law.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Evidence that the Governing Board has timely completed the required Governance Training</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evidence on school's website of the process for informing parents how to register a complaint or place an item on the Governing Board Agenda.</td>
<td>✓</td>
<td>Nick Rob 1ar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. A set of documents organized chronologically containing Governing Board meeting announcements, meeting agendas (including citizen input) and meeting minutes (dated and signed). Also, evidence that the Governing Board held at least two public meetings per school year in the school district and complied with the Sunshine Law relating to its meetings as indicated on Charter Tools and school web page.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Evidence of policies that have been adopted by the Governing Board. Each policy is dated, signed and adoption dates are included in minutes.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Evidence that the governing board of the school adopted policies establishing standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**GOVERNANCE**

- of ethical conduct for instructional personnel and school administrators, as defined in s.1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.

1. Provide a current organization chart for the school, including the relationship of the Board to the school’s leadership. As indicated on Charter Tools.

2. Provide written strategies used to recruit, hire, train and retain qualified staff to achieve the best teaching and learning results.

3. Evidence that the school’s mission/vision is reflected in the school’s climate and progress of school achieving its mission.

4. Provide evidence of the existence of the parent representative and how the representative’s contact information was provided annually in writing to parents and posted prominently on the charter school’s website.

5. The school reported its student assessment data to each parent of a student at the school, the parent of a child on a waiting list for the school, the district in which the charter school is located, and the governing board of the school and that this information is on its Internet website.

6. Provide a letter from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school’s charter management organization, or his or her spouse, are not a member of the governing board of the charter school as indicated on Charter Tools.
<table>
<thead>
<tr>
<th>GOVERNANCE</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Provide a letter from the school or its attorney confirming from the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>school that all members of its governing board are in compliance with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>112.3143(3), including that they have no conflicts of interest as</td>
<td></td>
<td></td>
</tr>
<tr>
<td>indicated on Charter Tools.</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>8. Provide a letter from the school or its attorney confirming that the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>school and or any of its employees, have not entered into a</td>
<td></td>
<td></td>
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<tr>
<td>confidentiality agreement regarding terminated or dismissed instructional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>personnel or school administrators, or personnel or administrators who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>resign in lieu of termination, based in whole or in part on misconduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>that affects the health, safety, or welfare of a student, and have</td>
<td></td>
<td></td>
</tr>
<tr>
<td>not provided instructional personnel or school administrators with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>employment references or discuss the personnel’s or administrators’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>performance with prospective employers in another educational setting,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>without disclosing the personnel’s or administrators’ misconduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>as indicated on Charter Tools.</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature [Signature] Date [02/09/14]

**RATING**

- [ ] √ Meets the Standard: All indicators are rated "C".
- [ ] Partially Meets the Standard: Up to 3 indicators rated as "N" and all other indicators as "C".
- [ ] Does Not Meet the Standard: 4 or more indicators are rated as "N".
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Tech Arts

REVIEWED BY: Karen Marshalls

DATE OF VISIT: 2/9/16

Each reviewer will complete a review document by marking as follows:
COMPLIANT - Appropriate information and/or evidence of documentation is in place.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable- Explain in comment section.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insurance policies are on file documenting active coverage with minimum limits as set forth in the charter contract.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. School Leaders-Errors &amp; Omissions</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Commercial General Liability</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Workers' Compensation/Employers Liability</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Property Insurance (including boiler and machinery coverage)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Benefits Administration Coverage (to provide employee benefits i.e. health, life)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Vehicle Liability Insurance</td>
<td></td>
<td>X</td>
<td></td>
<td>no vehicles</td>
</tr>
<tr>
<td>8. Evidence that the certificates of insurance have been provided to the district office indicating the district as an additional insured.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Evidence of procedures that identify various risks and provide a comprehensive approach to reduce the impact of losses.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The highlighted indicators must be compliant in order for this category to be considered compliant.
RATING

X Meets the Standard: All highlighted indicators are rated "C" and no more than 1 other indicator is rated as "N".

Partially Meets the Standard: All highlighted indicators are rated as "C" and no more than 2 other indicators are rated as "N".

Does Not Meet the Standard: Any highlighted indicator is rated as "N" or all highlighted indicators rated as "N" and more than 2 other indicators are rated as "N".

Signature: [Signature] Date: 2/9/16
### FINANCE & OPERATIONS

**Indicators**

<table>
<thead>
<tr>
<th>1. BUDGET PREPARATIONS</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Evidence of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence that budget has been approved by Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that budget amendments are approved by board. (Copy of minutes)</td>
<td>X</td>
<td></td>
<td></td>
<td>School has stayed within budget and no amendments have been necessary.</td>
</tr>
<tr>
<td>d. The Board-approved budget was submitted to the District in a timely manner.</td>
<td>X</td>
<td></td>
<td></td>
<td>Due 7/1 Submitted 10/29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. FINANCIAL ACCOUNTING</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Evidence of fiscal accounting system for various funds - General, Special Revenue, Capital Outlay.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence that expenditures do not exceed available resources in each fund.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence of financial accounting policies and procedures and that they meet generally accepted standards of fiscal management. (Copy of and access to procedures manual).</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence that monthly financial statements are prepared using the FDOE required format.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Evidence that monthly financial statements are timely filed with the PBCS District.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Evidence that capital expenditures (if applicable) are reported separately on the monthly and/or annual financial statements and was expended in accordance with 1013.62 F.S. Provide a detail of all capital outlay related expenditures. (Based on</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>C</td>
<td>N</td>
<td>N/A</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>excess of administrative fee and charter school capital outlay.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>h. Evidence of established system of accounting for fixed assets in accordance with FL Admin Code Ch. 691-73.</strong> (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>i. Evidence of a property records inventory and submitted timely (Copy of report). FL Admin. Code Ch. 691-73</strong></td>
<td></td>
<td>X</td>
<td></td>
<td>Due 9/30 Submitted on 10/30</td>
</tr>
<tr>
<td><strong>j. Cost report data submitted to District by required date.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>k. Evidence that Florida Teachers Classroom Supply (Lead Teacher) was paid to teachers by September 30th of each year.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td>Check due 9/30 Issue date of checks: 10/15</td>
</tr>
<tr>
<td><strong>l. Evidence that audit management letter response was approved by the Board. (Copy of minutes)</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>m. Evidence that school is in compliance with prompt payment and other payment terms. Provide detail of accrued liabilities including AP aging, notes, loans, lines of credit and/or related party transactions.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>n. Evidence financial corrective action plan has been established (if applicable) and submitted to the PBC School District.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>o. Evidence that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>p. Evidence that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>q. Evidence of compliance with class size reduction as applicable to charter schools.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Grants Accounting (If Applicable)

| a. Established grant accounting procedures. (Copy of or access to procedures manual.) Uniform Grant Guidance (UGG) (aka Super Circular or Omni Circular) | X |     |     | School received grant funding but did not provide any of the accounting procedures on charter tools. |
| b. Grant funds accounted for separately identified in the monthly, quarterly and annual financial statements. | X |     |     | School received grant money but does not have it accounted for properly on their monthly F/S. |

### 4. Other Statutory Requirements

| a. The Charter Schools website includes the school's annual budget, the independent fiscal | X |     |     |                                               |
### FINANCE & OPERATIONS

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>audit, and the minutes of the governing board meetings (at least quarterly).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **FINANCIAL VIABILITY**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Maintained adequate cash flow to meet rent, salary and benefit requirements.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>b. Met financial obligations to District and other vendors.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>c. Maintain adequate fund balance.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>d. Maintained steady FTE counts.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Signature: [Signature]

Date: 2/25/2016

**RATING**

- [ ] Meets the Standard: All indicators are rated "C" unless "N/A".
- [X] Partially Meets the Standard: No more than 10 indicators are rated "N"
- [ ] Does Not Meet the Standard: Neither of the above, or meets criteria for financially deteriorating condition.
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

REVIEWED BY: Connie Dinolfo

DATE OF VISIT: February 9, 2016

Each reviewer will complete a review document by marking as follows:
COMPLIANT - Appropriate information and/or evidence of documentation is in place.
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.
N/A - Not applicable - Explain in comment section.

<table>
<thead>
<tr>
<th>FOOD SERVICE Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evidence of procedures and policies covering the administration and operation of the School Food Service program as stated in the agreement.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evidence that Free and Reduced Applications have been made available to every household.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The charter school has potable water available to all students during meal service per guidelines set by the USDA.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Meals served meet all guidelines as set by the National School Lunch Program.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Procedures are in place to ensure that proper temperatures, storage and handling of foods are appropriate to safety and sanitation standards.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Current Sanitation Certificate and Health Inspection permit from the Health Department is posted and on file with School Food Service.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Evidence that the charter school is in compliance with the USDA competitive Food Rule and Smart Snacks.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. A signed copy of the Charter School Food Service Agreement is on file if applicable.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Production records (Satellite Delivery Tickets) documenting menu items, portion sizes, amount prepared and served are completed and returned to the base school on a daily basis.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FOOD SERVICE

<table>
<thead>
<tr>
<th>Indicators</th>
<th>C</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Evidence that the school has purchased proper equipment as stated in the agreement.</td>
<td></td>
<td></td>
<td>x</td>
<td>You will be required to purchase an ice machine for August FY 16. Per Annual Charter Agreement.</td>
</tr>
<tr>
<td>11. Evidence that “Justice for all” posters are posted where meals are served.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Evidence that a ServSafe certification is current and on file with School Food Service.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Evidence that the Charter School is communicating with the base school manager on a consistent basis.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Evidence that the Charter School has attended and completed the Annual Training by School Food Service Department during the summer.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The highlighted indicators must be compliant in order for this category to be considered compliant.

**RATING**

- **Meets the Standard:** All highlighted indicators are rated as “C” and no more than 2 other indicators rated as “N”.
- **x** Partially Meets the Standard: All highlighted indicators are rated as “C” and no more than 3 other indicators rated as “N”.
- **Does Not Meet the Standard:** ANY highlighted Indicator is rated as “N” or ALL highlighted indicators are rated as “C” AND all other indicators are rated as “N.”

Signature: [Signature]
Date: 8/2 - 9/16
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 33

Palm Beach School District
Charter Department
Mid-Year Review of GSOTA
FY 2013 – 2014
February 27, 2014

Dr. Kevin Kovacs
Gardens School of Technology Arts
9153 Roan Lane
Palm Beach Gardens, FL 33403

Enclosed please find your charter school’s FY2013-14 Mid-Year Review with attachments. There is also additional review feedback available on information submitted via Compliance Management System (CMS). Please login to CMS to access this feedback.

For any items(s) marked as “deficient” or “no”, this letter serves as your notice of non-compliance. You are now expected to correct any and all non-compliant items. Safety items need to be addressed immediately. Otherwise, you have thirty (30) days (unless your charter specifies a different amount of time) to correct the deficiency(s).

If you need assistance from the Charter Schools Department or the District, or have questions about the corrective actions, please contact us as soon as possible. This Department and the District are willing to provide recommendations and support to your school to resolve the issue(s) depending on the item(s), and to what extent our assistance can be provided.

During the FY2013-14 Mid-Year Review process, you were provided opportunities to respond to the review team. If you want to further respond or provide an explanation, discuss further the contents of the review, or disagree with the team’s finding(s) within the review, please contact the office of Charter Schools Department within ten (10) days of this letter.

Sincerely,

James T. Pegg
Director

CC:  Debra K. Moore, Board Chair

Enclosure
INTRODUCTION

Pursuant to F.S. 1002.33(5) (b) (1.a, b, e, & f) Sponsor duties – The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter. The sponsor shall monitor the revenues and expenditures of the charter school and perform the duties provided in s. 1002.345. The sponsor shall ensure that the charter is innovative and consistent with the state education goals established by s. 1000.03(5). The sponsor shall ensure that the charter school participates in the state's education accountability system. Additionally, if the school earned a grade of “D” or “F”, the sponsor must annually review implementation of the school improvement plan to monitor the school's continued improvement pursuant to F.S. 1002.33 (9) (n). Moreover, provisions in your Charter Contract with the School Board provide for the sponsor’s ability to monitor your school.

Therefore, Mid-Year Reviews are conducted to assess areas in need of improvement and/or correction and to identify additional support systems that may be needed to assist your school. The Mid-Year Review of your Charter School was performed from December 2013. A review rating of Compliant or Deficient is assigned to each section.

Prior to the review, the Department of Charter Schools provided, in advance, a draft of the Mid-Year checklist to the Governing Board Chair and/or the Charter School Principal. The Department of Charter Schools collaborated with the Principal to schedule the date and time of the review visit. Additionally, at the end of the review, the Principal was provided a copy of the handwritten report.

The summary of the Mid-Year Review for your school is attached and indicates that your school is in need of corrective action in one or more deficient areas. Please be reminded that the attached corrective action form should be based upon your progress in the areas of deficiency subsequent to the Mid-Year Review.

The overall review process consisted of several site visits by various District staff members (e.g., ESOL/LEP/ELL, ESE, Governance, Personnel, Facilities & Environment, etc.).

The Mid-Year Review of the school covered the following areas:

- Student Support Services
- Reading Curriculum
- Assessment
- Personnel/Professional Development
- Policies and Procedures
- Governance
- Facilities and Environment
- Communication-Parent/School
- ESOL Services
- ESE Services
Mid-Year Review Summary (SY 2013-2014)

Gardens School of Technology Arts was reviewed in the categories listed in the chart below by the Department of Charter Schools and other School District experts. Here are the ratings of all category areas for your Mid-Year Review.

<table>
<thead>
<tr>
<th>CATEGORY AREAS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Curriculum and Instruction</td>
<td>D</td>
</tr>
<tr>
<td>2 Personnel/Professional Development</td>
<td>C</td>
</tr>
<tr>
<td>3 Assessment/Student Performance</td>
<td>D</td>
</tr>
<tr>
<td>4 Finance and Operations</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Insurance</td>
<td>C</td>
</tr>
<tr>
<td>6 Food Service</td>
<td>C</td>
</tr>
<tr>
<td>7 Facilities and Environment</td>
<td>C</td>
</tr>
<tr>
<td>8 Governance</td>
<td>C</td>
</tr>
<tr>
<td>9 ESOL/ELL Services</td>
<td>C</td>
</tr>
<tr>
<td>10 ESE Services</td>
<td>D</td>
</tr>
<tr>
<td>11 Transportation</td>
<td>C</td>
</tr>
</tbody>
</table>

Ratings were assigned based on the following criteria:

<table>
<thead>
<tr>
<th>Compliant</th>
<th>The Category Areas were found to be acceptable; no critical component was found deficient or only one area of a category was found to be deficient and this one area was not a critical component. A critical component is defined as one that impedes the health, safety, and/or welfare of the student. A critical area may also pertain to ESE, ESOL, or student achievement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficient</td>
<td>Three or more areas were found to be deficient and/or one critical area in a category was cited as deficient.</td>
</tr>
</tbody>
</table>
Corrective Action Plan

<table>
<thead>
<tr>
<th>CATEGORY RATING:</th>
<th>Findings</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 2</td>
<td></td>
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<td>Section 3</td>
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<td>Section 4</td>
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<td>Section 5</td>
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<td>Section 6</td>
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<td>Section 7</td>
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<td>Section 8</td>
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<td>Section 9</td>
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<tr>
<td>Section 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts – Elementary K-5

Reviewed by: Olive Horne – Elementary Literacy Specialist - Dept. of Curriculum
Robin White – Elementary Literacy Specialist - Dept. of Curriculum
Karla J. Branch, Elementary Literacy Support – Dept. of Charter Schools

Date of Visit: February 20, 2014

Each reviewer will complete a review document by marking as follows:
· YES – Appropriate information and/or evidence of documentation is in place.
· NO – Necessary information and/or evidence of documentation incomplete or is not in place.
· N/A – Not applicable-Explain in comment section.

CMS -- Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>1. Curriculum and Instruction</td>
</tr>
<tr>
<td>a. Evidence of a detailed curriculum plan that illustrates how students will be provided services to attain the NGSSS, Sunshine State Standards and CCS. (Provide a copy of plan.)</td>
</tr>
<tr>
<td>b. Evidence of the curriculum plan’s learning goals and objectives including how goals will be evaluated to indicate academic improvement.</td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers).</td>
</tr>
<tr>
<td>d. Evidence of lesson plans that incorporate NGSSS, CCS in all areas of instruction. (Lesson Plans Will Be Reviewed)</td>
</tr>
<tr>
<td>e. Evidence that the reading curriculum has differentiated strategies that will be used for students reading at grade level. (Documentation required)</td>
</tr>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>above grade level</strong>, <em>(Documentation required)</em></td>
</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that will be used for students (level 1 and 2) reading <strong>below grade level</strong>, <em>(Documentation required)</em></td>
</tr>
<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques during observation.</td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether their child is reading at grade level. <em>(Documentation required)</em></td>
</tr>
<tr>
<td>j. Evidence parents have been provided sufficient information on whether their child has gained at least a year’s worth of learning for every year spent at the Charter School. <em>(Documentation required)</em></td>
</tr>
<tr>
<td>k. Evidence of a Remediation Plan for Level I and Level II students as required by the state.</td>
</tr>
<tr>
<td>l. Evidence that there is a plan to evaluate the effectiveness of the curriculum program.</td>
</tr>
<tr>
<td>m. Evidence of identification and acquisition of appropriate technologies and a means to promote safe, ethical and appropriate uses of technology.</td>
</tr>
<tr>
<td>n. Evidence that the instructional staff receives training that will support the distinctive curriculum used at the charter school.</td>
</tr>
<tr>
<td>o. Evidence that a researched based reading program is the primary focus of the curriculum and that resources including curriculum guides and materials are provided to support the curriculum, including staff development.</td>
</tr>
</tbody>
</table>
## CURRICULUM AND INSTRUCTION

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>p. Evidence of reading block.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of small group instruction. The classroom configurations were not conducive to a balanced literacy approach. Intermediate rooms did not have evidence of a small group area. Classroom libraries were sparse (some not leveled or in genres), although students are able to go to RAZ kids and Reading A-Z on their tablets. The reading block was posted in classrooms on a schedule – 90 minutes.</td>
</tr>
<tr>
<td>q. Evidence of additional instructional time for struggling readers as required by DOE.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of Immediate Intensive Intervention (iii) in lesson plans. The principal did inform us that there is a Tues. /Thurs. tutorial.</td>
</tr>
<tr>
<td>r. Documentation that all instructional activities are aligned to the NGSSS, Sunshine State Standards, CCS and are supportive of the distinctive curriculum.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of differentiated small group lesson plans in all grade levels with the exception of 2nd grade. Standards were indicated in lesson plans for whole group instruction.</td>
</tr>
<tr>
<td>s. Classroom environment is reflective of the school’s commitment to reading. (Classroom libraries)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of differentiated small group lesson plans in all grade levels with the exception of 2nd grade. Classroom libraries were sparse (some not leveled or in genres), although students are able to go to RAZ kids and Reading A-Z on their tablets. Classroom configurations were not conducive to a balanced literacy approach. Intermediate rooms did not have evidence of a small group area.</td>
</tr>
<tr>
<td>t. Evidence the school is being innovative as stated in its Charter and Application.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Technology integration</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**

Reviewers shared a concern regarding Reading Running Records. The coding was inaccurate (no M, S, V marks, self-corrections analysis/ratio) and assessments were not completely filled out as instructed in the district trainings. Please send teachers who have not been formally trained by going to the Course Registration, on the district website, for a list of dates, and registration.

8 indicators out of 20 met with compliance

Signature: **Olive Horne**

Signature: **Robin White**

Signature: **Karla J. Branch**

Date: **February 24, 2014**
**CHARTER SCHOOL:** Gardens School of Technology Arts  

Reviewed by: Fallon Felsen and Karen Marchetta  

Date of Visit: 2/20/14

*Each reviewer will complete a review document by marking as follows:*

- **YES** – Appropriate information and/or evidence of documentation is in place.
- **NO** – Necessary information and/or evidence of documentation incomplete or is not in place.
- **N/A** – Not applicable—Explain in comment section.
- **CMS** – Upload documents to Charter Monitoring System

### CURRICULUM AND INSTRUCTION - SECONDARY

<table>
<thead>
<tr>
<th>Indicators</th>
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<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of a detailed curriculum plan that illustrates how students</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence of a curriculum plan that illustrates how NGSSS and CCSS will be covered.</td>
</tr>
<tr>
<td>will be provided services to attain the NGSSS, Sunshine State Standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and CCSS. (Provide a copy of plan.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence of the curriculum plan’s learning goals and objectives</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Academic goals listed in curriculum plan; application states district assessments used</td>
</tr>
<tr>
<td>including how goals will be evaluated to indicate academic improvement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence of lesson plans that include NGSSS and/or CCSS. Objectives were stated, but the connection to the standards was unclear.</td>
</tr>
<tr>
<td>(i.e., cooperative groups, teacher directed, project-based, visual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>instructional aids, learning centers).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence of lesson plans that incorporate NGSSS, CCS in all areas of</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum.</td>
</tr>
<tr>
<td>instruction. (Lesson Plans Will Be Reviewed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Evidence that the reading curriculum has differentiated strategies</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum.</td>
</tr>
<tr>
<td>that will be used for students reading at grade level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum.</td>
</tr>
<tr>
<td>that will be used for students reading above grade level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------------</td>
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<td>----------</td>
</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that will be used for students (level 1 and 2) reading below grade level. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum. Students were identified in documentation, but strategies were not provided.</td>
</tr>
<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques during observation.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether their child is reading at grade level. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>FCAT reports, diagnostic reports</td>
</tr>
<tr>
<td>j. Evidence parents have been provided sufficient information on whether their child has gained at least a year’s worth of learning for every year spent at the Charter School. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Jupiter Grades; FCAT diagnostics</td>
</tr>
<tr>
<td>k. Evidence of a Remediation Plan for Level I and Level II students as required by the state.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a remediation plan specifically designed for Level I and II students.</td>
</tr>
<tr>
<td>l. Evidence that there is a plan to evaluate the effectiveness of the curriculum program.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>District assessments</td>
</tr>
<tr>
<td>m. Evidence of identification and acquisition of appropriate technologies and a means to promote safe, ethical and appropriate uses of technology.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Evidence of several technological tools, programs, and equipment.</td>
</tr>
<tr>
<td>n. Evidence that the instructional staff receives training that will support the distinctive curriculum used at the charter school.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>CRISS training provided by Dept. of Secondary Curriculum; agendas of school-based training</td>
</tr>
<tr>
<td>o. Evidence that a researched based reading program is the primary focus of the curriculum and that resources including curriculum guides and materials are provided to support the curriculum, including staff development.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a researched based reading program.</td>
</tr>
<tr>
<td>p. Evidence of reading block.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a reading block that is taught by a reading endorsed or certified teacher. See notes below.</td>
</tr>
<tr>
<td>q. Evidence of additional instructional time for struggling readers as required by DOE.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Tutorial schedule</td>
</tr>
<tr>
<td>r. Documentation that all instructional activities are aligned to the NGSSS, Sunshine State</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>School’s resources and materials are aligned to</td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Standards, CCS and are supportive of the distinctive curriculum.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CCSS and NGSSS.</td>
</tr>
<tr>
<td>s. Classroom environment is reflective of the school's commitment to reading. (Classroom libraries)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Books, anchor charts</td>
</tr>
<tr>
<td>f. Evidence the school is being innovative as stated in its Charter and Application.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Variety of technology programs offered across all grade levels</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**

P) When visiting a classroom that was supposed to be doing reading, the teacher was doing a math lesson. Currently, none of the secondary teachers have a reading endorsement or certification.

