



PROGRAM REVIEW REPORT

North County Charter Elementary School (NCCES)

MSID: 5003

Academics

North County Charter Elementary School teachers and administrators are committed to providing a high-quality education to their students. While teachers maximize instructional time by teaching from the beginning to the end of the class period, student engagement is high across grade levels and teachers have excellent classroom management, OptimaEd's Director of Academics has identified areas in which additional academic support is recommended in order to raise student achievement. This proposal outlines a plan for academic support in several critical areas: culture, curriculum and instruction, a revised staffing plan for the academic team, a professional development plan and support for the school's academic leadership team.

Culture Plan

Creating a school culture with consistent procedures and expectations for all grade levels, in all areas of the school is crucial for the success of any educational program. The support plan will begin by working with the team to create a Culture Plan specifically for North County Charter Elementary School. The components of this plan cover procedures for the beginning of the school day, universal expectations, classroom, lunchroom, restroom, outdoor and dismissal procedures and will promote student engagement and encourage students to exercise self-government resulting in virtuous behavior. This will lead to an atmosphere and attitude conducive to the maximum academic growth of all students.

Curriculum and Instruction

A strong curriculum is fundamental to student achievement. We are committed to providing guidance for curriculum adoption for the core subjects for all grade levels, based on the charter, best practices, and research-based methods, as well as supporting the leadership team in a timeline and plan for implementation. The school's charter contract (I.D.1.a.) with Indian River County Public Schools outlines the educational program and curriculum:

To improve overall academic performance of students through the emphasis on reading achievement, "good student" skill development, and character development. The academic curriculum will be based around a phonics based program designed to meet the individual needs of beginning readers. An integrated reading program within the various subject areas using a thematic approach to instruction coupled with attention to mastery of knowledge and skills will be the basis of curriculum and the criterion for student advancement. In addition we will expand on its content and use creative and innovative methods of delivery making challenging learning experiences for all students.

Optima recommends evaluating all current curriculum to ensure these resources match the charter contract goals, are knowledge-based, and consistent with high academic achievement goals. We offer innovative educational products, such as virtual reality (VR) courses and field trips, that can supplement NCC's current program to bring increased student engagement and performance. We propose that improvements are made in the structure and resources for MTSS as this is critical for closing the achievement gaps in the areas of reading and math.

Revised Staffing Plan

Having the necessary positions to provide teacher support is critical for the school's success. We will work with the team to develop a staffing plan that aligns with the school's mission and goals. This may involve reviewing job descriptions and identifying additional staffing needs for the academic team. Additional staffing provided by Title I in the 2023-2024 school year will be a valuable resource for expanding interventional faculty.

Professional Development Plan

Ongoing professional development is essential for educators to provide high quality instruction. Our support will include a suggested professional development plan that can be tailored to NCC, which will include opportunities for teachers and staff to engage in professional development activities such as workshops, conferences, and Back-to-School-Training in August, led by faculty and administrators at North County Charter, OptimaEd and/or other vendors.

Support for School Leadership

Our Director of Academics has spent two decades working in charter schools and would provide consulting services by working alongside Mr. Potter and the administrative team, assisting with developing a school culture plan, providing guidance in selecting curriculum and support to continue to improve instruction, revise the staffing plan, create a professional development plan, and grade level curriculum maps and pacing guides. In addition, the leadership team has expressed a need for an online lesson planning software, as well as a program for teacher evaluations in which we can offer suggestions and demonstrations for both.

Overall, our academic support plan for North County Charter Elementary School is designed to come alongside the academic administrative team to help the school achieve its goals of increasing and retaining enrollment, as well as improving student achievement. We look forward to the opportunity to work with the school and its leadership team to achieve these goals.

Human Resources

Benefits

NCC uses CoAdvantage for payroll, benefit administration, and human resource services. CoAdvantage provided 22-23 group health renewal rates at some point prior to the September/October 2022 open enrollment. The renewal document reviewed indicated a 12.8% premium increase with additional cost to the school of \$34,152. Board minutes posted to the school's website did not indicate that this proposed cost increase was reviewed, nor did internal document reviews indicate that alternative group health proposals were requested from CoAdvantage.