15 indicators out of 20 met with compliance

Signature: **Fallon Felsen**  Date: 2/21/14  Signature: **Karen Marchette**  Date: 2/21/14
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

Reviewed by: Miriam Williams

Date of Visit: 2/20/2014

Each reviewer will complete a review document by marking as follows:

YES - Appropriate information and/or evidence of documentation is in place.
NO - Necessary information and/or evidence of documentation incomplete or is not in place.
N/A - Not applicable-Explain in comments section.
CMS--Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
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<th>CMS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>a. Evidence of Performance Evaluation Systems (instructional personnel and administrators) as required by law. (Documentation required)*</td>
<td>X</td>
<td></td>
<td></td>
<td>CMS</td>
<td>Evidence provided</td>
</tr>
<tr>
<td>b. Evidence of Out-of-field agreements are on file for appropriate teachers.</td>
<td>X</td>
<td></td>
<td></td>
<td>CMS</td>
<td>Evidence provided</td>
</tr>
<tr>
<td>c. Documentation, substantiating the expertise in field of specialty, is on file for teachers who are determined highly qualified in accordance with F.S. §231.15(1). (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>d. Copies of contracts for contractual services and documentation of services provided are on file.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>e. A complete list of employees is on file and includes addresses and phone numbers.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>f. Training/staff development activities have been documented, including topic, date, and list of participants.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>g. Charter School Authorization Forms for all employees are on file.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>h. Teaching certificates/letters of eligibility for appropriate teachers.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
<tr>
<td>i. Evidence that a highly qualified instructional staff is employed.</td>
<td></td>
<td></td>
<td></td>
<td>CMS</td>
<td></td>
</tr>
</tbody>
</table>

9 indicators out of 9 met with compliance

Signature Miriam Williams Date 2/20/14

Signature Monica Thompkins Date 2/20/14
School District of Palm Beach County

CHARACTER SCHOOL MID-YEAR REVIEW

CHARACTER SCHOOL: Gardens School of Technology

Reviewed by: Sandra Raymond Roberts

Date of Visit: February 20, 2014

Each reviewer will complete a review document by marking as follows:

YES — Appropriate information and/or evidence of documentation is in place.

NO — Necessary information and/or evidence of documentation incomplete or is not in place.

N/A — Not applicable. Explain in comments section.

CMS — Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
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<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Description of method used to identify the educational strengths and needs of students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide copies of the following data from the Educational Data Warehouse reports:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Reading Profile (Most Recent) - RTSOR0036-Report shows the most recent scores for FCAT SSS Reading, Diagnostic Reading, Fluency, Elementary Literacy Assessment, and SRT.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Math Profile (Most Recent) - RTSOM0037-Report shows the most recent scores for FCAT SSS Math and the IRT scores for Math Diagnostic.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Science Profile - RTSF0121-Report shows the overall scale score and level for the most recent FCAT SSS Science. In addition, the Science Diagnostic IRT score and level are shown for the current school year.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Writing Profile - RTSFW0123-Report shows the score for the most recent FCAT SSS Writing exam, as well as all Palm Beach Writes scores for the current school year.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. **Diagnostic Diamond Report - RTODA0173-**
   Report contains Fall and Winter Diagnostic school results that include each question's content focus, benchmark, type, and cognitive level. It compares the school results to the district results for each question.

6. **EOC Diagnostic Diamond Report - RTSDA0474-**
   Report contains End of Course (EOC) Diagnostic percent correct and provides comparison of grade level results to District results for the same grade level or school results to District results.

<table>
<thead>
<tr>
<th>B. Evidence of an accountability plan including a method for reporting the results to the charter school community. (Evaluation of educational program)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide copies of the following Florida Department of Education (FDOE) and EDW reports:</strong></td>
</tr>
<tr>
<td>1. <strong>FY13 School Improvement Plan - FDOE report</strong></td>
</tr>
<tr>
<td>X</td>
</tr>
<tr>
<td>Evidence - Academic Plan</td>
</tr>
</tbody>
</table>
| 2. **School Improvement Planning - Differentiated Accountability - RXOIA0197-**
   Report shows percent of students that achieved proficiency and made gains for each subgroup (SSS 1CAT Level 3 and above) for reading, math, science and writing. |
| X |
| No evidence |
| 3. **Discipline Dashboard - RDGRA0494 -**
   Shows discipline data by month, location, and type. |
| X |
| No evidence |
| 4. **Absences by Period Summary-RASOA0318 -**
   Shows the total school absences and tardies by period. |
| X |
| No evidence |

<table>
<thead>
<tr>
<th>C. Evidence of progress monitoring plan. (Copy of plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide copies of the following EDW data reports:</strong></td>
</tr>
</tbody>
</table>
| 1. **Accountability Dashboard -**
   Dashboard that provides a high level overview of A+ and AYP statuses using Diagnostic tests as a leading indicator. |
| X |
| No evidence |
2. **Proportion of a Year's Growth** - Reports showing school PYG gains over a five-year period on the FCAT SSS Reading and Mathematics tests.

3. **ELEMENTARY SCHOOL - Monitoring Progress Toward A+ Goals** - RTOOA0380 - Report is used to monitor school targets toward meeting A+ Goals. Diagnostic results are compared to four different targets: Standard, Self and Others and Self Selected. Only accountable students are included in this report.

4. **MIDDLE SCHOOL - Monitoring Progress Toward A+ Goals** - RTOOA0530 - Report is used to monitor school targets toward meeting A+ Goals for middle schools. Additionally, this report estimates Algebra participation and algebra performance.

5. **HIGH SCHOOL - Monitoring Progress Toward A+ Goals** - RTOOA0445 - Report is for schools with high school grade levels that are receiving school grades (typically high schools) only. Additionally, this report estimates Graduation Rate, At Risk Graduation Rate, Acceleration Participation (minimum and maximum), Acceleration Performance, Reading College Readiness, and Math College Readiness. For diagnostics results, report contains only the accountable students.

---

### D. Implementation of the District Student Progression Plan:

1. Students participate in all age appropriate district and state assessments. Results are communicated to parents.

2. Procedures are in place to report quarterly grades and mid-term progress to parents/guardians and students.

3. Students performing below grade level in reading, writing, mathematics, or science are identified and provided remedial instruction.

4. Procedures are in place for graduation, promotion, remediation, retention including a process for communicating to parents/guardians and students.

---

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Evidence-report cards, Jupiter Rd.-parents may view items sent out by school. Paper copies are available as per principal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Middle school students take electronic devices home.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutoring - Tuesday/Thursday - Math, Reading 3-8, Writing gr. 4 and 8, Science gr. 5 and 8</td>
</tr>
</tbody>
</table>
5. PMP's have been written for students performing below grade level in reading, writing, mathematics, and/or science. (documentation required)*

6. PMP's indicate parent/guardian participation in the process.

7. PMP's have been entered on TEBRMS.

E. Monitoring Student Progress:

1. **Individual Student Form - RSSOA0082**
   - Report shows a profile detailing demographics, attendance, discipline, grades, testing and special programs for an individual student.

2. **SALP - RTTOR0035**
   - Report shows individual student profile for Student Assessment Literacy Project (SAL-P). This student listing contains FCAT SSS and SRI and Diagnostics assessment results.

3. **SALP High School - RTSOA0454**
   - Report shows individual student profile for Student Assessment Literacy Project (SAL-P), SAT, ACT and CPT. This student listing contains FCAT SSS and SRI and Diagnostics assessment results.

4. **Individual Graduation Status - RSSYA0342**
   - Report shows FCAT, GPA, Credits and Community Service Hours. (Note: This report does not take into account the number of credits per subject area. Report is only valid for students in grades 9 to 12.)

---

**Signature**: [Signature]

**Date**: 2-25-2014

**Indicators out of 3 met with compliance**: [X]
School District of Palm Beach County

CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology

Reviewed by: Lyn Boyer

Date of Visit: 2/11/14

Each reviewer will complete a review document by marking as follows:
- **YES** - Appropriate information and/or evidence of documentation is in place.
- **NO** - Necessary information and/or evidence of documentation incomplete or is not in place.
- **N/A** - Not applicable-Explain in comments section.

CMS- Upload documents to Charter Monitoring System

### INSURANCE

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Insurance policies are on file documenting active coverage with <strong>minimum limits</strong> as set forth in the charter contract.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>b. School Leaders-Errors &amp; Omissions</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>c. Commercial General Liability</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>d. Workers’ Compensation/Employers Liability</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>e. Property Insurance (including boiler and machinery coverage)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>f. Benefits Administration Coverage (to provide employee benefits i.e. health, life)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>g. Automobile Liability Insurance</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>h. Evidence that the certificates of insurance have been provided to the district office indicating the district as an additional insured,</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>i. Evidence of procedures that identify various risks and provide a comprehensive approach to reduce the impact of losses.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**

8 indicators out of 9 met with compliance

Signature: Lyn Boyer

Date: 2/11/14
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology

REVIEWED BY: Debbie Hardman

DATE OF VISIT: 2/20/14

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable—Explain in comments section.

<table>
<thead>
<tr>
<th>FOOD SERVICE</th>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Evidence of procedures and policies covering the administration and operation of the School Food Service program as stated in the agreement.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Evidence that the Governing Board has adopted policies to provide for an appropriate food and nutrition program for students consistent with Local, State and Federal guidelines.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Evidence that Free and Reduced Applications have been made available to every household.</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>The charter school has portable water available to all students during meal service per guidelines set by the USDA.</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Meals served meet all guidelines as set by the National School Lunch Program.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td>Procedures are in place to ensure that proper temperatures, storage and handling of foods are appropriate to safety and sanitation standards.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td>Current operating permit from the Health Department is posted.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h.</td>
<td>Evidence that the charter school is in compliance with the USDA competitive Food Rule.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>A signed copy of the Charter School Food Service Agreement is on file if applicable.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j.</td>
<td>Production records (Satellite Delivery Tickets) documenting menu items, portion sizes, amount prepared and served are completed and returned to the base school on a daily basis.</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10 indicators out of 10 met with compliance

Signature: [Signature]
Date: 2/20/14
School District of Palm Beach County

CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL:  Gardens School of Technology

Reviewed by: Lyn Byrnes
Date of visit: 2/14/14

Each reviewer will complete a review document by marking as follows:

- YES – Appropriate information and/or evidence of documentation is in place.
- NO – Necessary information and/or evidence of documentation incomplete or is not in place.
- N/A – Not applicable—Explain in comments section.
- CMS – Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. A copy of the initial Certificate of Occupancy issued by the Code Enforcement Department of jurisdiction is on file at the school and has been submitted to the district, including a copy to cover any renovations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>b. A copy of the most recent Fire Safety Inspection Report per Florida Statute Sec. 1013.12 (5) (b) showing that the school's facilities meet the building code and fire prevention code and/or any deficiencies are being corrected in accordance with the report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>c. A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the district, including standards for serving food and drinking water.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>d. A copy of the schedule for Evacuation and Fire Drills for each school year as required by the Fire Marshall of jurisdiction including the dates and comments of actual drills performed. Unannounced drills shall be performed a minimum of every other month. This documentation is on file at the school and submitted to the district.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>e. Evidence that procedures are in place to manage and regulate hazardous materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>f. Evidence that procedures are in place to ensure the review of material safety data sheets (MSDS) for every chemical product used in these and the maintenance activities each charter facility to be sure that all unused and waste chemical products are properly labeled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>g. Per Florida Statute Sec. 1013.33 and 1013.35 charter schools participate in the annual Tentative Educational Facilities Work Plan. The following information must</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---</td>
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<td>-----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>Location of charter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of relocatables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year started/scheduled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of student stations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current student enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years in contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charter school projections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This information is part of the district's concurrency calculations and must be included in the Five Year Capital Improvement Plan.

ADDITIONAL NOTES/COMMENTS:

7 indicators out of 7 met with compliance

Signature: [Signature]

Date: 2/11/14
School District of Palm Beach County  
CHARTER SCHOOL MID-YEAR REVIEW  

CHARTER SCHOOL: Gardens School of Technology Arts  
Reviewed by: Miriam Williams, Monica Thompkins and Lyn Bryant  
Date of Visit: 2/20/14  

Each reviewer will complete a review document by marking as follows:  
YES – Appropriate information and/or evidence of documentation is in place.  
NO – Necessary information and/or evidence of documentation incomplete or is not in place.  
N/A – Not applicable - Explain in comments section.  
CMS - Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>GOVERNANCE</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following essential documents are available, up-to-date, signed, dated, appropriately organized, readily accessible, and professionally presented in a notebook or available on a public website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Charter School application, contract, and any amendments. (with all up to date appendices that meet required standards)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>b. Current copy of Incorporation papers with bylaws. And a letter from school or its attorney that they are legally compliant, including with the Sunshine law).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>c. Evidence that the Governing Board has timely completed the required Governance Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>d. Evidence of documentation informing parents how to register a complaint or place an item on the Governing Board Agenda.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>e. A set of documents organized chronologically containing Governing Board meeting announcements, meeting agendas (including citizen input) and meeting minutes (dated and signed). Also, evidence that the Governing Board held at least two public meetings per school year in the school district and complied with the Sunshine Law relating to its meetings. These items should be available upon request.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>f. Evidence of policies that have been adopted by the Governing Board. Each policy is dated,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
</tbody>
</table>
### GOVERNANCE

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>signed and adoption dates are included in minutes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Evidence that the governing board of the school adopted policies</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>establishing standards of ethical conduct for instructional personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and school administrators, as defined in s.1012.01, to complete training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>on the standards; establish the duty of instructional personnel and school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>administrators to report, and procedures for reporting, alleged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>misconduct by other instructional personnel and school administrators</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>which affects the health, safety, or welfare of a student, and include</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>an explanation of the liability protections provided under ss. 39.203 and</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>768.095.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Provide a current organization chart for the school, including the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>relationship of the Board to the school’s leadership.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Provide a list of current Board members. Provide a brief description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>of the person’s background.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Provide written strategies used to recruit, hire, train and retain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>qualified staff to achieve the best teaching and learning results.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evidence that the school’s mission/vision is reflected in the school’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>climate and progress of school achieving its mission.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Provide evidence of the existence of the parent representative and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>how the representative’s contact information was provided annually in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>writing to parents and posted prominently on the charter school’s website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The school reported its student assessment data to each parent of a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>student at the school, the parent of a child on a waiting list for the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>school, the district in which the charter school is located, and the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>governing board of the school and that this information is on its</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Evidence the school maintains a website that enables the public to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence provided</td>
</tr>
<tr>
<td>obtain information regarding the school; the school’s academic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>performance; the names of the governing board members; the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**GOVERNANCE**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>programs at the school; any management companies, service providers, or education management corporations associated with the school; the school's annual budget and its annual independent fiscal audit; the school's grade pursuant to s. 1008.34; and, on a quarterly basis, and the minutes of governing board meetings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reviewed and confirmed October 6th, 2013</td>
</tr>
<tr>
<td>6. Provide a letter from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school's charter management organization, or his or her spouse, are not a member of the governing board of the charter school.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>7. Provide a letter from the school or its attorney confirming from the school that all members of its governing board are in compliance with these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and 112.3143(3), including that they have no conflicts of interest.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
<tr>
<td>8. Provide a letter from the school or its attorney confirming that the school and or any of its employees, have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evidence Provided</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**

14 indicators out of 14 met with compliance

Signature: Miriam Williams  
Date: 2/20/14

Signature: Monica Thompkins  
Date: 2/20/14

Signature:  
Date:  

17
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: **Palm Beach Gardens School of Technology Arts**

Reviewed by: **STEVE BYANKE**

Date of Visit: **2-20-2014**

Each reviewer will complete a review document by marking as follows:

YES – Appropriate information and/or evidence of documentation is in place.

NO – Necessary information and/or evidence of documentation incomplete or is not in place.

N/A – Not applicable

CMS -- Upload documents to Charter Monitoring System

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of comprehensible registration procedures for ELLs and families have been established and the school registration form which includes a Home Language Survey (HLS) is translated in the District’s four major languages (English, Spanish, Haitian Creole and Portuguese)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. All instructional staff members are in compliance (or in process of compliance) with professional qualifications required by the Florida Department of Education for personnel who teach ELLs. (ESOL Endorsement, ESOL coverage or ESOL Certification)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. There is a full-time, bilingual staff member who speaks the same home language of the ELLs when 15 or more students speak the same language.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Instruction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of comprehensible instruction that includes the use of appropriate ESOL instructional strategies with English Language Learners (ELLs).</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of students entering a FL school for the first time who check &quot;YES&quot; to any of the three questions on the Home Language Survey (HLS) are administered an English language proficiency assessment within twenty (20) school days as required by Consent Decree.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>5. ESOL Student Files and Recordkeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence that ELL student records are maintained in compliance with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>requirements of the Consent Decree and FEFP reporting procedures.</td>
<td>V</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. In accordance with the Department of Justice Agreement, there is</td>
<td></td>
<td>V</td>
<td></td>
<td>THEY HAVE</td>
</tr>
<tr>
<td>evidence of communication with parents/guardians of ELLs regarding</td>
<td></td>
<td></td>
<td></td>
<td>AGREED TO</td>
</tr>
<tr>
<td>discipline procedures, Code of Conduct, registration, school-wide</td>
<td></td>
<td></td>
<td></td>
<td>TRANSLATE THE</td>
</tr>
<tr>
<td>expectations, etc. that is translated into the District's major</td>
<td></td>
<td></td>
<td></td>
<td>REQUIRED</td>
</tr>
<tr>
<td>languages (Spanish, Haitian Creole, Portuguese) and interpreters are</td>
<td></td>
<td></td>
<td></td>
<td>DOCUMENTS</td>
</tr>
<tr>
<td>available at parent meetings and conferences so that information is</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>presented in a language understood by the parent/guardian.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL NOTES/COMMENTS

60 indicators out of 77 met with compliance

**Signature**

Date 2-20-14
School District of Palm Beach County

CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: SOTA

Reviewed by: Amy Brown, Beverly Latimer

Date of Visit: 2/18/14

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable
CMS—Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ESE folders are properly maintained for appropriate students.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>b. Lesson plans reflect appropriate instruction for ESE students.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>( ) Teachers have copies of IEPs in classrooms.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>d. ESE students are receiving services documented on their IEPs.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>e. IEPs are current and completed timely.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>f. Three-year re-evaluations are current and completed timely.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>g. Procedures for discipline for ESE students are in compliance with IDEA and District procedures.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>h. Evidence of # of students were provided with the alternate assessment (FAA) in place of regular assessment.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>i. The ESE Consult attends recommended meetings. (Documentation required)*</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>j. Evidence of Consult Logs (Documentation required)*</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>k. OT, S/L, PT, DHH, VI services are being delivered -*</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>l. Evidence of the ten-day notice and two attempts made for inviting parents/guardians to attend IEPs and Child Study Team meetings.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>m. Evidence that the required members are invited and in attendance at IEP/CST/STB meetings.</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
</tbody>
</table>

*ESE Teacher Signature Missing on IEP's
*Gen Ed Teacher sign. Missing
<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>n. Procedures are being followed for Eligibilities, Evaluations, Re-Evaluations using appropriate, updated forms.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>o. Lesson plans reflect appropriate accommodations/modifications for ESE/504 students.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>p. Matrices are IEP driven with supporting documentation.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>q. IEPs are written to meet students' needs.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>r. Evidence of behavior documentation for ESE students.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>s. Evidence of RtI and School Based Teams.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

10 indicators out of 16 met with compliance

Signature: [Signature]

Date: 18/18/14

Note: 56D eligibility completed - No NET Form completed. No observations attached to 56D issue.
School District of Palm Beach County

CHARTER SCHOOL RENEWAL PROGRAM REVIEW

Charter School: Gardens School of Technology Arts, Inc.
Reviewed By: Dr. Christine Ferlita, ESE Specialist, Division of Support Operations
Date of Visit: CSCMS

Each reviewer will complete a review document by marking as follows:
- **YES** Appropriate information and/or evidence of documentation is in place
- **NO** Necessary information and/or evidence of documentation incomplete or is not in place
- **N/A** Not applicable
- CMS Evidence uploaded to Charter Monitoring System

### TRANSPORTATION

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Information relevant to all students transported by a school bus is on file.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Copies of all contracts for student transportation are on file.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence of policies and procedures to enforce high standards for student conduct on school buses.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence that transportation is not a barrier to equal access to the charter program.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence to confirm that all regular riders, occasional riders, and all persons qualified to transport students have participated in required school bus emergency evacuation drills.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence to confirm supervision was provided and that school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure a safe and orderly flow.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Evidence to confirm that all required transportation documentation of special needs students is on file.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:** Additional comments in CSCMS

2 Indicators meet with compliance
0 Indicators do not meet with compliance
5 Indicators not applicable

*Dr. Christine Ferlita*
Signature 02.26.2014

Date
Case # 16-474

Gardens School of Technology Arts, Inc.

Exhibit # 34

Palm Beach School District
Charter Department

End of Year Review Summary of GSOTA
FY 2013 – 2014
End of Year Review Summary (FY 2013-2014)

Gardens School of Tech Arts was reviewed in the categories listed in the chart below by the Department of Charter Schools and other School District experts. Here are the ratings of all category areas for your End of Year Review.

<table>
<thead>
<tr>
<th>CATEGORY AREAS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Curriculum and Instruction</td>
<td>D</td>
</tr>
<tr>
<td>2 Personnel/Professional Development</td>
<td>N/A</td>
</tr>
<tr>
<td>3 Assessment/Student Performance</td>
<td>C</td>
</tr>
<tr>
<td>4 Finance and Operations</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Insurance</td>
<td>N/A</td>
</tr>
<tr>
<td>6 Food Service</td>
<td>N/A</td>
</tr>
<tr>
<td>7 Facilities and Environment</td>
<td>N/A</td>
</tr>
<tr>
<td>8 Governance</td>
<td>N/A</td>
</tr>
<tr>
<td>9 ESOL/ELL Services</td>
<td>N/A</td>
</tr>
<tr>
<td>10 ESE Services</td>
<td>C</td>
</tr>
<tr>
<td>11 Transportation</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Ratings were assigned based on the following criteria:

<table>
<thead>
<tr>
<th>Compliant</th>
<th>The Category Areas were found to be acceptable; no critical component was found deficient or only one area of a category was found to be deficient and this one area was not a critical component. A critical component is defined as one that impedes the health, safety, and/or welfare of the student. A critical area may also pertain to ESE, ESOL, or student achievement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficient</td>
<td>Three or more areas were found to be deficient and/or one critical area in a category was cited as deficient.</td>
</tr>
</tbody>
</table>
CHARTER SCHOOL: Gardens School of Technology Arts – Elementary K-5

Reviewed by: Robin White – Elementary Literacy Specialist – Dept. of Curriculum

Date of Visit: May 9, 2014

Each reviewer will complete a review document by marking as follows:

YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable-Explain in comment section.

CMS -- Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of a detailed curriculum plan that illustrates how students will be provided services to attain the NGSSS, Sunshine State Standards and CCS. (Provide a copy of plan.)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>No Evidence of a detailed pacing chart covering the NGSS and CCS for all elementary grade levels</td>
</tr>
<tr>
<td>b. Evidence of the curriculum plan’s learning goals and objectives including how goals will be evaluated to indicate academic improvement.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers).</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence in grades 3-5</td>
</tr>
<tr>
<td>d. Evidence of lesson plans that incorporate NGSSS, CCS in all areas of instruction. (Lesson Plans Will BeReviewed)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No evidence – Objectives are stated in lesson plans but connection to the standards was unclear. Teachers and students were not present in grades 3-5 (field trip)</td>
</tr>
</tbody>
</table>
### CURRICULUM AND INSTRUCTION

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>e. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>at grade level</strong>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of differentiated small group lesson plans</td>
</tr>
<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>above grade level</strong>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of differentiated small group lesson plans</td>
</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that will be used for students (level 1 and 2) reading <strong>below grade level</strong>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of differentiated small group lesson plans</td>
</tr>
<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques during observation.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether their child is reading at grade level.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>j. Evidence parents have been provided sufficient information on whether their child has gained at least a year's worth of learning for every year spent at the Charter School.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>k. Evidence of a Remediation Plan for Level I and Level II students as required by the state.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td><strong>No evidence</strong> of Immediate Intensive Intervention (iii) in lesson plans.</td>
</tr>
<tr>
<td>l. Evidence that there is a plan to evaluate the effectiveness of the curriculum program.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>m. Evidence of identification and acquisition of appropriate <strong>Evidence</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>technologies and a means to promote safe, ethical and appropriate uses of technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. Evidence that the instructional staff receives training that will support the distinctive curriculum used at the charter school.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
<tr>
<td>o. Evidence that a researched based reading program is the primary focus of the curriculum and that resources including curriculum guides and materials are provided to support the curriculum, including staff development.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>No Evidence of a detailed pacing chart covering the NGSS and CCS for all elementary grade levels. Treasures Reading Series and Triumph Learning are being used as the Reading Curriculum not as a resource to support the NGSS and CCS.</td>
</tr>
<tr>
<td>p. Evidence of reading block.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>q. Evidence of additional instructional time for struggling readers as required by DOE.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>No evidence of Immediate Intensive Intervention (iii) in lesson plans.</td>
</tr>
<tr>
<td>r. Documentation that all instructional activities are aligned to the NGSSS, Sunshine State Standards, CCS and are supportive of the distinctive curriculum.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>No evidence – Objectives are stated in lesson plans but connection to the standards was unclear Teachers and students were not present in grades 3-5 (field trip)</td>
</tr>
<tr>
<td>s. Classroom environment is reflective of the school’s commitment to reading. (Classroom libraries)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Classroom libraries showed improvement.</td>
</tr>
<tr>
<td>t. Evidence the school is being innovative as stated in its Charter and Application.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Compliant at Mid-Year Review</td>
</tr>
</tbody>
</table>

ADDITIONAL NOTES/COMMENTS:

- Not all teachers have been trained and are able to implement Reading Running Records. Please check for dates on Course Registration or the new ELM.
Balanced Literacy and Guided Reading training is highly recommended.

On February 18, 2014, the State Board of Education revised elements of the Common Core Standards and renamed the benchmarks the Florida Standards. The board voted unanimously to revise the student performance standard in English Language Arts and Mathematics. Cursive writing was also added to 4th and 5th grade instruction. Attached is a pdf of the current changes.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

10 indicators out of 20 met with compliance

Signature: Robin White  Date: May 14, 2014
**School District of Palm Beach County**

**CHARTER SCHOOL END OF YEAR REVIEW**

**CHARTER SCHOOL:** Gardens School of Technology Arts

**Reviewed by:** Fallon Felsen and Karen Marchetto

**Date of Visit:** May 12, 2014

*Each reviewer will complete a review document by marking as follows:*

- **YES** – Appropriate information and/or evidence of documentation is in place.
- **NO** – Necessary information and/or evidence of documentation incomplete or is not in place.
- **N/A** – Not applicable-Explain in comment section.
- **CMS** -- Upload documents to Charter Monitoring System

### CURRICULUM AND INSTRUCTION

<table>
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<tr>
<th>Indicators</th>
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<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of a detailed curriculum plan that illustrates how students will be provided services to attain the NGSSS, Sunshine State Standards and CCS. (Provide a copy of plan.)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>ELA utilizes Springboard curriculum. Attachments included in CAP designated as focus calendars were the Table of Contents from <em>Buckle Down</em> workbook and <em>Treasures</em> textbook.</td>
</tr>
<tr>
<td>b. Evidence of the curriculum plan’s learning goals and objectives including how goals will be evaluated to indicate academic improvement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence of lesson plans that incorporate NGSSS, CCS in all areas of instruction. <em>(Lesson Plans Will Be Reviewed)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence in lesson plans at time of visit. CAP indicated that the NGSSS and CCS would be evident in lesson plans. Objectives are stated in lesson plans, but connection to standards is unclear.</td>
</tr>
<tr>
<td>e. Evidence that the reading curriculum has differentiated</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum for the FY14 school year.</td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>strategies that will be used for students reading <strong>at grade level</strong>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a specific reading curriculum for the FY14 school year.</td>
</tr>
<tr>
<td>(Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>above grade level</strong>. (Documentation required)*</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that will be used for students (level 1 and 2) reading <strong>below grade level</strong>. (Documentation required)*</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques during observation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether their child is reading at grade level. (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Evidence parents have been provided sufficient information on whether their child has gained at least a year's worth of learning for every year spent at the Charter School. (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Evidence of a Remediation Plan for Level I and Level II students as required by the state. (Documentation required)*</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>No evidence of remediation plan at time of visit. Principal indicated that ESE/reading endorsed teacher is doing pull-outs and stated that he will provide documentation.</td>
</tr>
<tr>
<td>l. Evidence that there is a plan to evaluate the effectiveness of the curriculum program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Evidence of identification and acquisition of appropriate technologies and a means to promote safe, ethical and appropriate uses of technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CURRICULUM AND INSTRUCTION

<table>
<thead>
<tr>
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<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>n. Evidence</strong> that the instructional staff receives training that will support the distinctive curriculum used at the charter school.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>No evidence of a specific reading curriculum for FY14 school year. CAP states that “committee at school is researching reading programs for purchase for next year.” Attachment to CAP included letter dated May 6, 2014, that states that “Zaner Blosor has been chosen for the middle school reading program for next year.”</td>
</tr>
<tr>
<td><strong>o. Evidence</strong> that a researched based reading program is the primary focus of the curriculum and that resources including curriculum guides and materials are provided to support the curriculum, including staff development.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No evidence of reading block for the FY14 school year. CAP states that “middle school students are scheduled into Intensive Reading course coded appropriately in TERMS,” however the course has not been built into their master schedule. Principal states that he will create it for next year.</td>
</tr>
<tr>
<td><strong>p. Evidence</strong> of reading block.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>q. Evidence</strong> of additional instructional time for struggling readers as required by DOE.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>r. Documentation</strong> that all instructional activities are aligned to the NGSSS, Sunshine State Standards, CCS and are supportive of the distinctive curriculum.</td>
<td></td>
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</tr>
<tr>
<td><strong>s. Classroom environment is reflective of the school’s commitment to reading. (Classroom libraries)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>t. Evidence</strong> the school is being innovative as stated in its Charter and Application.</td>
<td></td>
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</tr>
</tbody>
</table>

### ADDITIONAL NOTES/COMMENTS:
<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

0 indicators out of 8 met with compliance

Signature: Julian Felser, Karen Marchetto  Date: May 14, 2014
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 35

Palm Beach School District
Charter Department
Mid-Year Review of GSOTA
FY 2014 – 2015
March 6, 2015

Dr. Kevin Kovacs, Principal
Gardens School of Technology Arts
9153 Roan Lane
Palm Beach Gardens, FL 33403

Dear Dr. Kovacs:

Enclosed please find your charter school's FY2014-15 Mid-Year Review with attachments. There is also additional review feedback available on the information submitted via CHARTER TOOLS. Please login to CHARTER TOOLS to access this feedback.

If you want to respond or provide an explanation for non-compliant items, discuss further the contents of the review, or disagree with the team’s finding(s) within the review, please provide a written response to the office of Charter Schools Department within ten (10) days of this letter.

For any item(s) marked as "Deficient" or "no", this letter serves as your notice of non-compliance. You are now expected to correct any and all non-compliant items. Safety items need to be addressed immediately. Otherwise, you have thirty (30) days (unless your charter specifies a different amount of time) to correct the deficiency(s). You are to provide the Department of Charter Schools a compliance corrective action plan within this time frame.

If you need assistance from the School District Department of Charter Schools or have questions about the corrective plan or actions, please contact us as soon as possible. This Department and the District are willing to provide recommendations and support to your school to resolve the issue(s) depending on the item(s), and to what extent our assistance can be provided.

Thank you for your prompt response to this review.

Sincerely,

James T. Pegg
Director

JTP/mv

Cc: Debra K. Moore, Board Chair
Enclosure
INTRODUCTION

Pursuant to F.S. 1002.33(5) (b) (1a, b, e, & f) Sponsor duties - The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter. The sponsor shall monitor the revenues and expenditures of the charter school and perform the duties provided in s. 1002.345. The sponsor shall ensure that the charter is innovative and consistent with the state education goals established by s. 1000.03(5). The sponsor shall ensure that the charter school participates in the state's education accountability system. Additionally, if the school earned a grade of "D" or "F", the sponsor must annually review implementation of the school improvement plan to monitor the school's continued improvement pursuant to F.S. 1002.33 (9) (n). Moreover, provisions in your Charter Contract with the School Board provide for the sponsor's ability to monitor your school.

Therefore, Mid-Year Reviews are conducted to assess areas in need of improvement and/or correction and to identify additional support systems that may be needed to assist your school. The Mid-Year Review of your Charter School was performed from December 2014. A review rating of Compliant or Deficient is assigned to each section.

Prior to the review, the Department of Charter Schools provided, in advance, a draft of the Mid-Year checklist to the Governing Board Chair and/or the Charter School Principal. The Department of Charter Schools collaborated with the Principal to schedule the date and time of the review visit. Additionally, at the end of the review, the Principal was provided a copy of the handwritten report.

The summary of the Mid-Year Review for your school is attached and indicates that your school is in need of compliance corrective action in one or more deficient areas. Please be reminded that the attached compliance corrective action form should be based upon your progress in the areas of deficiency subsequent to the Mid-Year Review.

The overall review process consisted of several site visits by various District staff members (e.g., ESOL/LEP/ELL, ESE, Governance, Personnel, Facilities & Environment, etc.).

The Mid-Year Review of the school covered the following areas:

- Student Support Services
- Reading Curriculum
- Assessment
- Personnel/Professional Development
- Policies and Procedures
- Governance
- Facilities and Environment
- Communication-Parent/School
- ESOL Services
- ESE Services
Mid-Year Review Summary (SY 2014-2015)

Gardens School of Technology Arts (GSOTA) was reviewed in the categories listed in the chart below by the Department of Charter Schools and other School District experts. Here are the ratings of all category areas for your Mid-Year Review.

<table>
<thead>
<tr>
<th>CATEGORY AREAS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Curriculum and Instruction</td>
<td></td>
</tr>
<tr>
<td>2 Personne/Professional Development</td>
<td></td>
</tr>
<tr>
<td>3 Assessment/Student Performance</td>
<td></td>
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<td>4 Finance and Operations</td>
<td></td>
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<tr>
<td>5 Insurance</td>
<td></td>
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<tr>
<td>6 Food Service</td>
<td></td>
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<tr>
<td>7 Facilities and Environment</td>
<td></td>
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<tr>
<td>8 Governance</td>
<td></td>
</tr>
<tr>
<td>9 ESOL/ELL Services</td>
<td></td>
</tr>
<tr>
<td>10 ESE Services</td>
<td></td>
</tr>
<tr>
<td>11 Transportation</td>
<td></td>
</tr>
</tbody>
</table>

Ratings were assigned based on the following criteria:

- **Compliant**: The Category Areas were found to be acceptable; no critical component was found deficient or only one area of a category was found to be deficient and this one area was not a critical component. A *critical* component is defined as one that impedes the health, safety, and/or welfare of the student. A *critical* area may also pertain to ESE, ESOL, or student achievement.

- **Deficient**: Three or more areas were found to be deficient and/or one *critical* area in a category was cited as deficient.
# Gardens School of Technology Arts (GSOTA) Compliance Corrective Action Plan

**CATEGORY RATING:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Findings</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Date Completed</th>
</tr>
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<tbody>
<tr>
<td>Section 1</td>
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<td>Section 2</td>
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<td>Section 7</td>
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<td>Section 8</td>
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<td>Section 9</td>
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<td>Section 11</td>
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<tr>
<td>Section 12</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts (GSOTA)

Reviewed by: Olive Horne, Elementary Literacy Specialist – Dept. of Curriculum
Karla Branch, Elementary Literacy Support - Dept. of Charter Schools

Date of Visit: December 4, 2014

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable- Explain in comment section.

CMS -- Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of a curriculum plan, i.e., scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. (Provide a copy of plan.)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>GSOTA is participating in the district's Elementary Literacy Roll Out. The charter school follows the Scope and Sequence as supported by the district created Units of Study.</td>
</tr>
<tr>
<td>b. If NOT following District SPP, evidence of how goals will be evaluated to indicate academic improvement.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers). Reviewers will conduct classroom observations which may include dialogue with students.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Whole groups, small groups, anchor charts, and learning stations were evident in K-5.</td>
</tr>
<tr>
<td>d. Evidence of lesson plans that X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Evident in lesson plans.</td>
</tr>
</tbody>
</table>
**Curriculum and Instruction - Literacy: Elementary**

<table>
<thead>
<tr>
<th>Indicators</th>
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<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>incorporate Florida Standards in reading instruction. Lesson Plans Will Be Reviewed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No evidence of differentiated small group plans in one Kindergarten classroom, one 1st grade classroom, and grades 4 and 5.</td>
</tr>
<tr>
<td>e. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>at grade level</strong>. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of differentiated small group plans in one Kindergarten classroom, one 1st grade classroom, and grades 4 and 5.</td>
</tr>
<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <strong>above grade level</strong>. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of differentiated small group plans in one Kindergarten classroom, one 1st grade classroom, and grades 4 and 5.</td>
</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that will be used for students (level 1 and 2) reading <strong>below grade level</strong>. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of differentiated small group plans in one Kindergarten classroom, one 1st grade classroom, and grades 4 and 5.</td>
</tr>
<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques during observation.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Indicated on report card. Please refer to the Comments/Notes section.</td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether their child is reading at grade level. <em>(Documentation required)</em></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>No evidence of a remediation plan for K-5 students. Most teachers said they pull students as needed. Documentation was not available.</td>
</tr>
<tr>
<td>j. Evidence of a Remediation Plan for Level I and Level II students in keeping with the Student Progression Plan.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Provided evidence of school based trainings and teachers also attend district trainings i.e. Literacy Planning Cycle.</td>
</tr>
<tr>
<td>k. Evidence that the instructional staff receives professional development/training that will support the distinctive curriculum used at the charter school.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Provided evidence of school based trainings and teachers also attend district trainings i.e. Literacy Planning Cycle.</td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
<td>CMS</td>
<td>COMMENTS</td>
</tr>
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<td>---------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. Evidence that a researched-based reading program is the primary focus of the curriculum and that resources including curriculum guides and materials are provided to support the curriculum.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>The school has purchased Scholastic Trade books and the leveled libraries to support the Lucy Caulkins research based Reader's and Writer's Workshop.</td>
</tr>
<tr>
<td>m. Evidence of reading block.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Indicated on schedules and during walkthroughs.</td>
</tr>
<tr>
<td>n. Classroom environment is reflective of the school's commitment to reading, i.e., classroom libraries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Continue leveling libraries as best practice recommends 1/3 leveled and 2/3 genres.</td>
</tr>
<tr>
<td>o. Evidence the school is being innovative as stated in its Charter and Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Technical Arts infusion</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**

An Elementary Reading Deficiency letter is recommended. Please see the attached district bulletins.

Please provide documentation for remediation of the elementary level 1 & 2 students.

_11_ Indicators out of _15_ met with compliance

Signature: ___________________________ Date: _______________
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

Reviewed by: __________ Christina Gray, Karen Marchette

Date of Visit: December 4, 2014 and December 10, 2014

Each reviewer will complete a review document by marking as follows:
- YES – Appropriate information and/or evidence of documentation is in place.
- NO – Necessary information and/or evidence of documentation incomplete or is not in place.
- N/A – Not applicable- Explain in comment section.
- CT -- Upload documents to Charter Tools.

School is following District’s Student Progression Plan _X__ Yes _____ No
School is following District’s Comprehensive Reading Plan _X__ Yes _____ No

<table>
<thead>
<tr>
<th>CURRICULUM AND INSTRUCTION - Literacy: Elementary</th>
<th>Secondary X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
<td>Y</td>
</tr>
<tr>
<td>1. Curriculum and Instruction</td>
<td></td>
</tr>
<tr>
<td>a. Evidence of a curriculum plan, i.e, scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. (Provide a copy of plan.)</td>
<td></td>
</tr>
<tr>
<td>b. If NOT following District SPP, evidence of how goals will be evaluated to indicate academic improvement.</td>
<td></td>
</tr>
<tr>
<td>c. Evidence that teachers are using a variety of instructional methods (i.e., cooperative groups, teacher directed, project-based, visual instructional aids, learning centers). Reviewers will conduct classroom observations which may include dialogue with students.</td>
<td></td>
</tr>
<tr>
<td>d. Evidence of lesson plans that incorporate Florida Standards</td>
<td></td>
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</table>

*Revised 11/14/14*
<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
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<th>N/A</th>
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</tr>
</thead>
<tbody>
<tr>
<td>in reading instruction. Lesson Plans Will Be Reviewed</td>
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<tr>
<td>e. Evidence that the reading curriculum has differentiated strategies that</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Through ELA</td>
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<tr>
<td>will be used for students reading <strong>at grade level</strong>.** (Documentation</td>
<td></td>
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<td></td>
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<tr>
<td>required)**</td>
<td></td>
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<tr>
<td>f. Evidence that the reading curriculum has differentiated strategies that</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Through ELA</td>
</tr>
<tr>
<td>will be used for students reading <strong>above grade level</strong>.** (Documentation</td>
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<td></td>
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<tr>
<td>required)**</td>
<td></td>
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</tr>
<tr>
<td>g. Evidence that the reading curriculum has differentiated strategies that</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Group activities include independent reading, computer reading using</td>
</tr>
<tr>
<td>will be used for students (level 1 and 2) reading <strong>below grade level</strong>.**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;Newsela,&quot; Ready Book completion activities, teacher-led group using Read</td>
</tr>
<tr>
<td>(Documentation required)**</td>
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<td></td>
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<td></td>
<td>for Real.</td>
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<tr>
<td>h. Teachers demonstrate appropriate classroom management techniques</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Suggestion that after-school intensive reading session include restroom</td>
</tr>
<tr>
<td>during observation.</td>
<td></td>
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<td></td>
<td>break after school/at beginning of session to avoid constant requests</td>
</tr>
<tr>
<td>i. Evidence parents have been provided sufficient information on whether</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>One hour after school reading session</td>
</tr>
<tr>
<td>their child is reading at grade level.** (Documentation required)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Evidence of a Remediation Plan for Level I and Level II students in</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Zaner-Bloser's Read for Real</td>
</tr>
<tr>
<td>keeping with the Student Progression Plan.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>k. Evidence that the instructional staff receives professional</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>development/training that will support the distinctive curriculum used at</td>
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<tr>
<td>the charter school.</td>
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</tr>
<tr>
<td>l. Evidence that a researched-based reading program is the primary focus</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of the curriculum and that resources</td>
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### CURRICULUM AND INSTRUCTION - Literacy: Elementary  

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
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<th>N/A</th>
<th>CT</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>including curriculum guides and materials are provided to support the curriculum.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Evidence of reading block.</td>
<td>X</td>
<td></td>
<td>N/A</td>
<td>CT</td>
<td>One hour after school reading session</td>
</tr>
<tr>
<td>n. Classroom environment is reflective of the school's commitment to reading, i.e., classroom libraries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Reading session had 5 titles from which students could select for independent reading.</td>
</tr>
<tr>
<td>o. Evidence the school is being innovative as stated in its Charter and Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Variety of technology programs offered across all grade levels</td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS:**
Sixth and seventh grade ELA teacher is currently certified only inElem Ed but pursuing ELA certification.
Reviewer's observation: Because reading session for struggling readers occurs after school (due to teacher certification requirements), it has more of a punitive climate than intervening.