	Current FL P 1500/20% 05771 BlueCross FLPPONOMA	Proposed FL P 1500/20% 05771 BlueCross FLPPO	Current FL P 3500/20% 05774 BlueCross FLPPONOMA	Proposed FL P 3500/20% 05774 BlueCross FLPPONOMA	Current FL P 6800/0% BlueCross FLPPONOMA	Proposed FL P 6800/0% BlueCross FLPPONOMA
In Network						
Deductible (Individual/Family)	\$1,500 / \$4,500	\$1,500 / \$4,500	\$3,500 / \$10,500	\$3,500 / \$10,500	\$6,600 / \$13,200	\$6,600 / \$13,200
Coinsurance	20%	20%	20%	20%	0%	0%
Maximum Out-of-Pocket (Individual/Family)	\$4,500 / \$9,000	\$4,500 / \$9,000	\$6,600 / \$13,200	\$6,600 / \$13,200	\$6,600 / \$13,200	\$6,600 / \$13,200
Primary Care	\$30 Copay	\$30 Copay	\$40 Copay	\$40 Copay	\$40 Copay	\$40 Copay
Specialist	\$55 Copay	\$55 Copay	\$75 Copay	\$75 Copay	\$75 Copay	\$75 Copay
Hospital In	20% After Deductible	20% After Deductible	\$500 / Admit + 20% After	\$500 / Admit + 20% After	0% After Deductible	0% After Deductible
Surgical/OP Hospital	20% After Deductible	20% After Deductible	20% After Deductible	20% After Deductible	0% After Deductible	0% After Deductible
Emergency Room	\$250 Copay	\$250 Copay	\$400 Copay	\$400 Copay	0% After Deductible	0% After Deductible
Urgent Care	\$55 Copay	\$55 Copay	\$80 Copay	\$80 Copay	\$80 Copay	\$80 Copay
Lab Services	\$0 Copay	\$0 Copay	\$0 Copay	\$0 Copay	\$0 Copay	\$0 Copay
X-Ray Indiv. Facility	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay
Complex Medical Imaging	\$250 Copay	\$250 Copay	\$300 Copay	\$300 Copay	\$300 Copay	\$300 Copay
Pharmacy Deductible	None	None	None	None	None	None
Generic	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Formulary	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay	\$80 Copay	\$80 Copay
Non-Formulary	\$80 Copay	\$80 Copay	\$80 Copay	\$80 Copay	\$100 Copay	\$100 Copay
Specialty Pharmacy Benefit	\$250 Copay	\$250 Copay	\$250 Copay	\$250 Copay	\$250 Copay	\$250 Copay
Generic (Tier 1A / Preferred Generic)						
Out of Network						
Deductible (Individual/Family)	\$4,500 / \$13,500	\$4,500 / \$13,500	\$6,000 / \$18,000	\$6,600 / \$13,200	\$15,000 / \$15,000	\$15,000 / \$15,000
Out-of-Pocket Max (Individual/Family)	\$9,000 / \$18,000	\$9,000 / \$18,000	\$15,000 / \$30,000	\$15,000 / \$30,000	\$30,000 / \$30,000	\$30,000 / \$30,000
Out-of-Network Coinsurance	50%	50%	50%	50%	50%	50%
Covered Employees and Rates	FL P 1500/20% 05771	FL P 1500/20% 05771	FL P 3500/20% 05774	FL P 3500/20% 05774	FL P 6800/0%	FL P 6800/0%
EE	11 \$829.00	11 \$916.00	1 \$680.00	1 \$770.00	0 \$585.00	0 \$682.00
ES	0 \$1,766.00	0 \$1,943.00	0 \$1,441.00	0 \$1,626.00	0 \$1,234.00	0 \$1,435.00
EC	1 \$1,548.00	1 \$1,706.00	2 \$1,262.00	2 \$1,428.00	1 \$1,082.00	1 \$1,261.00
FAM	0 \$2,504.00	0 \$2,760.00	1 \$2,040.00	1 \$2,306.00	3 \$1,746.00	3 \$2,034.00
Total Monthly Enrollment/Premium	12 \$10,667.00	12 \$11,782.00	4 \$5,244.00	4 \$5,932.00	4 \$6,320.00	4 \$7,363.00
Annualized Premium	\$128,004.00	\$141,384.00	\$62,928.00	\$71,184.00	\$75,840.00	\$88,356.00
Difference Annually - %	-	\$13,380.00 / 10.45%	-	\$8,256.00 / 13.12%	-	\$12,516.00 / 16.5%

Combined Plans	Current	Proposed
Total Premium for Year	\$266,772.00	\$300,924.00
Total Enrolled	20	20
Difference Annually - %	-	\$34,152.00 / 12.8%

We recommend that the school's finance team collaborate with the board to ensure employee group health and ancillary programs are attractive to employees, competitively priced, and reviewed annually to ensure any cost increases are presented with explanation and alternatives.

During our review, it was noted that a full-time substitute teacher was not offered benefits. NCC should ensure that it reviews all employees with its PEO, CoAdvantage, and receives recommendations in writing from CoAdvantage regarding benefit eligibility.

According to Mr. Miller, full-time employees receive five days of paid time off annually. The unused portion may be cashed out at the end of the contract year, but time taken in excess of the five days is deducted from the employee's final paycheck for the contract.

We did not have access to the retirement plan documents, but have noted 2 different waiting periods mentioned regarding the school's 401K plan: 6 months and 12 months. In order to remain competitive with other schools, NCC's board may want to consider amending the 401K plan to remove waiting periods for enrollment and ensure vesting and matching are attractive.

We recommend the school utilize anonymous staff surveys to obtain employee feedback on their level of satisfaction with current benefits.

Finance

Internal Control

Segregation of Duties

Mr. Ken Miller was the sole individual reconciling all school bank accounts. Mr. Miller also possessed a school debit card in his name and was authorized to sign checks on the school's accounts. We recommend that any individual with signing authority or spending privileges be prohibited from reconciling any accounts.

Mr. Miller also sourced the school's auditor, Nuttall Donini, after performing what he described as a search of firms in a 25-mile radius of the school. We recommend that the school follow the directives in Florida Statute 218.391 regarding the process for selecting an auditor, rather than permitting the employee tasked with financial management to select the firm who will be reviewing his or her work.

Supervision

The current organizational structure did not reveal any regular oversight of the Business and Finance Manager's work, e.g., the school does not have a Chief Financial Officer or Finance Director to provide supervision, training, guidance, or assignments to the manager. Mr. Miller had utilized Nuttall Donini for some support on reconciliations and bookkeeping, but we advise against using the auditing firm for ongoing financial work.

Supervision of the business manager role could be achieved by documenting the position's reporting to the governing board; securing an outside firm to supervise the school's financial activities, apart from the auditing firm; establishing a finance committee; and ensuring that there are board members with adequate financial background and availability to review financial activity.

Regardless of what structure the school ultimately decides upon, we recommend the finance side of operations continues to collaborate with the academic side to demonstrate transparency, obtain feedback on the annual budget, and remain involved in grants and fundraising.

Policies

We did not find board approved financial policies for the school. These should be developed and approved this fiscal year, and provide a sound framework for the approval of contracts, including dollar amounts requiring board approval, the budgeting process, auditing, reconciliations, purchasing, inventory, grants, cash management, loans, capitalization, and financial emergencies. OptimaEd can provide templates if needed.

Chart of Accounts & Bookkeeping

In order to better reflect the financial activities of the school and provide a more thorough understanding of these activities, corrections and updates should be made to the school's QuickBooks commencing with fiscal year 2024. Corrections could be made to the current year's transactions if requested by the board and at an additional cost to be determined.

We found expense items booked to revenue accounts, NSLP transactions recorded in the incorrect accounts, missing revenue breakdown for FEFP categoricals, and incorrect reporting of payroll expenses.

These types of errors result in an inaccurate view of the school's financial activity, performance against budget, and hinder management's and the board's ability to make informed decisions.

Our recommendations also include the use of class codes to separate various programs within the school, e.g., fundraising, federal grants, and voluntary pre-kindergarten (VPK).

Financial Statements

Our review of board meeting minutes and conversations with Mr. Miller indicated that Nuttall Donini prepared the GASB reports per the school's charter contract and these reports were provided to the board at scheduled meetings along with what meeting minutes describe as a balance sheet and bank statements. We recommend a monthly financial packet be issued, to include a balance sheet, profit and loss statement, a statement of cash flow, and a budget versus actual report with notes on variances. All school bank account statements should be included in the monthly packet with account numbers redacted. Financials should be reviewed at every regular board meeting and whenever requested by the board.