---

Indicators out of ____ met with compliance

Signature: ___________________________ Date: ______________
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: GSOTA

Reviewed by: _________________________

Date of Visit: __________________________

Each reviewer will complete a review document by marking as follows:

YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable-Explain in comments section.
CT-Upload documents to Charter Tools.

<table>
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<th>PERSONNEL</th>
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<th>N</th>
<th>N/A</th>
<th>CT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Evidence of Performance Evaluation Systems (instructional personnel and administrators) as required by law. (Documentation required)²</td>
<td>✔</td>
<td>✓</td>
<td></td>
<td></td>
<td>PC PCS Evaluation System</td>
<td></td>
</tr>
<tr>
<td>b. Evidence of Out-of-field agreements are on file for appropriate teachers.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>NO OOF</td>
<td></td>
</tr>
<tr>
<td>c. Documentation, substantiating the expertise in field of specialty, is on file for teachers who are determined highly qualified in accordance with F.S. §231.15(1). (Documentation required)²</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>d. Copies of contracts for contractual services and documentation of services provided are on file.</td>
<td></td>
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</tr>
<tr>
<td>e. A complete list of employees is on file and includes addresses and phone numbers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Training/staff development activities have been documented, including topic, date, and list of participants.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>g. Charter School Authorization Forms for all employees are on file</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>h. Teaching certificates/letters of eligibility for appropriate teachers.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>i. Evidence that a highly qualified instructional staff is employed.</td>
<td></td>
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</tr>
</tbody>
</table>

Reviewed at Charter Office via CT/PS/TERMS

Indicators out of _______ met with compliance

Signature ___________________________ Date ____________

*Revised 11/14/14*
### ASSESSMENT

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Description of method used to identify the educational strengths and needs of students.</strong> Provide copies of the following data from the Educational Data Warehouse reports:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>ELA Profile (Most Recent) - RTSOR0036</strong> - Report shows the most recent scores for FCAT NGSSS Reading, Diagnostic Reading, Elementary Literacy Assessment, and SRI.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Math Profile (Most Recent) - RTSOM0037</strong> - Report shows the most recent scores for FSA Math, FCAT NGSSS Math, Algebra 1, Algebra 2, Geometry EOC and Diagnostic Assessments.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Science Profile - RTSFS0121</strong> - Report shows the overall scale score and level for the most recent FCAT NGSSS Science and Biology 1 EOC. In addition, the Science and Biology 1 Diagnostic scores and level are shown for the current school year.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Writing Profile - RTSFW0146</strong> - Report shows the score for the most recent FCAT NGSSS Writing exam, as well as, all Palm Beach Performance Assessment scores for the current school year.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLKERS - Check compliance for FY 15**
- Submitted Diagnostic Roster Reports for each grade level and ELA, Math, Science
- ELA Diagnostic data submitted several level 2 students not enrolled in Intensive Reading
- Diagnostic FCAT Science scores submitted
- Grade 2 PBPA Writing results
- Check for Assessment Period 2 Writing results
5. **Diagnostic Diamond Report - RTODA0173** - Report contains Fall and Winter Diagnostic school results that include each question's content focus, standards, type, and cognitive level. It compares the school results to the district results for each question.

6. **EOC Diagnostic Diamond Report - RTODA0474** - Report contains End of Course (EOC) Diagnostic percent correct and provides comparison of grade level results to District results for the same grade level or school results to District results.

### B. Evidence of an accountability plan including a method for reporting the results to the charter school community. (Evaluation of educational program)

*Provide copies of the from the following Florida Department of Education (FDOE) and EDW reports:*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Submitted Diamond Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>FY15 School Improvement Plan</strong> – FDOE report</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. <strong>School Improvement Plan Online 2015</strong> - RXOQA0197 - Summary report provides information to complete the School Improvement Plan.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Discipline Dashboard</strong> – RDGQA0494 – Shows discipline data by month, location, and type.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Absences by Period Summary</strong> – RASQA0318 – Shows the total school absences and tardies by period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. Implementation of the District Student Progression Plan:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>After School tutoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students participate in all age appropriate district and state assessments. Results are communicated to parents.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. Procedures are in place to report quarterly grades and mid-term progress to parents/guardians and students.</td>
<td>X</td>
<td>Report Cards standards based</td>
</tr>
<tr>
<td>3. Students performing below grade level in reading, writing, mathematics, or science are identified and provided remedial instruction.</td>
<td>X</td>
<td>Letter to parents re: Intensive Reading</td>
</tr>
</tbody>
</table>
4. Procedures are in place for graduation, promotion, remediation, retention including a process for communicating to parents/guardians and students.

5. PMP's have been written for students performing below grade level in reading, writing, mathematics, and/or science. (documentation required)

6. PMP's indicate parent/guardian participation in the process.

7. PMP's have been entered on TEAMS.

D. Monitoring Student Progress:

1. **Individual Student Form - RSSOA0082-**
   - Report shows a profile detailing demographics, attendance, discipline, grades, testing and special programs for an individual student.

2. **SALP - RTTOR0035-**
   - Report shows individual student profile for Student Assessment Literacy Project (SAL-P).
   - This student listing contains FCAT SSS and SRI and Diagnostics assessment results.

3. **SALP High School - RTSOA0454-**
   - Report shows individual student profile for Student Assessment Literacy Project (SAL-P), SAT, ACT and CPT. This student listing contains FCAT SSS and SRI and Diagnostics assessment results.

4. **Individual Graduation Status - RSSYA0342-**
   - Report shows FCAT, GPA, Credits and Community Service Hours. (Note: This report does not take into account the number of credits per subject area. Report is only valid for students in grades 9 to 12.)

Indicators out of 8 met with compliance

Signature [Signature]

Date 12/12/14
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Hurdens School of Technology
Reviewed by: Amy Brown, Beverly Latimer
Date of Visit: 12/9/14

Related Statute: A charter may be renewed provided that a program review demonstrates that the criteria in paragraph (a) have been successfully accomplished and that none of the grounds for nonrenewal established by paragraph (8) (a) has been documented. (F.S.1002.33 (7) (b)(1))

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable
CT—Upload documents to Charter Monitoring System

### EXCEPTIONAL STUDENT SERVICES (ESE)

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ESE folders are properly maintained for ESE students.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All files are present for enrolled ESE students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All IEPs, evaluations and related documents are</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present at least 3 years back when applicable</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. IEPs are compliant based on IEP Compliance Monitoring Tool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. There is evidence of implementation of accommodations, modifications, strategies working toward mastery of the annual goals as specified on the IEP. (lesson plans, logs, interviews, etc.)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Teachers have copies of IEPs in their classrooms.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. ESE students are receiving services documented on their IEPs (logs, schedules etc.)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. IEPs and 504s are current and timely</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Three year reevaluations are current and timely</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Procedures for discipline for ESE students are in compliance with IDEA and District procedures</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation of manifestation hearings for 10+ days of suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBA/BIP developed for 10+ day suspensions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Evidence of # (%) of students were provided with the alternate assessment (FAA) in place of regular assessment</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicators</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
</tr>
<tr>
<td>j. The ESE Contact attends recommended meetings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation required (LEA training, IEP training, District Contact</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>meetings, Charter Contact meetings, TERMS, EDW)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Evidence of Consultation logs showing face to face meetings</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>l. OT, PT, S/L, DHH, VI services are being provided</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(therapy logs, attendance, schedules, consultation logs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. PPN is compliant based on IEP Compliance Monitoring</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>n. There is evidence that the required members are invited and in</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>attendance at IEP/CST meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o. Procedures are being followed for eligibilities, evaluations, reevalu-</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ations, dismissals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>p. Matrices are IEP driven with supporting documentation.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>q. IEPs are written to meet students' needs per present levels of</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>performance, standardized test scores and other assessments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>r. Evidence of behavior documentation and implementation for IEP</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>students. Plan is indicated in IEP in accommodations/goals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavior plan in file when applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of plan in use in classroom</td>
<td></td>
<td></td>
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<tr>
<td>s. Evidence of RtI and School Based Teams.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>t. There is evidence of IEP supporting documents (parent input form,</td>
<td>✓</td>
<td></td>
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<tr>
<td>Access Point/FAA, ESE Center School placement)</td>
<td></td>
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</tr>
</tbody>
</table>

13 Indicators out of 18 met with compliance

Signature: [Signature]
Date: _____________________
School District of Palm Beach County  
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts, Inc.

Reviewed by: Cathi Davis

Date of Visit: Reviewed via Charter Tools in District Office on 12/9/14

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable—Explain in comments section.
CMS - Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>FINANCE &amp; OPERATIONS</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Budget Preparation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence that budget has been approved by Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that budget amendments are prepared and approved by board. (Copy of minutes)</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. The board approved budget was submitted to the District in a timely manner.</td>
<td>X</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Financial Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence that expenditures do not exceed available resources in each fund.</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence of financial accounting policies and procedures and that they meet generally accepted standards of fiscal management. (Copy of and access to procedures manual).</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence that monthly financial statements are prepared using the FDOE required format.</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Evidence that monthly financial statements are timely filed with the District.</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.</td>
<td>X</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Evidence that the annual audit report includes documentation of charter school's financial</td>
<td>X</td>
<td>N</td>
<td></td>
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</tr>
</tbody>
</table>
### FINANCE & OPERATIONS

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>h. Evidence that capital expenditures (if applicable) are reported separately on the monthly and/or annual financial statements.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Established system of accounting for fixed assets in accordance with Rules of the Auditor General 10.400 (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Evidence of a property records inventory (Copy of report). Fla. Admin. Code Ch. 691-73.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Evidence that the property records inventory form has been submitted to the District in a timely manner.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Cost report data submitted to District by required date.</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>m. Evidence that Teacher Lead was paid to teachers by September 30th of each year.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. Evidence that audit management letter response was prepared and approved by the board. (Copy of minutes)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o. Evidence that details of accrued liabilities including notes, loans, lines of credit and/or related party transactions have been recorded in the financial statements.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>p. Evidence financial corrective action plan has been established (if applicable) and submitted to the District.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>q. Evidence that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>r. Evidence that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>s. Evidence of compliance with class size reduction as applicable to charter schools.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>t. Evidence that categorical program revenues were spent on allowable costs.</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### 3. Grants Accounting (If applicable)

| a. Established grant accounting procedures. (Copy of or access to procedures manual) 34 CFR | X |     |     |     |          |

2
### FINANCE & OPERATIONS

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>74.21(b)(6), 34 CFR 76.530, 34 CFR 76.702, and OMB Circular A-110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Were grant funds accounted for separately or somehow identified in the monthly, quarterly and annual financial statements.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4. Other Statutory Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The Charter Schools website includes the school’s annual budget, the independent fiscal audit, and the minutes of the governing board meetings (at least quarterly).</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Capital Outlay funding provided in FEFP payments or CO disbursements were appropriately spent. (Section 1013.62(2) F.S.)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5. Financial Viability

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Maintained adequate cash flow to meet rent, salary and benefit requirements.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Met financial obligations to District and other vendors.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Maintain an adequate fund balance.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Maintained steady FTE counts.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL NOTES/COMMENTS

Based on review of the 2013-14 audit report, monthly financial statements and the ratios listed on the next two pages indicate that the charter school is financially stable.

27 indicators out of 27 met with compliance

Signature: [Signature]

Date: 12/31/14
Financial Indicators for: Gardens School of Technology Arts
FY 2014-15

<table>
<thead>
<tr>
<th>Indicator</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Asset(Deficit)</td>
<td>$56</td>
<td>$113</td>
<td>$215</td>
<td>Declining results. Deficits may indicate financial emergency.</td>
</tr>
<tr>
<td>Unrestricted Net Asset(Deficit)</td>
<td>$56</td>
<td>$108</td>
<td>$212</td>
<td>Declining results. Deficits may indicate financial emergency.</td>
</tr>
<tr>
<td>Fund Balance (Deficit)</td>
<td>$56</td>
<td>$108</td>
<td>$212</td>
<td>Declining results indicate difficulty in maintaining a stable tax and revenue structure or adequate level of services. Deficits may indicate financial emergency.</td>
</tr>
<tr>
<td>Unreserved Fund Balance(Deficit) + Unrestricted Net Asset(Deficit)</td>
<td>$112</td>
<td>$216</td>
<td>$391</td>
<td>Percentages decreasing over time may lead to future budgetary problems.</td>
</tr>
<tr>
<td>Net Asset(Deficit)/Total Expenditure</td>
<td>5.40%</td>
<td>9.14%</td>
<td>13.72%</td>
<td>Percentages decreasing over time may lead to future budgetary problems.</td>
</tr>
<tr>
<td>Unrestricted Net Asset(Deficit) / Total Expenditure</td>
<td>5.40%</td>
<td>8.73%</td>
<td>0.14%</td>
<td>Percentages decreasing over time may indicate unstructured budgets that could lead to future budgetary problems even if the current fund balance is positive.</td>
</tr>
<tr>
<td>Unreserved Fund Balance(Deficit)/ Total Expenditures</td>
<td>5.40%</td>
<td>8.73%</td>
<td>11.42%</td>
<td>Percentages decreasing over time indicates difficulty raising the cash needed to meet its current needs.</td>
</tr>
<tr>
<td>Cash &amp; Investments/Current Liability</td>
<td>3.00%</td>
<td>5.28%</td>
<td>8.07%</td>
<td>Percentages decreasing over time indicates difficulty raising the cash needed to meet its current needs.</td>
</tr>
<tr>
<td>Cash &amp; Investments/Total Expenditures</td>
<td>8.09%</td>
<td>0.11%</td>
<td>13.91%</td>
<td>Increasing results may indicate liquidity problems, deficit expending, or both.</td>
</tr>
<tr>
<td>Current Liabilities/Total Revenues</td>
<td>2.56%</td>
<td>1.93%</td>
<td>1.62%</td>
<td>Increasing deficits may indicate that current revenues are not supporting current expenditures.</td>
</tr>
<tr>
<td>Change in Net Position/ Total Revenues</td>
<td>5.03%</td>
<td>4.41%</td>
<td>6.11%</td>
<td>Decreasing results may indicate a reduction in the ability to withstand financial emergencies or its ability to fund capital purchases without having to borrow.</td>
</tr>
<tr>
<td>Net Assets(Deficit)/Total Revenues</td>
<td>5.12%</td>
<td>8.73%</td>
<td>12.88%</td>
<td>\</td>
</tr>
</tbody>
</table>
Financial Indicators for: Gardens School of Technology Arts
FY 2014-15

<table>
<thead>
<tr>
<th>Indicator</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Net Assets (Deficit)/Total Revenues</td>
<td>5.12%</td>
<td>8.35%</td>
<td>12.70%</td>
<td>Decreasing results may indicate a reduction in the ability to withstand financial emergencies or its ability to fund capital purchases without having to borrow.</td>
</tr>
<tr>
<td>Interest on Long Term Debt/Total Expenditures</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>Percentages increasing over time may indicate declining flexibility to respond to economic changes.</td>
</tr>
<tr>
<td>Current Ratio (Current Assets/Current Liabilities)</td>
<td>3.00%</td>
<td>5.28%</td>
<td>881.48%</td>
<td>Decreasing trends indicates a schools ability to no longer meet obligations over the next 12 months.</td>
</tr>
<tr>
<td>Unrestricted Days of Cash (Unrestricted Cash/Total Expenses-Depreciation Expense)</td>
<td>30</td>
<td>39</td>
<td>51</td>
<td>Decreased numbers indicates that the school has insufficient cash to meet its cash obligations.</td>
</tr>
<tr>
<td>Total Margin (Net Income/Total Revenue)</td>
<td>5.12%</td>
<td>8.73%</td>
<td>12.88%</td>
<td>Steady ratios over several years indicates the school is living within its available resources.</td>
</tr>
<tr>
<td>Aggregate Total Margin (Total of 3 years Net Income/Total of 3 years Total Revenue)</td>
<td>na</td>
<td>na</td>
<td>9.47%</td>
<td>Steady or increasing ratios measures long term stability of the school.</td>
</tr>
<tr>
<td>Debt to Asset Ratio (Total Liabilities/Total Assets)</td>
<td>0.33%</td>
<td>18.25%</td>
<td>11.16%</td>
<td>Increasing trends demonstrate the schools reliance on borrowed funds to finance its operations.</td>
</tr>
<tr>
<td>One Year Cash Flow (CY Total Cash/Cash 2 yrs ago)</td>
<td>$84</td>
<td>$132</td>
<td>$134</td>
<td>These two ratios are reviewed together. If there is a negative cash flow over time, this may indicate problems with financial health and sustainability of the school.</td>
</tr>
<tr>
<td>Multi Year Cash Flow (CY Total Cash/PY Total Cash)</td>
<td>$84</td>
<td>$48</td>
<td>$86</td>
<td>Steady ratios indicate student enrollments from year to year are stable.</td>
</tr>
<tr>
<td>Change in FTE from prior year (Prior year FTE/CURRENT YEAR FTE)</td>
<td>na</td>
<td>33.33%</td>
<td>29.29%</td>
<td></td>
</tr>
</tbody>
</table>
School District of Palm Beach County

CHAPTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology

Reviewed by: [Signature]

Date of Visit: 1/7/15

Each reviewer will complete a review document by marking as follows:

YES – Appropriate information and/or evidence of documentation is in place.

NO – Necessary information and/or evidence of documentation incomplete or is not in place.

N/A – Not applicable-Explain in comments section.

CT- Upload documents to Charter Tools.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>a. Insurance policies are on file documenting active coverage with minimum limits as set forth in the charter contract.</td>
<td></td>
<td></td>
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<tr>
<td>b. School Leaders-Errors &amp; Omissions</td>
<td></td>
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<tr>
<td>c. Commercial General Liability</td>
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<tr>
<td>d. Workers' Compensation/Employers Liability</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>e. Property Insurance (including boiler and machinery coverage)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Benefits Administration Coverage (to provide employee benefits i.e. health, life)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>g. Automobile Liability Insurance</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>h. Evidence that the certificates of insurance have been provided to the district office indicating the district as an additional insured.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>i. Evidence of procedures that identify various risks and provide a comprehensive approach to reduce the impact of loses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

ADDITIONAL NOTES/COMMENTS:

9 Indicators out of 9 met with compliance

Signature [Signature] Date 1/7/15
School District of Palm Beach County

CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology

Reviewed by: Lyn Bryant

Date of Visit: ________________________

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<tbody>
<tr>
<td>a. A copy of the initial Certificate of Occupancy issued by the Code Enforcement Department of jurisdiction is on file at the school and has been submitted to the district, including a copy to cover any renovations.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>b. A copy of the most recent Fire Safety Inspection Report per Florida Statute Sec. 1013.12 (5) (b) showing that the school's facilities meet the building code and fire prevention code and/or any deficiencies are being corrected in accordance with the report.</td>
<td>✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>c. A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the district, including standards for serving food and drinking water.</td>
<td>✓</td>
<td></td>
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<tr>
<td>d. A copy of the schedule for Evacuation and Fire Drills for each school year as required by the Fire Marshall of jurisdiction including the dates and comments of actual drills performed. Unannounced drills shall be performed a minimum of every other month. This documentation is on file at the school and submitted to the district.</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>e. Evidence that procedures are in place to manage and regulate hazardous materials.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>f. Evidence that procedures are in place to ensure the review of material safety data sheets (MSDS) for every chemical product used in these and the maintenance activities each charter facility to be sure that all unused and waste chemical products are properly labeled.</td>
<td>¥</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>g. Per Florida Statute Sec. 1013.33 and 1013.35 charter schools participate in the annual Tentative Educational Facilities Work Plan. The following information must</td>
<td>¥</td>
<td></td>
<td></td>
<td>✓</td>
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</tbody>
</table>

*Revised 11/14/14*
**FACILITIES**

<table>
<thead>
<tr>
<th>Indicators</th>
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<th>N/A</th>
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<tbody>
<tr>
<td>be reported to the district:</td>
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<tr>
<td>1. Location of charter</td>
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<tr>
<td>2. Number of relocatables</td>
<td></td>
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<tr>
<td>3. Owner</td>
<td></td>
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<td>4. Year started/scheduled</td>
<td></td>
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<tr>
<td>5. Total number of student stations</td>
<td></td>
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<tr>
<td>6. Current student enrollment</td>
<td></td>
<td></td>
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<tr>
<td>7. Years in contract</td>
<td></td>
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<td></td>
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<tr>
<td>8. Charter school projections</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

This information is part of the district's concurrency calculations and must be included in the Five Year Capital Improvement Plan.

**ADDITIONAL NOTES/COMMENTS:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
</table>

Indicators out of 6 met with compliance

Signature: Lynne Bryan

Date: 1/7/15
School District of Palm Beach County  
CHARTER SCHOOL MID-YEAR REVIEW  

CHARTER SCHOOL: Gardens School of Technology  
Reviewed by: Lyn Bryant  

Date of Visit:  

*Each reviewer will complete a review document by marking as follows:*  
YES – Appropriate information and/or evidence of documentation is in place.  
NO – Necessary information and/or evidence of documentation incomplete or is not in place.  
N/A – Not applicable-Explain in comments section.  
CT - Upload documents to Charter Tools  

<table>
<thead>
<tr>
<th>GOVERNANCE</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following essential documents are available, up-to-date, signed, dated, appropriately organized, readily accessible, and professionally presented in a notebook or available on a public website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Charter School application, contract, and any amendments. (with all up to date appendices that meet required standards)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Current copy of Incorporation papers with bylaws. And a letter from school or its attorney that they are legally compliant, including with the Sunshine law).</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that the Governing Board has timely completed the required Governance Training</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Evidence of documentation informing parents how to register a complaint or place an item on the Governing Board Agenda.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. A set of documents organized chronologically containing Governing Board meeting announcements, meeting agendas (including citizen input) and meeting minutes (dated and signed). Also, evidence that the Governing Board held at least two public meetings per school year in the school district and complied with the Sunshine Law relating to its meetings. These items should be available upon request.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evidence of policies that have been adopted by the Governing Board. Each policy is dated, signed and adoption dates are included in minutes.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### GOVERNANCE

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>g. Evidence that the governing board of the school adopted policies establishing standards of ethical conduct for instructional personnel and school administrators, as defined in s.1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Provide a current organization chart for the school, including the relationship of the Board to the school's leadership.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>i. Provide a list of current Board members. Provide a brief description of the person’s background.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>1. Provide written strategies used to recruit, hire, train and retain qualified staff to achieve the best teaching and learning results.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2. Evidence that the school’s mission/vision is reflected in the school’s climate and progress of school achieving its mission.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Provide evidence of the existence of the parent representative and how the representative’s contact information was provided annually in writing to parents and posted prominently on the charter school’s website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The school reported its student assessment data to each parent of a student at the school, the parent of a child on a waiting list for the school, the district in which the charter school is located, and the governing board of the school and that this information is on its Internet website.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>5. Evidence the school maintains a website that enables the public to obtain information regarding the school; the school’s academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education</td>
<td></td>
<td></td>
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</tbody>
</table>

Reviewed at Charter Office via CT/PS/TERMS

21
**GOVERNANCE**

<table>
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<tr>
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<tr>
<td>management corporations associated with the school; the school’s annual budget and its annual independent fiscal audit; the school’s grade pursuant to s. 1008.34; and, on a quarterly basis, and the minutes of governing board meetings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reviewed at Charter Office via CT/PS/TERMS</td>
</tr>
</tbody>
</table>

6. Provide a letter from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school’s charter management organization, or his or her spouse, are not a member of the governing board of the charter school.