Journal Entries

A journal entry sampled from 10/31/2022 indicates that an entry was made to facilitate the reconciliation of the school's Seacoast bank account ending in 281. Mr. Miller made a note of a reconciliation difference, presumably to Nuttall Donini. The 10/31/22 journal entry references the re-posting of a check from 2016 but does not specify the check number or payee, nor does the journal entry include a reference number and initials of the user. Optima recommends that journal entries include an entry number and initials of the user. Entries should include enough detail to support the transaction's purpose and appropriateness.

Transaction List by Date
1113 - PETTY CASH-SEACOAST

Print... Edit Transaction QuickReport Setup Bank Feeds

Make General Journal Entries

Main Reports
Find New Save Delete Create a Copy Memorize Reverse Print Attach File

DATE: 10/31/2022 ENTRY NO.:

ACCOUNT	DEBIT	CREDIT	MEMO	NAME
1113 - PETTY CASH-SEACOAST	554.00		To fix for 2016 check posting again	
3400 - REV FROM LOCAL SOURCES 344...		554.00	To fix for 2016 check posting again	

Temp-Return Service Requested
0000063-0003048-0001-0002-FIMR0005311001225503

Statement of Account

Last statement: September 30, 2022
This statement: October 31, 2022
Total days in statement period: 31

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Direct Inquiries to:
Customer Service Center
800-706-9991

Seacoast National Bank
1208 US Highway 1
Vero Beach FL 32960

*Teresa,
THIS ONE HAS ME
STUMPED.
@ 554.00 DIFF.
K.M.*

Account	Number	Ending Balance
Commercial Checking Tiered		\$2,080.42

PROTECT YOURSELF FROM FRAUD. VISIT SEACOASTBANK.COM/FRAUD FOR DETAILS

Commercial Checking Tiered

7 Enclosures

Date	Description	Additions	Subtractions	Balance
09-30	Beginning balance			\$1,762.15
10-05	Check 1189		230.55	1,531.60
10-05	Check 1191		200.60	1,331.00
10-05	Check 1194		168.95	1,162.05
10-05	Check 1195		54.00	1,108.05
10-12	#Maintenance Fee		15.99	1,092.06
10-17	ANALYSIS ACTIVITY FOR 08/22 #Online Phone Credit REF 2560740L FLORID TRANSFER FRM DEP 4517121101 FROM ONLINE FLNDS TRANSFER VIA	1,500.00		2,592.06
10-19	Check 1196		130.71	2,461.35
10-19	Check 1197		220.43	2,240.92
10-27	Check 1198		160.50	2,080.42
10-31	Ending total:	1,500.00	-1,161.73	\$2,080.42

Number	Date	Amount	Number	Date	Amount
1189	10-05	230.55	1196	10-19	130.71
1191*	10-05	200.60	1197	10-19	220.43
1194*	10-05	168.95	1198	10-27	160.50
1195	10-05	54.00			

WWW.SEACOASTBANK.COM

Modernization

The school's financial and compliance related documents are stored on site in filing cabinets. A review of recent documents indicated that calculations and reports were sometimes being performed by handwritten calculations. We recommend the use of spreadsheets and word processing software to issue reports, summarize data, and make calculations.

NCC has an existing shared Google drive. We created a folder system for financial records, and recommend all related documentation be uploaded to these folders. In addition to providing transparency within the organization, the electronic files will support document retention rules and auditing requests.

FEBRUARY 2023 PAYROLL	
Instructional	\$ 107,756.11
Administration	36,302.67
EXTENDED DAY	4,569.12
VPK	10,589.78
ESE	11,699.57
NURSE	4,739.13
FOOD SERVICE	8,405.43
JANITORIAL	10,227.33
Tutoring	1,530.00
	<u>\$ 195,819.14</u>

Budget

We have not had access to prior budget files which include the assumptions used to calculate revenue, expenses, staffing, enrollment, and capital purchases. We will provide a draft enrollment plan, staffing plan, and 2023-2024 budget for consideration.

Grants

NCC has received federal ESSER grants and has received provisional approval for Title I funding for the 2023-2024 school year. Mr. Potter's experience with Title I will be a tremendous asset to the school as it implements Title I funding. We recommend classifying all grant revenues and expenditures to the specific program in accounting software to ensure proper tracking. All grant reimbursement or payment activity (emails or other correspondence) through the school district should include the principal and be reported at least quarterly to the governing board.

Compliance

School Website (<https://www.nccharter.org/>)

We recommend NCC's website include a search feature.

The following information was missing from the school's website and should be corrected per the corresponding Florida statute.

- a. Capacity on Website per Open Enrollment statute FS 1002.31, which requires school districts and charter schools to identify and disclose on their websites the capacity for its schools, by grade level, and to update the data every 12 weeks.
- b. Reporting of Child Abuse per FS 1006.061(2) and FS 1006.061(4)(a)

- c. FortifyFL advertising on school website per [FS 943.082\(3\)b.](#)
- d. Contact information for the school's custodian of public records per [FS 119.12](#)
- e. Public Records Statement per [FS 668.6076](#)
- f. The school's academic performance per [FS 1002.33 \(9\)\(p\)\(1\)](#)
- g. The programs at the school per [FS 1002.33 \(9\)\(p\)\(1\)](#)
- h. The school's annual budget per [FS 1002.33 \(9\)\(p\)\(1\)](#)
- i. The school's grade pursuant to s. [1008.34](#) per [FS 1002.33 \(9\)\(p\)\(1\)](#)
- j. Parent Representative per [FS 1002.33 \(9\)\(p\)\(2\)](#)
- k. Educator Misconduct Brochure Per [FS 1006.061\(2\)](#)
- l. Controlled open enrollment process per [FS 1002.31\(3\)](#)
- m. Student Progression Plan per [FS 1008.25\(2\)\(b\)](#)
- n. Identification of the school's Title IX Coordinator and detail of Title IX policies and grievance procedures [34 CFR 106](#)

The following updates for the website are recommended:

- a. Code of Student Conduct per [FS 1006.07\(2\)](#)
- b. School Handbook is dated 2019-2020. Recommend updating to current school year.
- c. Academic Calendar is stated in Parent Handbook to follow the district. Recommend creating an NCC Academic Calendar and posting it to website for ease of family access to school closures and holidays.

Enrollment Lottery

We recommend the use of SchoolMint software to track applicants, manage registration information, and ensure compliance with Florida statutes regarding charter school enrollment. We noted that there is no enrollment feature on the school's website to aid interested families in joining the school. Per [1002.31](#), the school cannot limit enrollment if it has capacity.

Policies and Procedures

School policies are incomplete. We provided Series 2000 (student policies) as templates, and can submit additional policy templates as needed. We recommend the school develop procedures for important tasks to ensure consistency, training, and compliance.

Human Resources

The school noted that prior administrations did not maintain complete personnel records, including documentation of background and reference checks. The current school leadership has corrected this, and we recommend a written procedure and policy be developed and shared with staff to ensure compliance with the charter contract, F.S. [1012.315](#), F.S. [1012.32](#), and F.S. [1002.33](#).

Governing Board Meetings

Board meeting minutes posted to the school's website do not include supporting documents, e.g., price quotes and financials. Board meeting records are not archived on the school's Google drive.

We recommend all meeting documents be stored on the school's Google drive, and a motion tracking spreadsheet be developed to document board approvals and resolutions. A board approval calendar should be maintained to ensure all annual requirements are met, e.g., teacher out of field, audit, budget, and 990 approvals.

Confidentiality of Records

A review of the school's 22-23 insurance binders also included 6 IEP meeting notices from August 2022, presumably due to the use of a shared copier.

To preserve the confidentiality of student records and other sensitive documents, provide ease of access for various departments, and aid in the processing of public records requests, we recommend utilizing the school's current Google drive to archive all documents, and restrict printing of ESE-related documents to the Student Services Director and/or ESE teacher printers.

Teacher Out of Field Lists

The school provided the teacher out of field lists for surveys 2 and 3 of the 2022-2023 academic year. However, the board did not review and approve the lists for each survey period, which is required.

We recommend the scheduling of special board meetings during survey weeks to document the board's approval of teachers who are designated as out of field. Develop an intent-to-earn form for teachers who are flagged as out of field, and assist each in obtaining the endorsement and/or certification required to cure the out of field label. See *Exhibit A, Schedule of State Processing Dates*.

Insurance

We reviewed the certificates of insurance, see Exhibit B, provided by the school's broker, Egis Insurance & Risk Advisors. The following summarizes the school's current policies versus insurance requirements outlined in the charter contract dated June 26, 2013, and expiring June 30, 2028.

Coverage Type	Contract Requirement	22-23 Policies	Recommendations
Crime	\$100,000/loss limit; \$10,000 max deductible	\$60,000 limit; \$1,000 deductible	Increase limit to comply with charter contract
Property	\$25,000 max deductible except wind: 5%/\$25,000 minimum	Wind: 3% TIV; \$2,500 max deductibles on bldg., contents, flood	Review contents inventory to ensure value on policy is accurate. Ensure building value is accurate via appraisal for replacement cost or similar method.
School Leaders Liability & Employment Practices Liability	\$1M/claim annual aggregate; \$25,000 max deductible/claim	\$3M/claim; \$3M aggregate; \$2,500 deductible	EPLI is also being billed by CoAdvantage. February's fee was \$265.97 (estimated annual premium: \$3,192). Check Egis policy for cost and duplication of coverage against CoAdvantage.
Workers' Compensation	Florida limits; \$500,000/accident; \$500,000 disease policy limits; \$500,000 disease each employee	Pending response from CoAdvantage	Verify coverage with CoAdvantage; ensure contractors who work on site maintain adequate workers' compensation coverage.
Automobile	\$1M/person; \$1M/accident; \$1M combined single limit each accident	\$1M combined single limit	none
General Liability	\$1M/occurrence, \$3M annual aggregate	\$1M/occurrence, \$3M aggregate	none

Information Technology

Optima's IT Director visited the school for a site visit and noted that the current IT vendor has a good working relationship with the school, and staff feedback on IT topics was positive.

Food Service

The school was operating as a School Food Authority (SFA) to conduct the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The Florida Department of Agriculture and Consumer Services (FDACS) oversees the NSLP and SBP programs, both of which are federally funded. Compliance with all FDACS requirements, requests, correspondence, and documentation is vital to the continued operation of NSLP and SBP.

FDACS notified NCC via certified mail on January 5, 2023 that the school was suspended from participating in the NSLP and SBP programs due to FDACS' finding of NCC as "Seriously Deficient" as a result of NCCS' failure to complete a Corrective Action included in a previously issued Administrative Review. (See Exhibit C)

Based on the school's free and reduced lunch eligibility rates, we recommend NCC reapply for participation in NSLP and SBP programs after the suspension period has ended, and issue a request for proposal for a

food service vendor to provide the meal program. An experienced vendor will ensure ongoing compliance with NSLP rules regarding the content of meals, an area of non-compliance noted by FDACS when announcing the suspension. If NCC participates in federal meal programs in the future, we recommend the governing board monitor the program on at least a quarterly basis to ensure the Food Service Director or Manager participates in all required training per FDACS, any corrective action plans are promptly implemented, and financial reporting, including claims, are processed correctly.

Facilities

Optima's Area Operations Manager visited the school and noted the excellent condition of the buildings and grounds. Security upgrades were noticeable. We recommend the governing board, perhaps in conjunction with a finance or strategic planning committee, review the topic of a reserve account for future repairs and maintenance. *(See Exhibit D)*

Summary

Overall, NCC's program was observed to be organized, efficient, and guided by the capable leadership of Mr. Potter and Ms. Irons, and a very faithful governing board. Optima recognizes the long-term service of the prior business and finance manager, Mr. Ken Miller, and appreciates his commitment to the school. Our recommendations for improvement focus on finance, compliance, and curriculum and instruction—specifically ensuring the academic program aligns to the charter contract and returns the school to high academic achievement. We appreciate the opportunity to work with NCC and we are available to assist in implementing any of the recommendations within this report at the request of the board.