7. Provide a letter from the school or its attorney confirming from the school that all members of its governing board are in compliance with these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and 112.3143(3), including that they have no conflicts of interest.

8. Provide a letter from the school or its attorney confirming that the school and or any of its employees, have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel’s or administrators’ performance with prospective employers in another educational setting, without disclosing the personnel’s or administrators’ misconduct.

**ADDITIONAL NOTES/COMMENTS:**

9 indicators out of 9 met with compliance

Signature: Lynne Bragman

Date: 1/7/15
School District of Palm Beach County

CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: GSOTA

Reviewed by: JIM PEGO

Date of Visit: 12/4/14

Each reviewer will complete a review document by marking as follows:

YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
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<td></td>
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<tr>
<td>the Sunshine law).</td>
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<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>on website</td>
</tr>
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<td>e. A set of documents organized chronologically containing Governing</td>
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<td></td>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>and meeting minutes (dated and signed). Also, evidence that the Governing</td>
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</tr>
<tr>
<td>Board held at least two public meetings per school year in the school</td>
<td></td>
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<tr>
<td>district and complied with the Sunshine Law relating to its meetings.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>These items should be available upon request.</td>
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</tr>
<tr>
<td>f. Evidence of policies that have been adopted by the Governing Board.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Each policy is dated, signed and adoption dates are included in minutes.</td>
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</tr>
</tbody>
</table>

20
**GOVERNANCE**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>g. Evidence that the governing board of the school adopted policies establishing standards of ethical conduct for instructional personnel and school administrators, as defined in s.1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>h. Provide a current organization chart for the school, including the relationship of the Board to the school’s leadership.</td>
<td></td>
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</tr>
<tr>
<td>i. Provide a list of current Board members. Provide a brief description of the person’s background.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Provide written strategies used to recruit, hire, train and retain qualified staff to achieve the best teaching and learning results.</td>
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</tr>
<tr>
<td>2. Evidence that the school’s mission/vision is reflected in the school’s climate and progress of school achieving its mission.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>on website</td>
</tr>
<tr>
<td>3. Provide evidence of the existence of the parent representative and how the representative’s contact information was provided annually in writing to parents and posted prominently on the charter school’s website.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>on website + in handbook</td>
</tr>
<tr>
<td>4. The school reported its student assessment data to each parent of a student at the school, the parent of a child on a waiting list for the school, the district in which the charter school is located, and the governing board of the school and that this information is on its Internet website.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>was distributed</td>
</tr>
<tr>
<td>5. Evidence the school maintains a website that enables the public to obtain information regarding the school; the school’s academic performance; the names of the governing board members; the programs at the school; any management companies, service providers, or education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Review at Charter Office via CT/PS/TERMS</td>
</tr>
</tbody>
</table>
### GOVERNANCE

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>management corporations associated with the school; the school’s annual budget and its annual independent fiscal audit; the school’s grade pursuant to s. 1008.34; and, on a quarterly basis, and the minutes of governing board meetings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reviewed at Charter Office via CT/PS/TERMS</td>
</tr>
</tbody>
</table>

6. Provide a letter from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school’s charter management organization, or his or her spouse, are not a member of the governing board of the charter school.

7. Provide a letter from the school or its attorney confirming from the school that all members of its governing board are in compliance with these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and 112.3143(3), including that they have no conflicts of interest.

8. Provide a letter from the school or its attorney confirming that the school and or any of its employees, have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel’s or administrators’ performance with prospective employers in another educational setting, without disclosing the personnel’s or administrators’ misconduct.

**ADDITIONAL NOTES/COMMENTS:**

_____ Indicators out of ______ met with compliance

Signature___________________________ Date____________________
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Tech Arts

Reviewed by: __Steve Byrne______________________

Date of Visit: __12-04-2014______________________

Each reviewer will complete a review document by marking as follows:
YES - Appropriate information and/or evidence of documentation is in place.
NO - Necessary information and/or evidence of documentation incomplete or is not in place.
N/A - Not applicable
CMS -- Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>1. Registration</td>
</tr>
<tr>
<td>a. Evidence of comprehensible registration procedures for ELLs and families have been established and the school registration form which includes a Home Language Survey (HLS) is translated in the District's four major languages (English, Spanish, Haitian Creole and Portuguese)</td>
</tr>
<tr>
<td>2. Personnel</td>
</tr>
<tr>
<td>a. All instructional staff members are in compliance (or in process of compliance) with professional qualifications required by the Florida Department of Education for personnel who teach ELLs. (ESOL Endorsement, ESOL coverage or ESOL Certification)</td>
</tr>
<tr>
<td>b. There is a full-time, bilingual staff member who speaks the same home language of the ELLs when 15 or more students speak the same language.</td>
</tr>
<tr>
<td>3. Instruction</td>
</tr>
<tr>
<td>a. Evidence of comprehensible instruction that includes the use of appropriate ESOL instructional strategies with English Language Learners (ELLs).</td>
</tr>
<tr>
<td>4. Assessment</td>
</tr>
<tr>
<td>a. Evidence of students entering a FL school for the first time who check &quot;YES&quot; to any of the three questions on the Home Language Survey (HLS) are administered an English language proficiency assessment within twenty (20) school days as required by Consent Decree.</td>
</tr>
</tbody>
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<table>
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<tr>
<td>5. ESOL Student Files and Recordkeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Evidence that ELL student records are maintained in compliance with requirements of the Consent Decree and FEFP reporting procedures.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. In accordance with the Department of Justice Agreement, there is evidence of communication with parents/guardians of ELLs regarding discipline procedures, Code of Conduct, registration, school-wide expectations, etc. that is translated into the District’s major languages (Spanish, Haitian Creole, Portuguese) and interpreters are available at parent meetings and conferences so that information is presented in a language understood by the parent/guardian.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS**

_6_ Indicators out of _6_ met with compliance

Signature _Steve Byrne_ Date _12-05-2014_
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Tech Arts

Reviewed by: _Steve Byrne

Date of Visit: _12-04-2014

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable
CMS -- Upload documents to Charter Monitoring System

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<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### ADDITIONAL NOTES/COMMENTS

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6 Indicators out of 6 met with compliance

Signature: [Signature]

Date: 12-05-2014

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24
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL:  Charter Schools of the Arts

Reviewed by:  Carla Bushnell

Date of Visit:  N/A

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable

CMS – Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
<th>TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators</td>
</tr>
<tr>
<td>a. Evidence that transportation is provided consistent with the requirements of subpart I.E. of chapter 1006 and s.1012.45.</td>
</tr>
<tr>
<td>b. Information relevant to all students transported by a school bus is on file.</td>
</tr>
<tr>
<td>c. Evidence of contract information relevant to any situation where a parent or other driver is providing transportation services.</td>
</tr>
<tr>
<td>d. Evidence that any vehicle owned or leased by the school and that is used to transport students is properly certified, insured, and maintained. If it is a school bus, evidence of school bus specification compliance and school bus operator qualifications are required.</td>
</tr>
<tr>
<td>e. Copies of all contracts for student transportation are on file.</td>
</tr>
<tr>
<td>f. Evidence of policies and procedures to enforce high standards for student conduct on school buses.</td>
</tr>
<tr>
<td>g. Evidence that school buses used to transport students have been inspected at a maximum interval of thirty (30) school days and maintained in accordance with the State of Florida Bus Safety Inspection Manual, 2008 Edition.</td>
</tr>
<tr>
<td>h. Evidence that transportation is not a barrier to equal access to the charter program.</td>
</tr>
<tr>
<td>i. Evidence to confirm supervision was provided and that school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure a safe and orderly flow.</td>
</tr>
</tbody>
</table>
**TRANSPORTATION**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>j. Evidence to confirm that all required transportation documentation of special needs students is on file.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>k. Evidence to confirm compliance with state law and having a policy prohibiting the use of cellular telephone by any school bus operator while actively driving the bus.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>l. Evidence to confirm compliance with and having a policy that prohibits unnecessary idling of school buses while they are in the vicinity of students.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>m. Evidence to confirm compliance with and having a policy for student Safe Rider Instruction Plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>n. Evidence to confirm compliance with and having a policy for school bus operator Safe Driver Plan.</td>
<td></td>
<td></td>
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</tbody>
</table>

**ADDITIONAL NOTES/COMMENTS**

14 Indicators out of 14 met with compliance

Signature: [Signature]

Date: 1/28/2015
School District of Palm Beach County
CHARTER SCHOOL MID-YEAR REVIEW

CHARTER SCHOOL: Gardens School of Technology Arts

Reviewed by: Debbie Hardman

Date of Visit: 12/5/14

Each reviewer will complete a review document by marking as follows:
YES – Appropriate information and/or evidence of documentation is in place.
NO – Necessary information and/or evidence of documentation incomplete or is not in place.
N/A – Not applicable-Explain in comments section.
CMS - Upload documents to Charter Monitoring System

<table>
<thead>
<tr>
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<th>N</th>
<th>N/A</th>
<th>CMS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Evidence of procedures and policies covering the administration and operation of the School Food Service program as stated in the agreement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Evidence that the Governing Board has adopted policies to provide for an appropriate food and nutrition program for students consistent with Local, State and Federal guidelines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Evidence that Free and Reduced Applications have been made available to every household.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. The charter school has potable water available to all students during meal service per guidelines set by the USDA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Meals served meet all guidelines as set by the National School Lunch Program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Procedures are in place to ensure that proper temperatures, storage and handling of foods are appropriate to safety and sanitation standards.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>g. Current operating permit from the Health Department is posted.</td>
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</tr>
<tr>
<td>h. Evidence that the charter school is in compliance with the USDA competitive Food Rule.</td>
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</tr>
<tr>
<td>i. A signed copy of the Charter School Food Service Agreement is on file if applicable.</td>
<td></td>
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</tr>
<tr>
<td>j. Production records (Satellite Delivery Tickets) documenting menu items, portion sizes, amount prepared and served are completed and returned to the base school on a daily basis.</td>
<td></td>
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</tbody>
</table>

10 Indicators out of 10 met with compliance

Signature: Debbie Hardman
Date: 12/5/14
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 36

GSOTA’s Procurement Policy
Purpose of Procurement Policy and Procedures
This policy is designed to ensure that school resources and services are obtained in an effective manner and in compliance with the provisions of applicable Federal and State statutes and executive orders.

Code of Conduct
No Governing Board Member, officer, school employee (including volunteers), agent or independent contractor shall participate in the selection, award, or administration of a school contract if a real or apparent conflict of interest would be involved. A conflict would arise when any of the above individuals, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The above individuals shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements, except for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value, [in excess of $100]. The Governing Board will take action as it shall deem appropriate in response to any violation of this policy. Such action may include, but not be limited to, the termination of the individual in breach of this policy as well as the termination of the contract for resources or services that were secured under a breach of conflict of interest policy.

Competitive Procurements
All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Governing Board and its management and employees shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards must be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the school, price, quality and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the school. The school may reject any and all bids or offers when it is in the school’s interest to do so.

Procurement Procedures
The school's procurement procedures and requirements are as follows:

(1) The school must avoid purchasing unnecessary items;

(2) Where appropriate, the school must analyze lease and purchase alternatives to determine which would be the most economical and practical procurement for the school and this analysis must be documented to facilitate future review and audits; or

(3) Solicit bids for goods and services, providing for all of the following:
(a) A clear and accurate description of the technical requirements for the material, product, or service to be procured.
(b) Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
(c) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
(d) The specific features of brand name or equal descriptions that bidders are required to meet when these items are included in the solicitation.
(e) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
(f) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment, and are energy efficient.

(4) The school will make a positive effort to utilize small businesses, minority-owned firms, and women’s business enterprises, whenever possible and the fullest extent practicable.

(5) The type of contract, purchase order or incentive contract used by the school must be appropriate for the particular procurement and for promoting the best interest of the program or project involved.

(6) The school must enter contracts only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration is given to matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(7) Special circumstances may apply and the school may be required to make available, to Federal and State officials upon their request, pre-award review and procurement documents (see the attached Federal Procurement Standards for further details).

(8) The school is free to contract with a faith-based organization on the same basis as any other private organization, with respect to contracts for which such other organizations are eligible.

(9) School management will demonstrate that some form of cost or price analysis was made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.

(10) Procurement records and files for purchases in excess of the small purchase threshold of (currently $25,000 per Federal Guidelines) must include the following at a
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 37

Lease Agreement between
Covenant Centre International, Inc.
and
GSOTA
FLORIDA LEASE AGREEMENT

between

Covenant Centre International, Inc. (Landlord)
and
Gardens School of Technology Arts, Inc. (Tenant)

8/10/2016
ag Cash Toll
LEASE AGREEMENT

THIS LEASE made and entered into, by and between COVENANT CENTRE INTERNATIONAL, INC., a Florida non-profit corporation ("Landlord") and GARDENS SCHOOL OF TECHNOLOGY ARTS, INC., as defined by Florida charter school law and a Florida non-profit corporation ("Tenant").

RECITALS:

WHEREAS, Landlord is the owner of certain real property situated in Palm Beach County, Florida, at 9153 Roan Lane, Palm Beach Gardens, FL (hereinafter "the Church"); and

WHEREAS, Tenant has requested a lease to occupy a portion of the Church's campus to facilitate Tenant's use for charter school purposes, on an exclusive basis the rooms, common areas, parking stalls and fields (hereinafter sometimes referred to as the "Exclusive Leased Premises"); together with the right to use on a non-exclusive basis during normal school hours the rooms, common areas, parking stalls and fields (hereinafter sometimes referred to as the "Non-Exclusive Leased Premises"), all as more particularly and separately depicted on Exhibit "A". The Exclusive Leased Premises and the Non-Exclusive Leased Premises are sometimes hereinafter referred to collectively as the "Leased Premises"; and

WHEREAS, Landlord desires to lease the Leased Premises to Tenant for the term, at the rental and upon the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

The foregoing recitals set forth above are true and correct and incorporated herein by reference.

ARTICLE I
BASIC LEASE PROVISIONS

Section 1.01 Terms and Conditions. Landlord hereby grants to Tenant the right to and Tenant shall be permitted to utilize the Leased Premises pursuant to the terms, conditions and provisions of this Lease. Tenant shall have exclusive use of the Exclusive Leased Premises and non-exclusive use of the Non-Exclusive Leased Premises. All special events that Tenant may wish to schedule involving the use of any portion of the Non-Exclusive Leased Premises or other portions of the Church shall be coordinated and scheduled in advance with Landlord's representative, as designated from time to time.

Section 1.02 Length of Term and Commencement Date. The term of this Lease shall commence on [Date] (the "Commencement Date") and shall extend
until (the "Term"), unless sooner terminated pursuant to the provisions of this Lease. Upon expiration of the Term, or extended Term as set forth below, Tenant covenants that it will not seek payment or reimbursement from Landlord for any costs and expenses incurred, including but not limited to moving costs. Tenant's acknowledgment and covenant is a material inducement to Landlord entering into this Lease.

Section 1.03 Option to Renew. Provided this Lease has not been otherwise terminated and Tenant is not in default under the terms of this Lease, the parties shall have the mutual option of extending this Lease for successive period(s) of (5) years under the same terms and conditions of this Lease at a rate mutually agreed to by the parties. Tenant shall provide notice of its intent to exercise such options by delivering written notice of Tenant's intent to exercise of such options to Landlord at least ninety (90) days prior to expiration of the then current term. Failure of Tenant to duly and timely exercise its option to renew this Lease shall be deemed a waiver of Tenant's right to said option and all further options. Landlord shall provide Tenant with a written response within thirty (30) days of receipt of Tenant's notice, either extending the current term by amendment to this Lease or declining to extend the Term, in which event the Lease shall expire as scheduled. Failure of Landlord to duly and timely respond to Tenant's notice of intent to extend shall be deemed an approval of the renewal Term.

Section 1.04 Acceptance by Tenant. Acceptance of the Leased Premises by Tenant is contingent on Tenant receiving proof that Landlord has secured at the Landlord's sole cost and expense, all approvals and inspections, including but not limited to local, state and federal permits, inspections alterations and improvements that are required in order for Tenant to secure the required approval of the Palm Beach County School Board for Tenant to open a public charter school within the Leased Premises. Once in receipt of such proof, as confirmed by the Palm Beach County School Board, Tenant certifies that Tenant has inspected the Leased Premises and accepts same "As Is," in its existing condition, as of the Commencement Date of this Lease, together with all defects, latent or patent, if any, and subject to all easements, encumbrances and restrictions and matters of record.

Section 1.05 Inability to Operate. In the event that Tenant is unable for any reason to operate a public charter school within the Leased Premises by August 22, 2011, Tenant will have the sole right to terminate this Lease immediately by serving Landlord with written notice and the parties shall be relieved of all further obligations. Notwithstanding such termination, Tenant shall not be liable for any rent that would have been due under the terms of this Lease.

ARTICLE II
RENT

Tenant shall pay to Landlord during the initial year of the Term rent of $110,000 per year, payable in installments of $9,166.67 per month. Each installment payment shall be due in advance on the first day of each calendar month during the Lease Term.
to Landlord also at 9153 Roan Lane, Palm Beach Gardens, FL 33403 or at such other
place designated by written notice from Landlord or Tenant. The rental payment amount
for any partial calendar months included in the Lease Term shall be prorated on a daily
basis. Tenant shall pay to the Landlord a "Security Deposit" in the amount of $0.

The monthly rent if created as permitted under this Lease, shall be as follows:

Year 1: $9,166.67
Year 2: $10,833.33
Year 3: $10,833.33
Year 4: $10,833.33
Year 5: $10,833.33

ARTICLE III
ALTERATIONS TO LEASED PREMISES

Section 3.01. Tenant’s Work.

Tenant shall not at any time construct or make any improvements, additions, modifications or alterations to the Leased Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld or delayed. In the event Tenant proposes to construct any alteration, improvement, or modification of the Leased Premises, Tenant shall submit to Landlord conceptual plans and specifications for such proposed alterations (the "Alterations"). In the event Landlord approves such Alterations, Tenant shall prepare and submit to Landlord for approval detailed plans and otherwise comply with the terms of this Article III. All Alterations, including improvements, additions and modifications constructed by Tenant shall be deemed a part of the Leased Premises, and, upon expiration or earlier termination of this Lease, shall, at the sole discretion of Landlord, be removed by Tenant and Tenant shall repair any damage caused by the installation, use, maintenance or removal of the Alterations, using materials of like kind and quality.

(b) Governmental Approvals. Following the school opening date, Tenant shall obtain, at Tenant’s sole cost and expense, all other approvals, including but not limited to School Board, local, state and federal permits and consents necessary for construction of any Alterations and shall further be responsible for all conditions which may be imposed in connection with such approvals. Tenant acknowledges that it will not use this Lease, or the requirements of this Lease, as a basis for argument that Tenant should be relieved of, or have modified conditions and/or interpretations of any regulatory requirements. Nothing contained herein shall be construed to alter, limit or eliminate the obligation of the parties to comply with applicable ordinances, statutes and laws relating to such approvals.

(c) General Installation Guidelines. Following the school opening date, all work performed by Tenant pursuant to this Lease shall be performed by Tenant at Tenant’s sole cost and expense, and shall be performed by contractors who are approved in advance by Landlord. All work shall be performed in a good and workmanlike manner and shall be diligently prosecuted to completion substantially in accordance with the plans approved by Landlord, and all applicable governmental laws, regulations, rules, codes and orders. Tenant, its contractors, subcontractors, laborers,
material, men, suppliers and professionals shall exercise diligent care and caution in the
installation, construction, maintenance, and repair of the Leased Premises or any
appurtenances thereto, in order to avoid damage to the Church and Landlord's
improvements. In the event of such damage, Tenant shall promptly repair said damage
using materials of like kind and quality, restoring it to its condition prior to damage by
Tenant, at Tenant’s sole cost and expense. Tenant agrees and acknowledges that all
work performed by Tenant pursuant to this Lease is performed and accomplished solely
for the benefit and convenience of Tenant and not for the benefit Landlord, such work
being nonetheless subject to each and every provision of this Lease and shall be
performed to the satisfaction of Landlord. Tenant shall ensure that all persons or entities
performing work or providing materials relating to such improvements including, without
limitation, all contractors, subcontractors, sub-subcontractors, laborers, materialmen,
suppliers and professionals, are paid in full for such services and materials.

(d) Contractor Requirements. Tenant shall require contractors to furnish
satisfactory evidence of statutory Worker's Compensation insurance, comprehensive
general liability insurance, comprehensive automobile insurance, and physical damage
insurance on a Builder's Risk form with the interest of Landlord endorsed thereon, in
such amounts and in such manner as Landlord may reasonably require. Landlord may
require additional insurance for any alterations or improvements approved hereunder, in
such amount as Landlord reasonably determines to be necessary.