APPENDIX A

Schedule of State Processing Dates 2022-23 through 2025-26

<p>2022-23 <u>Survey 1</u> Survey Week: July 11 – 15, 2022 Due Date: July 29, 2022 State Processing: July 25 – September 9, 2022 Final Update/Amendment Date: September 30, 2022</p> <p><u>Survey 2</u> Survey Week: October 10 – 14, 2022 Due Date: October 21, 2022 State Processing: October 17 – November 4, 2022 Final Update/Amendment Date: December 15, 2022</p> <p><u>Survey 3</u> Survey Week: February 6 – 10, 2023 Due Date: February 17, 2023 State Processing: February 13 – March 3, 2023 Final Update/Amendment Date: April 15, 2023</p> <p><u>Survey 4</u> Survey Week: June 12 – 16, 2023 Due Date: June 30, 2023 State Processing: June 19 – July 7, 2023 Final Update/Amendment Date: August 15, 2023</p>	<p>2023-24 <u>Survey 1</u> Survey Week: July 10 – 14, 2023 Due Date: July 28, 2023 State Processing: July 24 – September 8, 2023 Final Update/Amendment Date: September 30, 2023</p> <p><u>Survey 2</u> Survey Week: October 9 – 13, 2023 Due Date: October 20, 2023 State Processing: October 16 – November 3, 2023 Final Update/Amendment Date: December 15, 2023</p> <p><u>Survey 3</u> Survey Week: February 5 – 9, 2024 Due Date: February 16, 2024 State Processing: February 12 – March 1, 2024 Final Update/Amendment Date: April 15, 2024</p> <p><u>Survey 4</u> Survey Week: June 10 – 14, 2024 Due Date: June 28, 2024 State Processing: June 17 – July 5, 2024 Final Update/Amendment Date: August 15, 2024</p>
<p>2024-25 <u>Survey 1</u> Survey Week: July 8 – 12, 2024 Due Date: July 26, 2024 State Processing: July 22 – September 6, 2024 Final Update/Amendment Date: September 30, 2024</p> <p><u>Survey 2</u> Survey Week: October 7 – 11, 2024 Due Date: October 18, 2024 State Processing: October 14 – November 1, 2024 Final Update/Amendment Date: December 15, 2024</p> <p><u>Survey 3</u> Survey Week: February 3 – 7, 2025 Due Date: February 14, 2025 State Processing: February 10 – 28, 2025 Final Update/Amendment Date: April 15, 2025</p> <p><u>Survey 4</u> Survey Week: June 16 – 20, 2025 Due Date: July 3, 2025 State Processing: June 23 – July 11, 2025 Final Update/Amendment Date: August 15, 2025</p>	<p>2025-26 <u>Survey 1</u> Survey Week: July 14 – 18, 2025 Due Date: August 1, 2025 State Processing: July 28 – September 12, 2025 Final Update/Amendment Date: September 30, 2025</p> <p><u>Survey 2</u> Survey Week: October 6 – 10, 2025 Due Date: October 17, 2025 State Processing: October 13 – 31, 2025 Final Update/Amendment Date: December 15, 2025</p> <p><u>Survey 3</u> Survey Week: February 2 – 6, 2026 Due Date: February 13, 2026 State Processing: February 9 – 27, 2026 Final Update/Amendment Date: April 15, 2026</p> <p><u>Survey 4</u> Survey Week: June 15 – 19, 2026 Due Date: July 3, 2026 State Processing: June 22 – July 10, 2026 Final Update/Amendment Date: August 15, 2026</p>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Egis Insurance & Risk Advisors 250 International Parkway Suite 260 Lake Mary FL 32746		CONTACT NAME: Susan Newport PHONE (A/C, No, Ext): (561) 717-2927 E-MAIL ADDRESS: snewport@egisadvisors.com FAX (A/C, No):	
INSURED North County Charter Elementary School, #5003 6640 Old Dixie Hwy Vero Beach FL 32967		INSURER(S) AFFORDING COVERAGE INSURER A: Florida Insurance Alliance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11111	

COVERAGES **CERTIFICATE NUMBER:** Liability School Board **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	70122051	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included Employe Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			70122051	07/01/2022	07/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	School Leaders Liability & Employment Practices Liability			70122051	07/01/2022	07/01/2023	Per Claim \$3,000,000 Aggregate \$3,000,000 Deductible \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The School Board of Indian River County, and its members, officers, employees are included as an Additional Insured with respect to North County Charter School (5003) located at 6640 Old Dixie Hwy, Vero Beach, FL 32967. A waiver of subrogation is provided and coverage is primary. A minimum 30 days notice will be provided to the Certificate Holder for coverage cancellation. Note: The most we will pay is further limited by the limitation set forth in Section 768.28(5), Florida Statutes (2010) or equivalent limitations of successor law which are applicable at the time of loss.

Sexual Abuse & Molestation: \$1,000,000 Each Occurrence/Aggregate \$1,000,000

CERTIFICATE HOLDER The School Board of Indian River County Insurance Compliance P.O. Box 100085 - HO Duluth GA 30096	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

03/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER Egis Insurance & Risk Advisors 250 International Parkway Suite 260 Lake Mary FL 32746	CONTACT NAME: Susan Newport	FAX (A/C, No):
	PHONE (A/C, No., Ext): (561) 717-2927	
INSURED North County Charter Elementary School, #5003 6640 Old Dixie Hwy Vero Beach FL 32967	E-MAIL ADDRESS: snewport@egisadvisors.com	
	PRODUCER CUSTOMER ID: 00001110	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Florida Insurance Alliance	37540
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES	CERTIFICATE NUMBER: Master Property	REVISION NUMBER:
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required) School Building and Classroom Buildings: 6640 Old Dixie Hwy, Vero Beach, FL 32967		

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
A	<input checked="" type="checkbox"/> PROPERTY	70122051	07/01/2022	07/01/2023	<input checked="" type="checkbox"/> BUILDING	\$ 6,895,720	
	CAUSES OF LOSS				DEDUCTIBLES	<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$ 350,000
	BASIC				BUILDING \$2,500	<input checked="" type="checkbox"/> BUSINESS INCOME	\$ 1,000,000
	BROAD				CONTENTS \$2,500	<input checked="" type="checkbox"/> EXTRA EXPENSE	\$ 1,000,000
	<input checked="" type="checkbox"/> SPECIAL				\$2,500	RENTAL VALUE	\$
	<input checked="" type="checkbox"/> EARTHQUAKE				\$2,500	BLANKET BUILDING	\$
	<input checked="" type="checkbox"/> WIND				3% of TIV NS	BLANKET PERS PROP	\$
	<input checked="" type="checkbox"/> FLOOD				\$2,500	BLANKET BLDG & PP	\$
					\$		
	INLAND MARINE	TYPE OF POLICY				\$	
	CAUSES OF LOSS					\$	
	NAMED PERILS	POLICY NUMBER				\$	
						\$	
A	<input checked="" type="checkbox"/> CRIME	70122051	07/01/2022	07/01/2023	<input checked="" type="checkbox"/> Policy Limit	\$ 60,000	
	TYPE OF POLICY Employee Dishonest				<input checked="" type="checkbox"/> Deductible	\$ 1,000	
						\$	
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$	
						\$	

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Wind/Hail Deductible: 3% of Property coverage limit. A minimum 30 days notice will be provided to the Certificate Holder for coverage cancellation.

CERTIFICATE HOLDER School Board of Indian River County Insurance Compliance P.O. Box 100085 - HO Deluth GA 30096	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER WILTON SIMPSON

January 5, 2023

NOTICE OF ACTION

Certified Mail Receipt No: 7012 1640 0001 4759 0276
North County Charter School (#349)
Mr. Kenneth Miller, Food Service Director/Manager
Dr. Jessica Keaton, Wellness Coordinator
6640 Old Dixie Hwy
Vero Beach, Florida 32967-5913

The Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness (Department), conducted a School Meals Administrative Review ("Administrative Review") of North County Charter School's (Sponsor or School Food Authority) National School Lunch Program (NSLP) and School Breakfast Program (SBP) operations. The Administrative Review was conducted on April 19, 2022 through June 3, 2022, and the month of review was February 2022; portions of the Sponsor's participation during the 2020-2021 school year were also reviewed. Based on the Sponsor's failure to complete a Corrective Action included in a previously issued Administrative Review, the Sponsor was declared Seriously Deficient. The Notice of Action declaring the Sponsor Seriously Deficient is attached hereto, and incorporated herein, as Exhibit 1.

Based upon the Sponsor's continued failure to complete a Corrective Action included in a previously issued Administrative Review, the Department finds the Sponsor in violation of Child Nutrition Program standards as set forth in Count 1 and invokes its jurisdiction to take agency action to suspend the Sponsor.

I. JURISDICTION

1. The Department is the state agency charged with administering and regulating Child Nutrition Programs pursuant to 2 C.F.R. 200, 7 C.F.R. parts 210, 220, and 245, Chapter 595, Florida Statutes, and Chapters 5P-1 and 5P-2, *Florida Administrative Code* (F.A.C.).

2. At all times material hereto, the Sponsor operated a private, non-profit organization that operated the National School Lunch Program (NSLP) and School Breakfast Program (SBP) pursuant to 2 C.F.R. part 200, 7 C.F.R. parts 210, 220 and 245, Chapter 595, Florida Statutes,

Chapters 5P-1 and 5P-2, F.A.C., and the Division of Food, Nutrition and Wellness' Child Nutrition Programs Agreement. See Child Nutrition Programs Agreement attached hereto, and incorporated herein, as Exhibit 2.

3. At all times material hereto, the Sponsor, a private, non-profit organization located at 6640 Old Dixie Hwy, Vero Beach, Florida 32967-5913, operated the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

4. The Department has jurisdiction pursuant to its designation in section 595.404, Florida Statutes, as the State Agency responsible for administering and regulating the USDA's Child Nutrition Programs in Florida, to include the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

5. In accordance with 7 CFR § 210.19(a)(3), the Department shall ensure school food authorities comply with the applicable provisions of this part through audits, administrative reviews, technical assistance, training guidance materials or other compliance assurance processes.

II. MATERIAL ALLEGATIONS

6. On April 19, 2022 through June 3, 2022, the Department conducted a 2021-2022 School Meals Administrative Review ("Administrative Review") of the Sponsor's National School Lunch Program (NSLP) and School Breakfast Program (SBP). Portions of the Sponsor's participation during the 2020-2021 school year were also reviewed.

7. On October 12, 2022, as a result of the Sponsor's failure to submit a corrective action plan or complete corrective action included in the June 13, 2022, 2021-2022 Administrative Review Report, the Department issued a Notice of Action to the Sponsor declaring the Sponsor seriously deficient. See Exhibit 1, pages 1 through 4.

8. The Notice of Action was emailed on October 12, 2022 and sent certified mail on October 13, 2022. The Notice of Action was considered received by the Sponsor on October 18, 2022.

9. The October 12, 2022 Notice of Action notified the Sponsor of the required corrective actions necessary to bring the Sponsor into compliance and that the Sponsor was required to submit a corrective action plan within thirty (30) days of receipt of the Notice of Action.

10. The corrective action plan was therefore due to the Department on November 16, 2022.

11. As of December 16, 2022, the Sponsor has failed to submit a corrective action plan correcting the deficiencies cited in the Notice of Action it received on October 17, 2022.

12. A sponsor's failure to submit a corrective action plan that permanently corrects all causes for being declared Seriously Deficient and to implement the required corrective actions may result in suspension of a sponsor from program participation.

III. REGULATORY VIOLATIONS

COUNT I
Suspension

1. The Department re-alleges and adopts paragraphs numbered one (1) through twelve (12) as set forth herein.

2. The Sponsor violated Rule 5P-1.004(1)(a)2, F.A.C., when it failed to submit a corrective action plan to permanently correct all causes for being declared Seriously Deficient and the required corrective actions were not implemented in response to the Notice of Action received by the Sponsor on October 17, 2022, within thirty (30) days of receipt.