(e) No Liens. Tenant covenants and agrees that nothing contained in this
Lease shall be construed as consent by Landlord to subject the estate of Landlord to
liability under the Construction Lien Law of the State of Florida, it being expressly
understood that Landlord's estate shall not be subject to such liability. Tenant shall notify
any and all parties or entities performing work or providing materials relating to any
improvements made by Tenant of this provision of this Lease. If so requested by
Landlord, Tenant shall file a notice satisfactory to Landlord in the Public Records of Palm
Beach County, Florida stating that Landlord's interest shall not be subject to liens for
improvements made by Tenant. In the event that a construction lien is filed in connection
with any work performed by or on behalf of Tenant, Tenant shall satisfy such claim, or
transfer same to security, within thirty (30) days from the date Tenant received notice of
such filing. In the event that Tenant fails to satisfy or transfer such claim within said thirty
(30) day period, Landlord may do so and thereafter charge Tenant, and Tenant shall
promptly pay to Landlord upon demand all costs incurred by Landlord in connection with
the satisfaction or transfer of such claim, including attorney's fees. Further, Tenant
agrees to indemnify, defend, and save Landlord harmless from and against any damage
or loss incurred by Landlord as a result of any such construction lien.

ARTICLE IV
CONDUCT OF BUSINESS AND USE OF BY TENANT

Section 4.01 Use. Tenant shall exercise the rights granted hereunder solely and
exclusively for operation of a charter school pursuant to its Charter Contract. Tenant
shall not use, or suffer the use of the Leased Premises for any other use, business, or
purpose other than those specifically permitted hereby.

Section 4.02 Waste or Nuisance. Tenant shall not commit or suffer to be
committed any waste upon or within the Leased Premises, commit or permit the
maintenance or commission of any nuisance or other act or thing which interferes with Landlord’s or any third parties' quiet enjoyment of the Leased Premises or results in damage to the Leased Premises or which may affect Landlord’s interest in the Leased Premises or results in an unsightly condition.

Section 4.03 Surrender. Upon termination or expiration of this Lease, the Tenant shall vacate and surrender the Leased Premises to LANDLORD and the parties shall be relieved of all further obligations arising subsequent to the date of such termination or expiration.

ARTICLE V
REPAIRS AND MAINTENANCE

Section 5.01 Responsibility of Landlord. Landlord shall be responsible for repairs and maintenance of the building systems such as the roof, structural, electrical, plumbing and HVAC systems of the Leased Premises. Landlord shall keep and maintain in good condition, kitchen, telephone system, alarm and monitoring system and the overall property in a clean condition, free of refuse, trash and rubbish, at Landlord’s sole cost and expense.

Section 5.02 Responsibility of Tenant. Tenant shall be responsible for any repairs caused by the negligent or intentional acts of Tenant or Tenant's employees, agents, students, invitees or contractors as well as for routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, except for major mechanical systems, air conditioning or the roof, subject to the obligations of the parties otherwise set forth in this Lease. Tenant shall provide Landlord with thirty (30) days advance notice of any such work which may reasonably be foreseen by Tenant to impact the Church. The notice required under this Section shall describe in detail the type of work to be performed. Tenant shall cooperate with LANDLORD to devise a plan to permit such work and minimize the impact of such work to the Leased Premises. Tenant shall be responsible for all costs associated with preparation of and implementation of such plan. Notwithstanding the foregoing, in the event of an emergency, Landlord and Tenant shall have no duty to provide such advance notice as a result of undertaking any work necessary as a result of such emergency. For purposes of this Section 5.02, an "emergency" shall be defined as the occurrence of an event that threatens immediate harm to persons or property.

Section 5.03 School Board’s Right to Inspect. Landlord as well as the School Board or School Board’s agents shall have the right to inspect the Leased Premises. Landlord shall conduct such inspections in a manner that does not unreasonably interfere with or disrupt Tenant’s operations.

ARTICLE VI
INSURANCE

If the Leased Premises or any other part of the Building is damaged by fire or
other casualty resulting from any act of negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

Landlord shall maintain fire and extended coverage insurance on the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all its personal property, including removable trade fixtures, located in the Leased Premises.

Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by the School Board of Palm Beach County, such insurance to afford minimum protection of not less than $1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

ARTICLE VII
DAMAGE OR DESTRUCTION

In the event the Leased Premises is destroyed or so damaged or injured by fire or other casualty during the Term of this Lease, whereby the same are rendered untenable, in whole or in part, Landlord may, at its sole option, elect not to restore or repair the Leased Premises but to terminate this Lease. Notwithstanding anything herein to the contrary, in the event of damage by fire or other casualty that cannot reasonably be expected to be repaired within thirty (30) days following same or, if the Leased Premises is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt Tenant's operations for more than thirty (30) days, then Tenant may at any time following such fire or other casualty terminate this Lease upon immediate written notice to Landlord. Notwithstanding the foregoing, in the event such casualty is caused by the negligent or intentional acts of Tenant or its employees, contractors or agents, Tenant shall not have the right to terminate this Lease. In the event either Landlord or Tenant elects to terminate this Lease, Tenant shall vacate and surrender the Leased Premises as required hereby, whereupon the parties shall be relieved of all further obligations hereunder arising after the date of such termination. The termination herein mentioned shall be evidenced in writing. Termination of this Lease shall not affect Tenant's obligations under this Lease arising prior to such termination.

ARTICLE IX
ASSIGNMENT AND SUBLETTING

Tenant may not assign, mortgage, pledge, collaterally assign, or encumber their
interest in this Lease, in whole or in part, nor sublet or rent all or any portion of the Leased Premises, nor grant any easements or enter into any management agreements affecting the Leased Premises, without prior written consent Landlord, which may be granted or withheld at Landlord's sole and absolute discretion. This provision shall be construed to include a prohibition against any assignment, mortgage, pledge, encumbrance, or sublease, by operation of law, legal process, receivership, bankruptcy, or otherwise, whether voluntary or involuntary.

ARTICLE IX
SUBORDINATION

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

ARTICLE X
UTILITIES

Landlord shall be responsible for and pay all of the utility fees used by, and directly related to operation of the Leased Premises such as water, sewer, gas, electricity, phone service, internet service and trash removal service while in possession of same during the Term of this Lease unless otherwise expressly agreed in writing by Tenant. Tenant acknowledges that the Leased Premises are designed to provide standard school use electrical facilities and standard school lighting. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to the Leased Premises.

ARTICLE XI
SIGNS

Following Landlord's consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Landlord shall assist and cooperate with Tenant in obtaining any necessary permission from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.

ARTICLE XII
ACCESS

Tenant shall comply with any reasonable security procedures established by Landlord to prevent unauthorized access to the Leased Premises and Church generally. Tenant and Landlord shall each designate emergency contact personnel to notify in case of an emergency requiring access to the Leased Premises. Landlord shall comply with any reasonable security procedures established by Tenant to prevent unauthorized access to the Leased Premises and particularly unauthorized access to Tenant's students present within the Leased Premises.

ARTICLE XIII
DEFAULT

Section 12.01 Default by Tenant. The occurrence of any one or more of the following shall constitute an Event of Default by Tenant under this Lease: (i) Tenant's failure to pay any sum due hereunder within fifteen (15) days after demand for said payment; (ii) Tenant's failure to perform or observe any other term, covenant, or condition of this Lease on Tenant's part to be performed hereunder and such failure continues for a period of more than thirty (30) days after the date Tenant receives written notice from Landlord notifying Tenant of the specific failure; provided, however, Tenant shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and Tenant commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion within sixty (60) days; (iii) Tenant's leasehold estate being taken by execution, attachment or process of law or being subjected to any bankruptcy proceeding; or (iv) termination of the Charter Contract. If any Event of Default occurs, then at any time thereafter while the Event of Default continues, Landlord shall have the right to pursue such remedies as may be available to Landlord under the law, including, without limitation, the right to give Tenant notice that Landlord intends to terminate this Lease upon a specified date not less than three (3) days after the date notice is received by Tenant, in which event this Lease shall then expire on the date specified as if that date had been originally fixed as the expiration date of the Term of this Lease. If, however, the default is cured within the three (3) day
period and Landlord is so notified, this Lease will continue.

Section 12.02 Default by LANDLORD. Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event later than thirty (30) days after written notice by Tenant to Landlord, specifying wherein Landlord has failed to perform such obligations; provided, however, that if the nature of Landlord’s obligation is such that more than thirty (30) days are required for performance then Landlord shall not be in default if Landlord commences performance within such thirty (30) day period and thereafter diligently pursues the same to completion.

ARTICLE XIII
EARLY TERMINATION

Tenant reserves the right to terminate this Lease prior to expiration of the Term, or any extension thereof, by providing Landlord with sixty (60) days prior written notice to Landlord. Following twenty-four (24) months from the Commencement Date of this Lease, such early termination prior to expiration of the Term will not result in any penalty or additional rent being owed by Tenant to Landlord. Except for default by Landlord, in the event that Tenant voluntarily terminates the Lease early prior to the first twenty-four (24) months from the Commencement Date of this Lease, then Tenant will be responsible to pay all rent still due during the twenty-four (24) months from the Commencement Date of this Lease.

ARTICLE XIV
QUIET ENJOYMENT

Upon the observance and performance of all the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall peaceably and quietly hold and enjoy the rights granted hereunder in the Leased Premises for the Term without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under Landlord, subject, nevertheless, to the terms and conditions of this Lease. Tenant acknowledges that Landlord has retained the right to use the entire Church, except for the Exclusive Leased Premises (and the Non-Exclusive Leased Premises during normal school hours) and Landlord's exercise of these rights shall not be grounds for a claim by Tenant of a breach of this Article.

ARTICLE XV
MISCELLANEOUS

Section 16.01 Entire Agreement. This Lease and any Exhibits attached hereto and forming a part hereof, as if fully set forth herein, constitute all agreements, conditions and understandings between Landlord and Tenant. All representations, either oral or written, shall be deemed to be merged into this Lease. Except as herein otherwise provided, no subsequent alteration, waiver, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by them.
Section 16.02 Notices. All notices, consents, approvals, demands and elections (collectively, "notices") to be given or delivered by or to any party hereunder shall be in writing and shall be (as elected by the party giving such notice) hand delivered or alternatively shall be sent by United States Certified Mail, with Return-Receipt Requested. The effective date of any notice shall be the date of delivery of the notice if by personal delivery, courier services, or national overnight delivery service, or if mailed, upon the date which the return receipt is signed or delivery is refused or the notice designated by the postal authorities as non-deliverable, as the case may be. The parties hereby designated the following addresses as the addresses to which notices may be delivered, and delivery to such addresses shall constitute binding notice given to such party:

(a) If to the Tenant at:

Gardens School of Technology Arts, Inc.
Shane Vancor, Director of Innovation & Operations
9153 Roan Lane
Palm Beach Gardens, Florida 33403

with copies to:

Gardens School of Technology Arts, Inc.
Debra K. Moore, Board President
9153 Roan Lane
Palm Beach Gardens, Florida 33403

(b) If to LANDLORD at:

Covenant Centre International, Inc.
Norman Benz, President
9153 Roan Lane
Palm Beach Gardens, Florida 33403

Any party may from time to time change the address to which notice under this Lease shall be given such party, upon three (3) days prior written notice to the other parties.

Section 16.03 Severability. If any term of this Lease or the application thereof to any person or circumstances shall be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Lease, or the application of such term to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term of this Lease shall be valid and enforceable to the fullest extent permitted by law.

Section 16.04 Broker's Commission. Tenant represents and warrants that Tenant has not dealt with any real estate salesperson, agent, finder or broker in connection with this Lease and agrees to indemnify, defend and hold harmless Landlord
from and against any claims or demands of any such salesperson, agent, finder or broker claiming to have dealt with Tenant. The foregoing indemnification shall include all costs, expenses and fees, including reasonable attorney's fees at trial and all appellate levels, expended or incurred in the defense of any such claim or demand.

Section 16.05 Waiver. The waiver by either party of any default of any term, condition or covenant herein contained shall not be a waiver of such term, condition or covenant, or any subsequent default of the same or any other term, condition or covenant herein contained. The consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary School Board's consent to or approval of any subsequent similar act by Tenant. No waiver of any provision of this Lease shall be effective against any party hereto unless it is in writing and signed by the party(s) waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

Section 16.06 Waiver of Jury Trial. THE PARTIES HERETO WAIVE TRIAL BY JURY IN CONNECTION WITH PROCEEDINGS OR COUNTER CLAIMS, BROUGHT BY EITHER OF THE PARTIES HERETO AGAINST THE OTHER, IN CONNECTION WITH THIS LEASE.

Section 16.07 Governing Law. This Lease shall be governed by and interpreted according to the laws of the State of Florida. Venue shall be in a State court of competent jurisdiction in Palm Beach County, Florida.

Section 16.08 Radon. Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from School Board's public health unit.

Section 16.09 Time of the Essence. Time is of the essence with respect to the performance of every provision of this Lease in which time of performance is a factor.

Section 16.10 Non-exclusivity of Remedies. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

Section 16.11 Construction. No party shall be considered the author of this Lease since the parties hereto have participated in extensive negotiations and drafting and redrafting of this document to arrive at a final agreement. Thus, the terms of this Lease shall not be strictly construed against one party as opposed to the other party based upon who drafted it. In the event that any section, paragraph, sentence, clause, or
provision hereof is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Lease and the same shall remain in full force and effect.

Section 16.12 Effective Date of Agreement. This Lease is expressly contingent upon the approval of Tenant, and shall become effective only when signed by Tenant and duly authorized representatives of Tenant.

Section 16.13 Force Majeure. Any party delayed by a Force Majeure Event, as defined herein, in performing under this Lease shall use reasonable efforts to remedy the cause or causes of such Force Majeure Event. A delay due to a Force Majeure Event shall serve to toll the time to perform under this Lease. "Force Majeure Event" shall mean any act of God, fire, flood, earthquake, explosion, riot, sabotage, windstorm, failure of utility service, or labor dispute.

Section 16.15 Binding Effect. This Lease shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective legal representatives, successors and assigns.

Section 16.17 Headings. The paragraph headings or captions appearing in this Lease are for convenience only, are not part of this Lease, and are not to be considered in interpreting this Lease.

Section 16.18 Amendment. This Lease may be modified and amended only by written instrument executed by the parties hereto.

Section 16.19 Incorporation by Reference. Exhibits attached hereto and referenced herein shall be deemed to be incorporated in this Lease by reference.

Section 16.20 Property Taxes. Landlord agrees to provide Tenant an affidavit indicating the method by which the Landlord is complying with Florida Statute 196.1983 regarding the charter school’s exemption from ad valorem taxes.

Section 16.21 Tenant’s Property. Landlord agrees and acknowledges that all of the personal property of Tenant stored within the Leased Premises shall remain the property of Tenant, and upon expiration or earlier termination of this Lease, shall be removed by Tenant. Tenant acknowledges that the Leased Premises is being provided in an unfurnished state and that Tenant is solely responsible for providing furniture, equipment and other items of personal property, including but not limited to office and classroom furniture and computers, necessary to operate the charter school. Landlord further agrees and acknowledges that any property, improvements, furnishings, and equipment purchased by Tenant with public funds shall automatically revert to the School District of Palm Beach County (subject to any lawful liens and encumbrances) upon the termination of the Tenant’s Charter Agreement. Property and assets purchased with public funds shall be defined as those goods purchased with grants and funds provided by a governmental entity. For no reason and at no time will the Landlord take or withhold possession of such property whether it be during the Term of this Lease or following the termination of the Tenant’s Charter Agreement.
SCHEDULE OF EXHIBITS

EXHIBIT "A" Sketch of Covenant Centre International, Inc.
Exclusive and Non-Exclusive Leased Premises, as marked
IN WITNESS WHEREOF, the parties hereto have duly executed this Lease as of the
day and year first below written.

Date of execution 7/1/11

Attest:
Signature: ____________________________
Title: President, Board of Directors

Gardens School of Technology Arts,
Inc., a Florida non-profit corporation

By: ____________________________
Debra K. Moore
President, Board of Directors

Covenant Centre International, Inc., a
Florida non-profit corporation

By: ____________________________
Norman Benz
President

Attest:
Signature: ____________________________
Title: ____________________________
A Tuition Free Public Charter School

Represented a New Wall To Be Built
Memorandum Dated: July 1, 2016
From: Florida Department of Education
Re: Distribution of Charter School Capital Outlay Funds for FY 2016-17
MEMORANDUM

DATE: July 1, 2016

TO: District School Finance Officers
    District School Charter School Contacts
    Charter School Administrators

FROM: Suzanne Pridgeon

SUBJECT: Distribution of Charter School Capital Outlay Funds for 2016-17 Fiscal Year

Section 1013.62, Florida Statutes (F.S.), establishes eligibility criteria for charter school capital outlay funding, specifies the purposes for which charter school capital outlay funds may be expended and directs the Commissioner of Education to establish procedures for the submission and approval of charter school capital outlay plans.

Charter school capital outlay plans must be submitted to the Florida Department of Education online by July 15, 2016, and each sponsoring district must review and recommend its charter schools’ plans by August 5, 2016. The commissioner will make the final determination of eligibility following receipt of capital outlay plans and district recommendations. The online application allows sponsoring districts to view a charter school’s plan and provide comments that will be considered by the commissioner in determining eligibility. In the event that additional information becomes known during the 2016-17 fiscal year that may affect a charter school’s eligibility, the affected district and charter school is required to forward such information to the commissioner.

Each charter school is required to submit its capital outlay plan online at https://www.floridaschoolchoice.org/login/login_charter_school.asp. Please use the same login, credentials as required for the completion and submission of the charter school annual accountability report.

Specific appropriation 19 of chapter 2016-66, Laws of Florida, provides $75,000,000 for charter school capital outlay. The allocation methodology was revised by section 14 of chapter 2016-237, Laws of Florida, removing priority funding to schools operating in the 2005-06 fiscal year. Beginning in 2016-17, charter schools will receive a weight of 1.0 per full-time equivalent (FTE) student, with an additional weight for schools that meet one or both of the following criteria:

- 75 percent or more of the school’s students are eligible for free or reduced-price lunch.
- 25 percent or more of the school’s students are students with disabilities.

Schools that meet only one of the above criteria receive capital outlay funding weighted at 1.25. Schools that meet both of the above criteria receive capital outlay funding weighted at 1.5. Eligible schools that do not meet either of the criteria receive capital outlay funding weighted at 1.0.
A charter school’s qualification for the additional weight associated with free or reduced-price lunch will be determined from October FTE student membership survey (Survey 2) data using each student’s free or reduced-priced lunch eligibility status as submitted on the student demographic record for the data element, Lunch Status. The eligibility status, as determined from the Survey 2 membership data, will be effective for the entire 2016-17 fiscal year. The eligibility status of a school will not be revised based on results from the February FTE student membership survey (Survey 3).

If a charter school meets all eligibility requirements to qualify for capital outlay funding and does not participate in the National School Lunch Program (NSLP), but wants to qualify for the additional weighted funding for free or reduced-price lunch eligibility, then the charter school must work with its sponsor to develop a method to identify a student’s free or reduced-price lunch eligibility status. This information would be submitted on the student demographic record, as if the school participated in the NSLP.

A charter school’s qualification for the additional weight associated with having a student population that consists of 25 percent or more students with disabilities will be determined from the charter school’s FTE derived from Survey 2. The eligibility status as determined from Survey 2 will be effective for the entire 2016-17 fiscal year. The eligibility status of a school will not be revised based on results from Survey 3.

Charter school sponsors will receive two distributions in August 2016, and a monthly distribution thereafter. Monthly distributions are made via electronic funds transfer occurring on the fourth Thursday of each month, except for November, when the distribution will be on the fourth Wednesday. Distributions will vary, as allocations are recalculated during the fiscal year to reflect revised student enrollment data and charter school eligibility. Sponsoring school districts must distribute the funds to charter schools within 10 working days of receipt, pursuant to section 1002.33(17)(e), F.S.

When a charter school is not renewed or is terminated, the school shall be dissolved under the provisions of law under which it was organized. Any unencumbered public funds from the charter school, except for capital outlay funds and federal Charter School Program (CSP) grant funds, shall revert to the sponsor. Capital outlay funds provided pursuant to section 1013.62, F.S., and CSP grant funds that are unencumbered shall revert to the Florida Department of Education. All equipment and property purchased with public funds shall revert to the sponsor, pursuant to section 1002.33(8)(e), F.S. Additional property ownership arrangements, such as the shared use of facilities or partial ownership of facilities or property, shall be agreed to in the charter contract prior to the expenditure of funds.

If you have questions about the allocation of capital outlay funding, please contact the Fixed Capital Outlay Office at 850-245-9865 or askFCO@fldoe.org. If a charter school does not have login credentials or has other questions concerning the submission of its online capital outlay plan, please contact LaCrest Reed in the Office of K-12 School Choice at 850-245-0502 or LaCrest.Reed@fldoe.org.

SP/mc

Attachment

cc: Adam Miller
    Adam Emerson
    LaCrest Reed
    Maureen Castaño
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 39

Correspondence from GSOTA
Dated March 16, 2017
March 16, 2017

Via Email and U.S. Mail
Angelette Green, Director of Investigations
Office of Inspector General
The School District of Palm Beach County
3318 Forest Hill Boulevard, C-306
West Palm Beach, Florida 33406
Email: angelette.green@palmbeachschools.org

Re: Office of Inspector General Case # 16-474
Gardens School of Technology Arts, Inc. (“GSOTA”)

Dear Ms. Green:

We are in receipt of Mr. Chiu’s March 3, 2017 and draft report. In order for GSOTA to timely submit a written response, we would appreciate your answers to the following questions:

1. At pages 24 and 25 of the draft report, there is a reference to conflict of interest statements and GSOTA’s contract with the school board. What are the specific provisions of the “contract with the School Board” referenced at the top of page 25 which pertain to the conflict of interest statements?

2. At page 43 of the draft report, the following comment is made: “GSOTA may have entered into professional service contracts...without adhering to the Department of Education Rule and their own internal Procurement Policy.” Please identify the specific Department of Education Rule that is referenced and applicable.

3. Page 43 of the draft report contains the statement that: “Since GSOTA receives Federal Funding, GSOTA should utilize a competitive solicitation process for contracted services sought.” What is the statute, rule, regulation or other authority for this statement?
March 16, 2017
Page No. 2

We look forward to your timely answers to GSOTA can finalize and submit its written response to the draft report. For this reason, we hope to hear from you by March 22, 2017. In the event you have any questions or other comments, please feel free to contact Jeanne Benz or me.

Yours very truly,
GREENSPOON MARDER, P.A.

Garry W. O'Donnell, Esq.
For the Firm

GWO:jk
cc: Lung Chiu, Inspector General
    Elizabeth McBride, Esq.
    Kathleen Schoentberg, Esq.
    Debra K. Moore, Board Chair, Gardens School of Technology Arts, Inc.
    Dr. Kevin Kovacs, Principal, Gardens School of Technology Arts, Inc.
    Jeanne Benz, Director of Operations, Gardens School of Technology Arts, Inc.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 40

Responses to Questions
Dated March 22, 2017
March 22, 2017

Garry W. O’Donnell, Esq
2255 Glades Road
Boca Raton, Florida 33431

Dear Mr. O’Donnell, Esq

Please find the below responses to your questions. As it relates to:

Question #1

We mistakenly listed a contract violation. In light of GSOTA not providing this office with the requested documents and GSOTA having shown in the past that they have awarded contracts to former officers and family members of key employees, this finding will be amended in the final investigative report to state, “Based upon the aforementioned GSOTA may be in violation of their own internal policy and Florida State Statute F.S.S. 112.3143(3)(a). If GSOTA is in possession of its board members execution of the GSOTA conflict of interest statement and/or any voting conflict of interest form required by F.S.S. 112.3143, if there were any, GSOTA should provide this office with a copy of said document as part of GSOTA’s response.

Question #2

We mistakenly listed the Department of Education Rule. This section will be amended in the final investigative report to state, “without adhering to the Code of Federal Regulations and their own internal Procurement Policy”. I refer you to review the Code of Federal Regulations 34 CFR 74.40—74.48.

Question #3

I refer you to review the Code of Federal Regulations 34 CFR 74.40—74.48.

Sincerely,

Angelette Green,
OIG Director of Investigations
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 41

GSOTA’s Response to Draft Report
April 3, 2017

Mr. Lung Chiu, Inspector General
School District of Palm Beach County
3318 Forest Hill Blvd., Suite C-306
West Palm Beach, FL 33406

Re: Office of Inspector General, Case No. 16-474

Dear Mr. Chiu:

It was a pleasure working with the personnel conducting the investigation and having the opportunity to provide all documents/information requested and answer all questions asked.

The Governing Board, administrators, faculty and staff of Gardens School of Technology Arts work very hard on a daily basis toward accomplishing our charter school’s unique educational mission as well as remaining compliant with all applicable laws, rules, and regulations. We have an admirable track record with regard to our compliance, our financial accountability and stability, and our reputation in the community.

We respectfully submit the attached Response to the Preliminary Investigative Report from the Office of Inspector General, School District of Palm Beach County, Case No. 16-474.

Sincerely,

[Signature]

Debra Moore
Governing Board Chair

cc: Angelette Green, Director of Investigations
    Elizabeth McBride, Esq.
    Garry O’ Donnell, Esq.
    Kathleen Schoenberg, Esq.
GSOTA Response to OIG Report #16-474

Submitted April 3, 2017

COMPLAINTS

Attorney Denise Sagerholm and Jim Pegg, Charter School Director, reported to the Office of Inspector General that Gardens School of Technology Arts (GSOTA) may have violated the terms of the current charter contract by entering into a 15-year lease agreement. Attorney Sagerholm speculated that there may have been some “questionable business/management relationships” between GSOTA and its landlord. Attorney Sagerholm believed that there may have been conflicts of interest with vendors of the school. Mr. Pegg asserted that GSOTA failed to inform the School District of Palm Beach County (District) of the expansion of its facilities. Attorney Sagerholm reported that capital outlay funds may have been used inappropriately for the facility expansion.

FINDINGS AS TO COMPLAINTS

The Office of Inspector General (OIG) conducted a comprehensive review, which took place over approximately seven months and included a review of well over 1,000 documents over five years, site visits and interviews with GSOTA staff. The OIG concluded that none of the complaints described above were substantiated. The OIG made minor findings which are addressed in this response.

SUMMARY OF AREAS OF REVIEW AND GSOTA RESPONSE

The OIG investigation included a review of the following areas. The results of the investigation of each area are indicated in bold:

1. Academic Accountability. OIG noted consistent school grades and steady increase in enrollment: **NO FINDINGS.**

2. Financial Accountability.

   2A. OIG concluded GSOTA did not experience any financial emergencies: **NO FINDINGS.**

   2B. OIG concluded that GSOTA accurately reported FTE and verified that revenue received by GSOTA was accurate: **NO FINDINGS.**

   2C. OIG concluded that GSOTA used capital outlay funds for statutorily authorized purposes: **NO FINDINGS.** See Discussion 2C on page 5.
2D. Expenses related to lease agreement

a. **FINDING:** GSOTA overpaid utilities by $53,900. **RESPONSE:** (1) GSOTA acknowledges, due to an oversight of the lease language, payments were made totaling $13,575 (not $53,900) over the five years of the original lease for phone and trash removal. The landlord has verbally agreed to credit GSOTA for this amount out of future lease payments, and the parties are working towards a lease amendment to reflect this. (2) The remaining $40,325 represented cleaning services and supplies. These services are not listed as included utilities in the lease, nor was it ever the intent of the parties that the landlord would pay for GSOTA’s cleaning needs. A separate verbal agreement for cleaning between the parties was reflected in the monthly billing statements referenced in the OIG report.

b. **NO FINDINGS.** Report takes no issue regarding payments from GSOTA for architect and engineer consultant agreements related to facility expansion. In fact, the report correctly states that Florida law does not prohibit GSOTA from utilizing capital outlay funding for these purposes.

c. **NO FINDINGS.** While not drawing any conclusions, the report notes that Jeanne Benz signed checks to the landlord while also being a member of Covenant Centre’s “leadership team”. This language is not accurate and it is unclear from where this terminology came. Jeanne Benz has no authoritative or decision-making capacity at Covenant Centre and is simply a member of the pastoral team available to members of the congregation in their time of need. Additionally, checks signed by Jeanne Benz to Covenant Centre were those which required two signatures and were made in accordance with the lease.

d. **NO FINDINGS.** Report lists three missing invoices. Documentation related to these invoices is attached in *Exhibit 1*.

3. Governance Accountability

3A. Governance Board Training. **FINDING:** Governing board members did not strictly adhere to the required mandate. **RESPONSE:** GSOTA has met this requirement. Please see certificates attached as *Exhibit 2, which rebut this finding in its entirety*. Note also that this area was deemed “compliant” in GSOTA’s previous mid-year reviews (See, e.g., OIG Report Exhibit 32, page 334, Exhibit 33, page 364).

3B. Governance board member conflict of interest. **FINDING:** Board member Jon Andio provided electrician services to school and was improperly compensated for those services. **RESPONSE:** See Discussion 3B on page 6 which rebuts this finding in its entirety.

3C. Board member conflict of interest statements. **FINDING:** GSOTA may be in violation of its own policy and contract with the School Board. **RESPONSE:** See Discussion 3C on page 7.
3D. Background check screening for board members. **FINDING:** GSOTA did not adhere to the background check requirements for board members. **RESPONSE:** GSOTA has complied with the required background checks. See *Exhibit 3 which rebuts this finding in its entirety.*

3E. Fingerprints and background screening for employees. **NO FINDINGS.**

4. **Lease analysis comparison**

The Report notes that GSOTA is paying below-market rent (page 28). **NO FINDINGS.**

5. **Whether GSOTA violated the terms of the contract by entering into a 15-year lease**

GSOTA has stated numerous times, both in conversations with School District attorneys and in correspondence, that it has not violated its current charter. It is also worth noting that GSOTA requested that the School District mediate this matter as described in Section 1002.33(5)(h), F.S. **The School District refused to engage in mediation,** yet continued to assert that GSOTA was in violation of its charter.

The OIG did not feel the need to opine on whether there was a violation because the parties will be operating in the future under a renewal contract. **NO FINDINGS.**

6. **Relationship between the landlord and GSOTA. NO FINDINGS. The OIG makes no conclusions or findings that GSOTA has engaged in any activity in violation of Florida law or its charter.** However, since the report dedicates three full pages to this topic, it may lead the reader to infer that there are inappropriate relationships. GSOTA contends this is not the case.

The OIG cites F.S. 1002.33(7)(a)(18) and 1002.33(10) with emphasis on certain language, implying areas of potential violation at GSOTA. However, GSOTA is compliant with all cited statutory requirements. The OIG further details the familial relationships between an employee of the school, a contractor of the school, and the landlord. A close examination of these relationships reveals that they exist within the bounds of both Florida law and the charter contract.

For example, the Children’s Academy at Covenant is noted as being incorporated by Judy Benz and Jeanne Benz; however, its existence is irrelevant to the publicly funded operations of GSOTA. In addition, Erik Benz is noted as serving as an officer of the landlord; however, nothing in Florida law prohibits this, as he is neither an employee nor a board member of GSOTA.

The relationship chart on page 36 attempts to make connections between and among individuals. None of the activities of the persons listed on the relationship chart violate Florida law. Any implication that these relationships are improper or conflicted is false.
7. IG reviewed business relationships between GSOTA and professional service providers.

7A. GSOTA contract with Five K Financial. NO FINDINGS.

The report states that the "charter school’s system of internal controls is at risk for being circumvented." GSOTA strongly disputes this statement. The OIG reviewed the school’s contract with Five K Financial, owned by Erik Benz. As described in the OIG report (page 38), Mr. Benz’s role with the school is purely advisory in nature. He has no control over school personnel, no decision-making authority, and no authority to assign or expend funds. He was retained by and reports directly to the board of directors, and his advice as a founder of the school is valuable to the board. Florida’s charter school statute which addresses the employment of relatives has no bearing on the fact that his spouse serves as the Director of Operations. Additionally, Erik Benz’s and Jeanne Benz’s respective responsibilities do not allow for nor facilitate a circumvention of internal controls.

The report highlights six (6) checks signed by Jeanne Benz to Five K Financial but erroneously states that she was Director of Operations at the time (she was not, in 2012). For five (5) of those checks Jeanne Benz was the second signor, and the checks were for regular payments per the board-approved contract. The final check was a $178 reimbursement (with receipt and paid out of the basketball club account) for sports supplies when Erik Benz was a volunteer coach and basketball club leader.

The OIG makes no conclusions or findings that GSOTA’s relationship with Mr. Benz violates applicable law or the charter contract, and properly so, as this is not a violation of any applicable law or the school’s charter contract.

7B. School contract with Matthew Roncace, CPA. NO FINDINGS.

The OIG mentions that Mr. Roncace was the director of a Florida Corporation where Erik Benz was also a director. As this corporation has nothing to do with the school and was dissolved twelve years ago, the relevance is lost on GSOTA. The OIG makes no conclusions or findings that GSOTA has engaged in any activity in violation of applicable law or its charter, and properly so.

7C. The Children’s Academy at Covenant. NO FINDINGS.

The report inaccurately states that The Children’s Academy (TCA) “provided pre-school services to GSOTA students for the first three years of GSOTA”. TCA provided no services for GSOTA the first year (SY12). The second year (SY13), TCA staff provided afterschool care services to GSOTA students ages 5-9, and TCA was compensated by GSOTA for the direct cost of staff only and solely out of parent-paid aftercare fees to GSOTA. No public funds were used to pay for afterschool services and as such are not subject to review by the OIG. TCA was closed in June 2013. The OIG makes no conclusions or findings that GSOTA has engaged in any activity in violation of applicable law or its charter, and properly so.
7D. OIG notes GSOTA governing board actions and activities June 29, 2011. **FINDING:** GSOTA may have entered into professional service contracts with various vendors without adhering to the Code of Federal Regulation and their own internal procurement policy (page 44, see Exhibit 36).

The sections of the Code of Federal Regulations cited by the OIG have no bearing on purchases/contracts of GSOTA other than those funded with CSP grant funds. Charter schools are not otherwise required to follow federal procurement procedures. GSOTA, as a CSP Grant recipient, followed all required procurement protocols for items purchased with CSP Grant funds. As described more specifically below, GSOTA did, in fact, follow its own internal procurement policy. See Discussion 7D on page 7.

8. School Expansion

8A. School site visit. **NO FINDINGS.** In fact, report states, “School expansion appears to be justifiable. Florida Statute 1013.62(3) Charter Schools Capital Outlay Funding does not prohibit GSOTA from utilizing capital outlay funding for the expansion” (page 46).

8B. Whether GSOTA notified the District regarding the proposed school expansion. **FINDING:** GSOTA did notify the District by addressing facility needs in multiple capital outlay applications which were acknowledged by the District. **RESPONSE:** See Discussion 8B on page 8.

9. A review of fees GSOTA charges to students. **NO FINDINGS.** The report recommends that GSOTA may want to include clear language associated with student fees and the parent’s ability to pay. **RESPONSE:** GSOTA has added clarifying language on its website per the OIG recommendation.

**DISCUSSION**

**Section 2C. Capital outlay funds.**

The report states that a review of GSOTA’s charter school capital outlay applications for the last three years indicates that GSOTA intended to use the capital outlay for statutorily authorized purposes (page 15). As part of its investigation, the OIG inquired of the District’s Charter School Department as to whether the District received capital outlay plans from GSOTA. They were advised by the Charter School Department that it does not have records from GSOTA for capital outlay plans or related expenditures (page 17).

Despite the Charter School Department’s response that they had no capital outlay plans from GSOTA, the process for applying for capital outlay requires a District to approve a charter school’s capital outlay plan before it is then sent by the District to the Florida Department of
Education for processing. GSOTA’s capital outlay plans were, in fact, acknowledged by District employees Ariel Alejo and Miriam Williams (page 16).

Finally, the report states that from “the OIG’s observation the School has taken over the majority of the Church’s available space. With continued student growth and increased enrollment, the School expansion appears to be justifiable. Florida Statute 1013.62 (3) Charter Schools Capital Outlay Funding does not prohibit GSOTA from utilizing capital outlay funding for the expansion” (page 46, emphasis added). This is not a violation of any applicable law or the school’s charter contract.

Section 3B. Board member conflict of interest.

The Report states that board member Jon Andio provided electrician services to the school and was improperly compensated for those services.

Section 1002.33 (26), F.S. address standards of conduct for governing board members:

(26) STANDARDS OF CONDUCT AND FINANCIAL DISCLOSURE.

(a) A member of a governing board of a charter school, including a charter school operated by a private entity, is subject to ss. 112.313(2), (3), (7), and (12) and 112.3143(3).

Section 112.313 (12), F.S. provides exceptions to the conflict of interest provisions contained in subsections (3) and (7) (emphasis added).

(12) EXEMPTION. The requirements of subsections (3) and (7) as they pertain to persons serving on advisory boards may be waived in a particular instance by the body which appointed the person to the advisory board … In addition, no person shall be held in violation of subsection (3) or subsection (7) if:

(f) The total amount of the transactions in the aggregate between the business entity and the agency does not exceed $500 per calendar year.

Mr. Andio’s business was paid $356.96 in 2015 for parts and labor for one employee and $364.49 in 2016 for parts only. Mr. Andio never received any personal compensation for the services performed. Of greater import is the fact that both payments fall under the $500 threshold established by Florida law. GSOTA’s charter requires the school to comply with all applicable laws. Section 1002.33 (26), F.S. specifically incorporates Section 112.313(12), F.S. Therefore, the exemption described above applies to GSOTA, and consequently GSOTA complies with applicable law and its charter.

The school’s charter states that governing board members shall not receive compensation from the School’s operations, which language prohibits board members from receiving compensation for their service as a board member. Mr. Andio has never been compensated in exchange for his work as a volunteer board member.

Mr. Andio’s activities did not violate either state law or the charter contract.
Section 3C. Board member conflict of interest statements.

The report states that GSOTA may be in violation of their own internal policy and Section 112.3143(3)(a), F.S. (page 25). GSOTA’s conflict of interest policy states that each governing board member will sign the School’s conflict of interest statement. While GSOTA cannot demonstrate strict adherence to this policy, board members have all completed governance training which includes an in-depth discussion on conflicts of interest and ethics. All board members are expected to follow the relevant statutes on this topic, and would likely be removed from the board seat if they were found to violate its requirements.

Neither Florida law nor the charter contract require GSOTA board members to sign a conflict of interest statement. Accordingly, last year GSOTA modified its conflict of interest policy so that it is more in line with state law. Please see current policy attached as Exhibit 4.

In addition, the OIG states that GSOTA may be in violation of Section 112.3143(3)(a), F.S.. This statute addressed voting conflicts, and requires a board member to make a disclosure to the board in the event that he or she must abstain from a particular vote due to a special private gain or loss as a result of the vote. This statute cited by the OIG bears no relevance to whether board members submitted annual conflict of interest statements.

Section 7D. Governing Board Meeting Actions and Activities: June 29, 2011.

In this section of the report, the OIG reviewed various GSOTA governing board actions and activities on June 29, 2011. This meeting was held prior to the start of the first year and school and prior to the start of the term of the charter contract. The OIG seems critical of the fact that at this meeting, founders Erik Benz and Shane Vander Kooi resigned from their board seats. However, it is very common for founders of charter schools to serve on the board until the time when they leave the board to take on other roles at the charter school. Often founders of charter schools are the personnel who run the schools, especially in the early years.

In addition, the OIG points out Erik Benz and Shane Vander Kooi abstained from some of the votes. While the report seems to imply this as a criticism, an abstention from a vote is exactly what a board member should do should a voting conflict arise under Section 112.3143 (3), F.S. While seeming to criticize the board members’ actions, the OIG makes no conclusions or findings that GSOTA has engaged in any activity in violation of applicable law or its charter, and properly so, as this is not a violation of any applicable law or the school’s charter contract.

The OIG criticizes GSOTA for entering into professional service contracts with vendors without adhering to the Code of Federal Regulations and the school’s own procurement policy, stating “Since GSOTA receives federal funding, GSOTA should utilize a competitive solicitation process for contracted services sought” (page 44, see Exhibit 36).
The sections of the Code of Federal Regulations cited by the OIG have bearing only on purchases made or contracts funded with federal grant dollars. The code cited by OIG is addressed in the following from Title V, Part B of the ESEA Nonregulatory Guidance, page 25:

**G-3. What procedures must CSP grantees follow when purchasing equipment or services?**

When using Federal funds to purchase equipment or services, a charter school must comply with the procurement standards set forth in the Department’s regulations at 34 CFR 74.40-74.48.

The procurement policy adopted by GSOTA in 2010 was intended to guide the use of funds received under the Charter School Program Grant, and a review of the minutes from the June 29, 2011 board meeting reflects this fact (see OIG Report Exhibit 21, page 258, third page of meeting minutes). GSOTA, as a CSP Grant recipient, followed all required procurement protocol for items purchased with CSP Grant funds and can demonstrate that the procurement policy was followed for purchases such as classroom furniture ($4,843), computers ($14,820), interactive whiteboards ($11,080), all of which were purchased with CSP Grant funding. Since charter schools generally are not subject to competitive bidding requirements, there would be no reason for the school to adopt a policy applicable to all purchases.

As to the OIG’s finding that contracts were entered into without the school following its own internal procurement policy, the contracts referenced were not funded by the CSP grant. As already established, the procurement policy was not intended to apply to other contracts or purchases, as charter schools are not otherwise required to follow federal procurement procedures.

**Section 8B. GSOTA notified the School District regarding proposed school expansion.**

One of the complaints which triggered this investigation is the assertion by Jim Pegg that GSOTA failed to notify the School District of its plans to expand its facilities. According to Mr. Pegg, he learned of the proposed expansion of the facility during a visit to the school on February 9, 2016, when he was there to conduct a program review related to the school’s renewal (OIG Report page 47). As stated on the Program Renewal Review document itself, the purpose of the review was to determine whether GSOTA was compliant with the existing charter provisions (see OIG Report Exhibit 32, page 317. At no time during this meeting did Mr. Pegg raise a concern about notification of the expansion. In fact, GSOTA’s renewal was approved by the School Board on March 2, 2016, less than one month later. A review of the Program Renewal Review Summary indicates that GSOTA’s facilities “meets” the School District’s standard.

If Mr. Pegg believed GSOTA was in violation of its charter, it seems that this would have been the time to raise the issue. The parties began negotiations of the renewal charter on April 14, 2016 and held a series of meetings in person and on the telephone over the next four months. The school’s expansion plans were the subject of several discussions. At no time did Mr. Pegg
assert that GSOTA was in violation of its charter for failing to notify the School District of its planned expansion.

In its report the OIG found that board minutes reflected discussion of the school’s facility expansion going back to 2012 (page 47, see OIG Report Exhibits 25, 26, 27 and 28 beginning on page 281). GSOTA regularly submits its board minutes to the District Charter School Department for review. In addition, GSOTA submitted capital outlay plans which were acknowledged by School District personnel (page 48).

Mr. Pegg determined that GSOTA was in compliance with its charter when the School Board voted on GSOTA’s renewal and did not raise this issue over four months of charter negotiations; it seems disingenuous that Mr. Pegg would now make this the subject of an OIG investigation. Regardless of the School District’s claims to the contrary, the OIG found that GSOTA did notify the School District by addressing facility needs in multiple capital outlay applications which were acknowledged by the School District (page 48).

CONCLUSION

GSOTA fully cooperated with the OIG at all times during this investigation (OIG Report page 53). The end result of this investigation is the following:

1. The OIG found that none of the complaints which triggered this investigation were substantiated.

2. GSOTA inadvertently overpaid its landlord for utilities in the amount of $13,500 over five years. The parties are in the process of negotiating a lease amendment whereby these amounts would be credited to GSOTA.

3. GSOTA has added clarifying language on its website regarding fees charged to parents.
LIST OF EXHIBITS

1. Invoices
2. Governance training certificates of completion
3. Evidence of background screening
4. GSOTA current conflict of interest policy
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Check Details for Check Number 2149

Check Images (Front and Back)

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This information is provided for your convenience and does not replace your monthly account statement(s), which are the official records of your accounts and does not replace any other notice we send you.

J.P. Morgan Chase Bank, N.A. Member FDIC

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# Invoice

**Date:** 6/1/2015  
**Invoice #:** 1042

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Covenant Centre  
International  
9133 Poinciana Lane  
Palm Beach Gardens  
Fl. 33403  
Phone: 561-627-8130  

TO: Gardens School or  
Technology Arts, Inc.  
9133 Poinciana Lane  
Palm Beach Gardens,  
Fl. 33403  
Phone: 561-740-2661

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<td>Installation of Video Surveillance System Running 1500 ft. of cable. Mounting 16 cameras.</td>
<td>900</td>
<td>900</td>
</tr>
<tr>
<td>1</td>
<td>Garbage Cleanup and Facility Maintenance</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>1</td>
<td>Air Conditioning Repairs</td>
<td>670</td>
<td>670</td>
</tr>
<tr>
<td>1</td>
<td>Repairs to Courtyard, Sod Installation, Irrigation</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

---

**Subtotal:** $3,120  
**Sales Tax:** 0  
**Total:** $3,120

---

Make all checks payable to Covenant Centre, Inc.

*Thank you for your business!*
Item 3.

Invoice

Date 08/23/2016
Invoice # 11597

Covenant Centre
International
9153 Roan Lane
Palm Beach Gardens,
FL 33414
Phone 561-627-8136

TO Gardens School of
Technology Arts, Inc
9153 Roan Lane
Palm Beach Gardens,
FL 33414
Phone 561-790-9400

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Job</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Due on receipt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facility Renovations for New School Year&lt;br&gt;Painting&lt;br&gt;Furniture Assembly and classroom transitioning&lt;br&gt;Hanging Bulletin Boards and White Boards&lt;br&gt;Land Clearing for PE and Recess Spaces and School Readiness&lt;br&gt;Classroom lighting improvements for Health Department requests and Electrical work for Repairs&lt;br&gt;Survey Work for new classrooms</td>
<td>422.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>475</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80</td>
</tr>
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<td></td>
<td></td>
<td>320</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2489</td>
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<tr>
<td></td>
<td></td>
<td>2075</td>
</tr>
</tbody>
</table>

Subtotal $5861.30
Sales Tax 0
Total 5861.30

Make all checks payable to Covenant Centre, Inc.

Thank you for your business!
Kathleen W. Schoenbere, Esq.

Date of Completion: August 22, 2011

approved by the Florida Department of Education
for successful completion of the FL 4-Hour Training

Gardens School of Technology Arts

Dave Menkhaus

is hereby granted to:

Certificate of Participation
Charter School Governance Training
Kathleen W. Schoenbere, P.A.
Kathleen W. Schonberger, Esq.

Date of Completion: August 19, 2011

Approved by the Florida Department of Education
For successful completion of the FL 4-Hour Training

Gardens School of Technology Arts

Mishi Stonecipher

is hereby granted:
Certificate of Participation

Charter School Governance Training
Kathleen W. Schonberger, P.A.
Kathleen W. Schoenbereg, Esq.

Date of Completion: December 25, 2012

Approved by the Florida Department of Education for successful completion of the FL 4-Hour Training for Gardening School of Technology Arts

Lori Aller

is hereby granted to:

Certificate of Participation
Charter School Governance Training
Kathleen W. Schoenbereg, P.A.
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Charter School Employment Authorization

The purpose of this form is to authorize employment at a charter school. To apply for a position at a charter school complete and sign this authorization. Follow the directions as specified below. Incomplete forms will not be processed.

Directions: 1. New hires should route this form through the steps below.
   2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

Charter School
Gardens School of Technology

Applicant Name (first, first, middle-initial)
MENKHAUS, DAVID J

SOC. SEC. # (last four digits only)
2519 06

Applicant Address (street name and number, apt. #, city, state, zip code)
13124 Silver Fox WPS, Fl 33418

Applicant Telephone
(561) 798-1894

Applicant Start Date
6/29/2011

E-mail Address
dmenkhaus@aslc.com

Type of Position (check one only)

- Instructional
- Non-instructional

DOB 4/27/55

Board Member

STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101

Must present valid driver's license and social security card - Fee $85 payable by money order only to PBCSDPD (non-refundable).

Date Fingerprinted
7/21/11

Signature of School Police Representative

STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Office only) Suite A-152

Validity

Certification Type

Eligible?  Yes  No

Subject(s) of Certification/Eligibility

☐ REQUIRES OUT OF FIELD APPROVAL

Notes

Completed By

Signature of Certification Representative

Date

STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"

Received By

Signature of Charter School Representative

Date

PRSD 2177 (Rev. 07/09/2009)  ORIGINAL - Charter School  COPY - Charter School Department  COPY - Certification
THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Charter School Employment Authorization

The purpose of this form is to authorize employment at a charter school. To apply for a position at a charter school complete and sign this authorization. Follow the directions as specified below. Incomplete forms will not be processed.

Directions:
1. New hires should route this form through the steps below.
2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

<table>
<thead>
<tr>
<th>Charter School</th>
<th>Social Security #</th>
<th>Applicant Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardens School of Technology Arts</td>
<td>4108</td>
<td>6/29/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (last, first, middle initial)</th>
<th>Soc. Sec. # (last four digits only)</th>
<th>Applicant Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stonecupher Melissa D</td>
<td>4108</td>
<td>(561) 531-0582</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Address (street name and number, apt. #, city, state, zip code)</th>
<th>E-mail Address</th>
<th>Type of Position (check one only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Hampton Ct. Jupiter 33458</td>
<td><a href="mailto:m.stonecupher@gmail.com">m.stonecupher@gmail.com</a></td>
<td>Instructional Non-Instructional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject/Position/Grade Level</th>
<th>Board Member</th>
</tr>
</thead>
</table>

**STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101**

Must present valid driver's license and social security card. Fee $85 payable by money order only to PBCSDPD (non-refundable).

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Signature of Charter School Principal</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Stonecupher</td>
<td>Sarah Hovener</td>
<td>7/16/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Fingerprinted</th>
<th>Signature of School Police Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/19/11</td>
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<td></td>
</tr>
</tbody>
</table>

**STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Office only) Suite A-152**

<table>
<thead>
<tr>
<th>DO#</th>
<th>Validity</th>
<th>Certification Type</th>
<th>Eligible</th>
<th>Subject(s) of Certification/Eligibility</th>
<th>Requires Out of Field Approval</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Completed By</th>
<th>Signature of Certification Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"**

<table>
<thead>
<tr>
<th>Received By</th>
<th>Signature of Charter School Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PBSD 2177 (Rev. 07/09/2009)  ORIGINAL - Charter School  COPY - Charter School Department  COPY - Certification
Charter School Authorization for

☐ Employee  ☐ Contracted Services  ☒ Board Member  ☐ Vendor

The purpose of this form is to authorize employment and/or services at a charter school. Follow the directions as specified below to complete this form. Incomplete forms will not be processed.

Directions:
1. Route this form through the steps below.
2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

<table>
<thead>
<tr>
<th>School #</th>
<th>Charter School</th>
<th>Applicant Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3961</td>
<td>Gardena School of Tech Arts</td>
<td>10/3/12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (last, first, middle initial)</th>
<th>Social Sec. #</th>
<th>Applicant Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busch, Lori S.</td>
<td>9818</td>
<td>(561) 379-9475</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Address (street name and number, city, state, zip code)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>254 Edenderry Avenue Jupiter, FL</td>
<td>Lori S. <a href="mailto:Alfrey@Aol.com">Alfrey@Aol.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject / Position / Grade Level</th>
<th>Type of Position (check one only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Online Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori S. Busch</td>
<td>Date</td>
</tr>
</tbody>
</table>

STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101

Must present valid driver's license and social security card - Fee $99 payable by money order only to PBCSDPD (non-refundable). PROCESSED BY SCHOOL POLICE DEPT.

Date Fingerprinted: 10/24/12
Signature of School Police Representative: 10/24/12

STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Analyst) Suite A-152

<table>
<thead>
<tr>
<th>DOE #</th>
<th>Validity</th>
<th>Type of Certification</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject(s) of Certification/ Eligibility</th>
<th>Eligible for hire: Yes No</th>
<th>Reason(s) for denial: Certification HQ</th>
</tr>
</thead>
</table>

Requires out-of-field approval: Yes No Requires not HQ approval: Yes No

Notes

Verified by: Signature of Certification Representative Date: 10/24/12

STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"

Received By: Signature of Charter School Representative Date: 10/24/12

PBSD 2177 (Rev. 09/28/2011) ORIGINAL - Charter School COPY - Charter School Department COPY - Certification
GARDENS SCHOOL OF TECHNOLOGY ARTS, INC.
POLICY ON CONFLICTS OF INTEREST

1. Purpose. The purpose of this policy is to protect the corporation's interest to ensure that no officer or director has a conflict of interest with Gardens School of Technology Arts, Inc. ("School"). This provision is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

2. Definitions.

(a) "Material Interest" shall mean direct or indirect ownership of more than five percent of the total assets or capital stock of any business entity.

(b) "Conflict" shall mean a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.


(a) A board member may not purchase, rent or lease any realty, goods or services for the School from a business of which of board member (or the board member's spouse or child) is an officer, partner, director, proprietor or owner of a material interest.

(b) No board member may hold any employment or contractual relationship (written or unwritten) with the School. No board member may hold any employment or contractual relationship with any business entity which is doing business with the School. No board member may hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

(c) An employee of the School, or his or her spouse, may not be a member of the board of directors.

4. Voting Conflicts:

(a) For the purposes of this subsection (4) only, the term "relative" shall be defined to mean any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(b) A board member shall not vote on any measure which would inure to the board member's special private gain or loss (or to the special private gain of (1) an organization by which the board member is retained or (2) a relative or (3) a business associate).

(c) Voting conflicts must be disclosed in a written memorandum and filed with the person responsible for recording the minutes prior to the meeting. Such memorandum shall be read publicly at the board meeting, incorporated into the minutes and shall be considered a public record.

(d) If a voting conflict arises at a board meeting, the disclosure shall be oral followed up by a written memorandum within fifteen days.
5. **Exceptions and Duty to Disclose.**

   (a) No board member shall be in violation of this policy if one or more of the exceptions described in §112.313 (12), F.S. are met (see Exhibit 1).

   (b) In connection with any actual or possible conflict of interest with the School, the interested board member must disclose the possible or actual conflict of interest to the board of directors. The board of directors shall then determine whether a conflict of interest exists and/or whether one of the exceptions listed in section 5(a) above is met.

6. **Violation of this Provision:** If a board member has reasonable cause to believe another board member has failed to disclose actual or possible conflicts of interest, he or she shall inform the member of the basis for the belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the Board determines that the member has failed to disclose an actual or possible conflict of interest, it shall be grounds for removal.

7. **Records of Proceedings:** The minutes of the board and all committees with board delegated powers shall contain:

   (a) The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the board’s decision as to whether a conflict of interest in fact existed.

   (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8. **Periodic Reviews:** To ensure the School operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews may be conducted. The periodic reviews may, at a minimum, including the following subjects:

   (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.

   (b) Whether partnerships, joint ventures and any arrangements with management organizations conform to the School’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
GARDENS SCHOOL OF TECHNOLOGY ARTS, INC.
POLICY ON CONFLICTS OF INTEREST
EXHIBIT 1

Statutory Exemptions

F.S. 112.313(12) EXEMPTION.--The requirements of subsections (3) and (7) of F.S. 112.313 as they pertain to persons serving on advisory boards may be waived in a particular instance by the body which appointed the person to the advisory board, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver and an affirmative vote in favor of waiver by two-thirds vote of that body. In instances in which appointment to the advisory board is made by an individual, waiver may be effected, after public hearing, by a determination by the appointing person and full disclosure of the transaction or relationship by the appointee to the appointing person.

In addition, no person shall be held in violation of subsection (3) or subsection (7) if:

(a) Within a city or county the business is transacted under a rotation system whereby the business transactions are rotated among all qualified suppliers of the goods or services within the city or county.

(b) The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder and:

1. The official or the official's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;

2. The official or the official's spouse or child has in no way used or attempted to use the official's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid; and

3. The official, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, if the official is a state officer or employee, or with the supervisor of elections of the county in which the agency has its principal office, if the official is an officer or employee of a political subdivision, disclosing the official's interest, or the interest of the official's spouse or child, and the nature of the intended business.

(c) The purchase or sale is for legal advertising in a newspaper, for any utilities service, or for passage on a common carrier.

(d) An emergency purchase or contract which would otherwise violate a provision of subsection (3) or subsection (7) must be made in order to protect the health, safety, or welfare of the citizens of the state or any political subdivision thereof.

(e) The business entity involved is the only source of supply within the political subdivision of the officer or employee and there is full disclosure by the officer or employee of his or her interest in the business entity to the governing body of the political subdivision prior to the purchase, rental, sale, leasing, or other business being transacted.

(f) The total amount of the transactions in the aggregate between the business entity and the agency does not exceed $500 per calendar year.
(g) The fact that a county or municipal officer or member of a public board or body, including a district school officer or an officer of any district within a county, is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a depository of funds coming under the jurisdiction of any such public board or body, provided it appears in the records of the agency that the governing body of the agency has determined that such officer or member of a public board or body has not favored such bank over other qualified banks.

(h) The transaction is made pursuant to s. 1004.22 or s. 1004.23 and is specifically approved by the president and the chair of the university board of trustees. The chair of the university board of trustees shall submit to the Governor and the Legislature by March 1 of each year a report of the transactions approved pursuant to this paragraph during the preceding year.

(i) The public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) The public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency and:

1. The price and terms of the transaction are available to similarly situated members of the general public; and

2. The officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 42

Memorandum to Chief of Police
Dated April 5, 2017
Subject: Confirmation of Background Checks for GSOTA Governing Board Members
MEMORANDUM

TO: Chief Lawrence Leon

FROM: Lung Chiu, Inspector General

DATE: April 5, 2017

SUBJECT: Confirmation of Background Checks for GSOTA Governing Board Members
OIG Case # 16-474
Gardens School of Technology Arts (GSOTA)

On October 28, 2016 and on February 1, 2017, your office provided us with information related to the following GSOTA Governing Board Members background check:

- Lori S. Busch
- David J. Menkhaus
- Melissa D. Stonecipher

The information received from your office indicated that the above three Board Members were not Level II Background screened and that School Police had no fingerprints on file for the individuals. As a result, the information you provided was the primary basis for one of our findings in the above OIG preliminary investigative report. Please see attachment # 1 and # 2.

On April 4, 2017, the Gardens School of Technology Arts (GSOTA) provided us with supplemental information related to the above three Governing Board Members background screening. The information received are PBSD 2177 Charter School Employment Authorization Forms for the Board Members. The forms indicate that their Board Members were fingerprinted and background screened by staff in School Police. Please see attachment #3, #4, and #5.

As we are in the process of finalizing the investigative report for release, please have staff to reexamine your current records again to confirm whether the aforementioned Governing Board Members were Level II Background Screened. Please provide us with the information by April 12, 2017.

Thank you for your continued support.

Cc: Angelette Green, Director of Investigations
    Patrick McCutcheon, School Police Assistant Chief
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Name</th>
<th>Position</th>
<th>Employee ID</th>
<th>Background Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>Revey, Dave</td>
<td>Vice Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011-2012</td>
<td>Moore, Debra</td>
<td>Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 (4 months)</td>
<td>Moore, Cara</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011-2014</td>
<td>Merkies, David</td>
<td>Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-2014</td>
<td>Hoening, Gerd</td>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2018</td>
<td>Fayer, Chris</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-2014</td>
<td>Labow, John</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-2014</td>
<td>Thalev, Lon</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2014</td>
<td>Name</td>
<td>Position</td>
<td>Employee Id</td>
<td></td>
</tr>
</tbody>
</table>

Gardens School of Technology Board Members
OFFICE OF INSPECTOR GENERAL

ACKNOWLEDGMENT OF RECEIPT

Date: 1/30/2017

I hereby acknowledge the receipt of the following documents related to OIG Case #: 16-474

1. Referral to Department/Agency: School Police

2. Investigative Report done by the OIG

3. Preliminary Investigation done by the OIG

4. Audit related to Lori Alfrey/ Lori Bush

Signature of Department Representative

Assistant Chief McCutcheon

Date Received: 2/1/17

As part of an ongoing investigation, please provide us with whether the listed individual has been Level II cleared as a vendor by the District as required per Florida State Statutes and Jessica Lunsford Act. Please provide last fingerprint date and if the subject is in compliance.

Thanking you in advance. If you have any questions please do not hesitate to contact me.

Angelette

*This receipt is to be retained by the OIG and placed with the designated Case File
Charter School Authorization for

☐ Employee  ☐ Contracted Services  ☑ Board Member  ☐ Vendor

The purpose of this form is to authorize employment and/or services at a charter school. Follow the directions as specified below to complete this form. Incomplete forms will not be processed.

Directions:
1. Route this form through the steps below.
2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

---

**School #**
39101

**Charter School**
Gardens School of Tech Arts

**Applicant Start Date**
10/3/12

**Applicant Name**
Busch, Lori S.

**Applicant Address**
254 Edenberry Ave, Jupiter, FL 33458

**Applicant Telephone**
(561) 379-9475

**Email Address**
lorisaffrey@aol.com

**Type of Position**
Non-instructional

**Board Member**

**Signature of Applicant**
Lori S. Busch
10/8/12

**Signature of Charter School Principal**
10/8/12

---

**STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101**

Must present valid driver's license and social security card - Fee $99 payable by money order only to PBCSDPD (non-refundable).

**Date Fingerprinted**
10/24/12

**Signature of School Police Representative**
10/24/12

---

**STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Analyst) Suite A-152**

**DOE #**

**Validity**

**Type of Certification**

**Subject(s) of Certification/Eligibility**

**Eligible for hire:**
Yes ☐  No ☐

**Reason(s) for denial:**
Certification ☐  HQ ☐

**Requires out-of-field approval:**
Yes ☐  No ☐

**Requires not HQ approval:**
Yes ☐  No ☐

**Notes**

**Verified by**

**Signature of Certification Representative**

**Date**

---

**STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"**

**Received By**

**Signature of Charter School Representative**

**Date**

---

PBSD 2177 (Rev. 09/28/2011)  ORIGINAL - Charter School  COPY - Charter School Department  COPY - Certification
Charter School Employment Authorization

The purpose of this form is to authorize employment at a charter school. To apply for a position at a charter school, complete and sign this authorization. Follow the directions as specified below. Incomplete forms will not be processed.

Directions: 1. New hires should route this form through the steps below.
2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

<table>
<thead>
<tr>
<th>Charter School</th>
<th>Applicant Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardens School of Technology</td>
<td>6/29/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (last, first, middle initials)</th>
<th>Social Security # (last four digits only)</th>
<th>Applicant Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muench, David J</td>
<td>3887 - 38 - 9026</td>
<td>(561) 954 - 1594</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Address (street name and number, apt. #, city, state, zip code)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>13124 Silver Fox Way, Naples, FL 33415</td>
<td><a href="mailto:amochus@doc.com">amochus@doc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Position (check one only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/20/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Charter School Principal</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/16/2011</td>
</tr>
</tbody>
</table>

STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101

Must present valid driver's license and social security card - Fee $85 payable by money order only to PBCSDPD (non-refundable).

<table>
<thead>
<tr>
<th>Date Fingerprinted</th>
<th>Signature of School Police Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/21/11</td>
<td></td>
</tr>
</tbody>
</table>

STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Office only) Suite A-152

<table>
<thead>
<tr>
<th>DOE #</th>
<th>Validity</th>
<th>Certification Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requires Out of Field Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed By</th>
<th>Signature of Certification Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"

<table>
<thead>
<tr>
<th>Received By</th>
<th>Signature of Charter School Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7-21-11</td>
</tr>
</tbody>
</table>

PBSD 2177 (Rev. 07/09/2009) ORIGINAL - Charter School COPY - Charter School Department COPY - Certification

# 4
Charter School Employment Authorization

The purpose of this form is to authorize employment at a charter school. To apply for a position at a charter school complete and sign this authorization. Follow the directions as specified below. Incomplete forms will not be processed.

Directions:
1. New hires should route this form through the steps below.
2. After all signatures in all three steps have been obtained, the completed form MUST be returned to the School Principal.

DOB: 02/29/70

Charter School: Garden's School of Technology Arts

Applicant Name (last, first, middle initial): Stonecumber Melissa D

Soc. Sec. #: last four digits only: 4108

Applicant Telephone: (561) 531-0582

Applicant Address (street name and number, apt. #, city, state, zip code): 120 Hampton Cir, Jupiter, 33458

Type of Position (check one only):
□ Instructional
☑ Non-Instructional

Subject / Position / Grade Level: Go and Monior

Email Address: mstonecumber@gmail.com

Signature of Applicant: 7/19/11

Date: 7/16/2011

STEP 1 - SCHOOL POLICE SECTION (To be completed by School Police only) Suite B-101

Must present valid driver's license and social security card. Fee $85 payable by money order only to PBCSDPD (non-refundable).

Processed by: School Police Dept.

Date Fingerprint: 7/19/11

Signature of School Police Representative: 7/19/11

STEP 2 - CERTIFICATION OFFICE SECTION (To be completed by Certification Office only) Suite A-152

DOE #: Validity: Certification Type:

Eligible: ☐ Yes ☐ No

Subject(s) of Certification/ Eligibility:

☐ REQUIRES OUT OF FIELD APPROVAL

Notes:

Completed By: Signature of Certification Representative: Date

STEP 3 - CHARTER SCHOOL DEPARTMENT SECTION (To be completed by Charter School Department only), IBIS Building "E"

Received By: Signature of Charter School Representative: 7-19-11

PBSD 2177 (Rev. 07/09/2009) ORIGINAL - Charter School COPY - Charter School Department COPY - Certification

#5
OFFICE OF INSPECTOR GENERAL

ACKNOWLEDGMENT OF RECEIPT

Date: **4/5/2017**

I hereby acknowledge the receipt of the following documents related to OIG Case # **16-474**

1. Referral to Department/Agency: **School Police**

2. Investigative Report done by the OIG □

3. Preliminary Investigation done by the OIG □

4. Audit related to ___________________________

[Signature]
Signature of Department Representative

[Date]
Date Received

*This receipt is to be retained by the OIG and placed with the designated Case File*
Case # 16-474
Gardens School of Technology Arts, Inc.

Exhibit # 43
Memorandum from Assistant Chief of Police
Dated May 16, 2017
Subject: Fingerprint History
May 16, 2017

MEMORANDUM

TO: Ms. Angelette Green, Director of Investigations
   Inspector General’s Office

FROM: Patrick C. McCutcheon, Assistant Chief
   School Police Department

SUBJECT: Fingerprint History

A further review of the fingerprinting history of the following subjects, indicates that they were fingerprinted as follows:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Date Fingerprinted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori S. Busch</td>
<td>10/24/2012</td>
</tr>
<tr>
<td>David J. Menkhaus</td>
<td>07/21/2011</td>
</tr>
<tr>
<td>Melissa D. Stonecipher</td>
<td>07/19/2011</td>
</tr>
</tbody>
</table>

I hope this answers any concerns.

PCM:pvh