Rule 5P-1.004(1)(a)2., F.A.C., provides in pertinent part:

The department will notify the Sponsor or Recipient Agency in a Notice of Action, via email and certified mail, return receipt requested, that the Sponsor or Recipient Agency has been declared Seriously Deficient, the causes for Seriously Deficient status, and the required Corrective Actions to bring the Sponsor back into compliance with chapter 595, F.S., and the rules adopted thereunder. The Sponsor or Recipient Agency will have thirty (30) days from the date it receives the Notice of Action to submit a corrective action plan with supporting documentation to the department ...

a. The corrective action plan must include:

I. Each identified program deficiency;

II. The corrective action required;

III. The timeframe by which the corrective action will be, or was completed; and

IV. Documentation to demonstrate corrective action was completed as prescribed in the Administrative Review Report.

....

c. If after thirty (30) days from the date of receipt for the Notice of Action, the Sponsor or Recipient Agency fails to respond to the Notice of Action or the corrective action plan does not permanently correct all causes for being declared Seriously Deficient and implement the required Corrective Actions, the department shall move to suspend the Sponsor or Recipient Agency under paragraph (b) of this rule.

3. Rule 5P-1.004(1)(b)1-2, F.A.C., provides in pertinent part:

1. If after thirty (30) days from the date of receipt for the Notice of Action, the Sponsor or Recipient Agency fails to submit a corrective action plan with supporting documentation that permanently corrects all causes for being declared Seriously Deficient and implements the required Corrective Actions or fails to respond to the Notice of Action, the Sponsor or Recipient Agency will be suspended from program operations for one (1) calendar year from the original date of receipt of the Notice of Action.

2. While suspended, Sponsors or Recipient Agencies shall not participate in any Child Nutrition or Food Distribution Program from which they were suspended to include receiving USDA Foods or obtaining related funds.

4. Based on the foregoing, the Sponsor failed to submit a correction action plan to permanently correct all causes for being declared Seriously Deficient in response to the Notice of Action it received on October 17, 2022, and thereby, shall be suspended from participating in the NSLP and SBP for a period of one (1) year.

WHEREFORE, the Department has jurisdiction and grounds to impose penalties and sanctions against the Sponsor.

IV. AGENCY ACTION

Suspension

The Sponsor, its officers, board members and program officials as listed collectively in Exhibit 3, attached hereto and incorporated herein, including, but not limited to Mr. Kenneth Miller and Dr. Jessica Keaton, are suspended from participation in the NSLP and SBP for a period of one year, beginning the day this Notice of Action is received, pursuant to Rule 5P-1.004(1)(b), F.A.C.

- i. The Sponsor, its officers, board members and program officials (collectively, the "Sponsor"), were declared Seriously Deficient pursuant to Rule 5P-1.004(1)(a)1.b., Florida Administrative Code, and failed to submit a corrective action plan to permanently correct the deficiencies as required under Rule 5P-1.004(1)(a)2.c., F.A.C.

Rule 5P-1.004(1)(a)2.c., F.A.C., provides in pertinent part,

"If after thirty (30) days from the date of receipt for the Notice of Action, the Sponsor or Recipient Agency fails to respond to the Notice of Action or the corrective action plan does not permanently correct all causes for being declared Seriously Deficient and implement the required Corrective Actions, the department shall move to suspend the Sponsor or Recipient Agency under paragraph (b) of this rule."

- ii. Rule 5P-1.004(1)(b)1-2, F.A.C., provides in pertinent part:
 1. If after thirty (30) days from the date of receipt for the Notice of Action, the Sponsor or Recipient Agency fails to submit a corrective action plan with supporting documentation that permanently corrects all causes for being declared Seriously Deficient and implements the required Corrective Actions or fails to respond to the Notice of Action, the Sponsor or Recipient Agency will be suspended from program operations for one (1) calendar year from the original date of receipt of the Notice of Action.

2. While suspended, Sponsors or Recipient Agencies shall not participate in any Child Nutrition or Food Distribution Program from which they were suspended to include receiving USDA Foods or obtaining related funds.

Pursuant to Rule 5P-1.004(1)(b)3., F.A.C., “[a]fter one (1) year suspension, and, if applicable, the Sponsor or Recipient Agency has met all requirements in a written settlement agreement, the Sponsor or Recipient Agency may reapply for the Child Nutrition or Food Distribution Program from which they were suspended, subject to any deadlines for submitting applications.”

NOTICE OF RIGHT TO APPEAL

Rule 5P-1.002, F.A.C., sets forth the Sponsor’s appeal rights and the appeal procedures. Please find enclosed, a copy of Rule 5P-1.002, F.A.C.

Rule 5P-1.002(3), Florida Administrative Code, prescribes a right to appeal the following agency actions:

- (a) A denial of an application for participation;
- (b) A denial of a Sponsor’s request for an advance payment;
- (c) A denial of a Sponsor’s claim for reimbursement (except for late submission under 7 CFR 225.9(d)(6));
- (d) The department’s refusal to forward to FNS an exception request by the Sponsor for payment of a late claim or a request for an upward adjustment to a claim;
- (e) A claim against a Sponsor or Recipient Agency for remittance of a payment;
- (f) The termination of the Sponsor, Recipient Agency, or a Site;
- (g) A denial of a Sponsor’s application for a Site;
- (h) The suspension of a Sponsor or Recipient Agency, or
- (i) The imposition of an administrative fine.

The request for appeal must be in writing and clearly identify the action being appealed. The written request for appeal must include:

- 1) The date the Appellant received the Notice of Action;
- 2) The name, address, any email address, any facsimile number, and telephone number of the Appellant;
- 3) A concise statement of the facts alleged, including the specific facts the Appellant contends warrant reversal or modification of the department’s proposed action;
- 4) A statement of the specific rules or statutes, if any, the Appellant contends require reversal or modification of the agency’s proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes;
- 5) A statement of the relief sought by the Appellant;
- 6) A copy of the Notice of Action issued; and
- 7) State whether a hearing or a review of written documentation is desired.

See Fla. Admin. Code R. 5P-1.002.

If a hearing is not specifically requested, the hearing officer will conduct the appeal by review of the written documentation received in accordance with Rule 5P-1.002(5)(a)-(i), Florida Administrative Code. The Appellant can request the review of any information upon which the agency action was based.

The request for appeal and all written documentation should be submitted to:

**Florida Department of Agriculture and Consumer Services
ATTN: Hearing Official, Food, Nutrition and Wellness
600 S. Calhoun Street, Suite 120 (H2)
Tallahassee, FL 32399**

DEADLINE TO REQUEST AN APPEAL

The written request for **appeal must be postmarked within ten (10) calendar days** from the receipt of this Notice of Action. Should no request for an appeal be received within the time allowed, the agency action will result in the issuance of a Default Final Determination.

The Appellant may submit additional written documentation for review by the hearing official either with the request for appeal or within seven (7) calendar days of the date the Appellant submitted the request for appeal. The Appellant can request the review of any information upon which the agency action was based.

Respectfully submitted this 5th day of January, 2023,

Nathalie P. Williams

Nathalie Williams, Chief
Bureau of Compliance and Program Integrity
Florida Department of Agriculture &
Consumer Services
600 S. Calhoun Street, Ste. 235
Tallahassee, Florida 32399
(p) 850-617-7666
Nathalie.Williams@FDACS.gov



Operations CMO Assessment

23 Feb 2023 / Tama Williams

Complete

Score **89.39%** Flagged Items **6** Actions **0**

Site Conducted

Marked as 'my site is not listed here'

Conducted On

23.02.2023 09:06 EST

Prepared By

Tama Williams

Location

6640 Old Dixie Hwy
Vero Beach FL 32967
United States
(27.714072250459072,
-80.42051233609627)

Flagged items

6 flagged

Facilities / Front Office

Robocall System for Attendance?

No

Facilities / Carline

Staggered Drop Off/Pick Up Times

No

should consider in the future if taking on 100 more enrollments (to fill enrollments recently lost)

Food Service / Serving Line

Marketing Materials and Menu Displayed

No

Food Service / Staffing

Uniforms and Name Tags

No

Programs / Clubs

Clubs Offered

No

Programs / Sports

Sports Offered?

No

Facilities

2 flagged, 95.24%

Grounds

100%

Is Lawn Care Outsourced?

Yes

Shrubs, Trees & Beds

Good

Overall Lawncare Condition

Good

Pest Control in Place?

Yes

Retention Area Onsite?

Yes

Irrigation System

Good

Exterior Building

100%

Overall Paint Condition

Good

Parking Lot condition

Good

Adequate Lighting

Good

changing entire school to LED soon

Windows Clean

Good

Walkways

Good

Number of Parking Spaces

Good

88 spots

Fields & Play Areas

100%

Overall Equipment Condition

Good

Play Area Secure?

Yes

6 ft fence surrounding

Play Area Clean?

Yes

Is Play Area Grass, Astro Turf or Mulch

mulch

Field Conditions

Good

Is Field Grass or Astro Turf?

mulch

Security

100%

Perimeter Fencing?

Yes

6 ft

Lighting Adequate?

Yes

School Entry Points Secure?

Yes

2 point entry to get past lobby, secure gate for other entry points

Emergency Alert System In Place?

Yes

Centegix , and Raptor for front desk check in

Drills Conducted and Compliant?

Yes

monthly and per semester

Dedicated SRO on site?

Yes

Interior Building

100%

Overall Cleanliness

Good

Is Custodial Self-Op or Outourced?

Self Op

Interior Paint Condition

Good

Hallway(s) Floor Condition

Good

Classroom(s) Floor Condition

N/A

Restroom Cleanliness

Good

Clinic

100%

School Nurse Onsite?

Yes

Wellness Posters

Yes

Medications Secured

Yes

Records Secured

Yes

Wellness Policy

Yes

Administration Area

100%

Overall Cleanliness

Good

Overall Organization

Yes

Secure Area

Yes

Front Office

1 flagged, 80%

Staffing Model

1 receptionist, back up filler person

Customer Service Flow

Yes

Cleanliness and Organized

Yes

Visitor Management System?

Yes

Raptor

Secure Area?

Yes

Robocall System for Attendance?

No

Carline

1 flagged, 66.67%

Staffing Model

Yes

aprox 7 - Admin, SRO, 3 kitchen staff

Busses Available?

Yes

Number of Lanes

2

Type of Dismissal System being utilized

PA system

Staggered Drop Off/Pick Up Times

No

should consider in the future if taking on 100 more enrollments (to fill enrollments recently lost)

Dismissal Length of Time in Minutes

25

Custodial Staffing & Equipment

Staffing Model

3

Equipment On Hand

basic cleaning equipment ,
brooms, mops, proper
disinfecting - no large
equimpment items

CMMS Software?

No

process is texting facility manager, or walkie talkie. Facilities then decides priority of item. This process seems to be working well based on the size of the school, and the long term staff knowledge

Food Service

2 flagged, 82.35%

Kitchen

100%

Self Op or FSMC?

self op

Staffing Model

3

Equipment Condition

Good

Cleanliness

Good

Floor Condition

Good

Serving Line

1 flagged, 75%

Equipment Condition

Good

Cleanliness

Good

Floors

Good

Marketing Materials and Menu Displayed

No

POS System

no, free lunch this year

Meal Transaction System, Badge, Roster, Barcode?

student number if extra items
are purchased

Cafe Seating Area

100%

Seating and Table Condition

Good

Floors

Good

Walls

Good

Meal Program

75%

NSLP

NSLP suspended 1 year. May re apply Jan 5 with action items

FDC Percentage

CEP

Yes

Breakfast, Lunch and Snack Served?

Yes

Breakfast and Lunch Participation %

80

approximate number

Overall Meal Program

Good

Staffing

1 flagged, 66.67%

Is Staffing Adequate

Yes

Is Staff Personable and Professional

Yes

long term staff

Uniforms and Name Tags

No

Programs

2 flagged, 71.43%

BASE

100%

Before School Care

Yes

After School Care

Yes

aprox 70-75 students enrolled , great space, plenty of activity options available, clean , organized.
charging \$35 a week to parents

Labor Model

1 FT - 1 PT

recommend staffing up

Self-Op or Outsourced?

Self op

Any Non-Base Related Programs?

Girls on the run , track

Clubs

1 flagged, 0%

Clubs Offered

No

Active Clubs

Girls on the run , track

Sports

1 flagged, 0%

Sports Offered?

No

Active Sports

Girls on the run , track - does not compete

PTC

100%

Is there a PTC

Yes

Volunteer program of about 10 parents , no offical board or commitees, however parent volunteers do work on fundraising items. This area could be grown more, volunteers utilized and organized more.

Social Media

100%

School Facebook Page

Yes

Who Manages the FB Page?

principal

Other Social Media?

Asset Management

100%

Assets Being Managed?

Yes

consider inventory system

System being Utilized

spreadsheet

