



Treasure Coast Classical Academy (TCCA)

Agenda for Emergency Meeting of the Board of Directors

May 25, 2023, at 7:00 P.M.

1400 SE Cove Rd, Stuart, FL 34997

With virtual attendance option

AGENDA

1. Call to Order
2. Attendance
3. Agenda Adoption
4. Public Comment
5. Approval of Meeting Minutes
 - a. 4/10/23
 - b. 4/25/23
6. New Business
 - a. 23-24 Annual Budget (vote)
 - b. Policy 4800 General Financial Policies (vote)
 - c. Requests for Proposals (RFPs)
 - i. Construction of Gymnasium (vote)
 - ii. Exceptional Student Education Services (vote)
7. Schedule June meeting
8. Board Comments
9. Adjournment

Next Board Meeting: Regular Board Meeting on July 18, 2023, at 6:00 p.m. [Annual Meeting]



Treasure Coast Classical Academy (TCCA)

Minutes for Special Meeting of the Board of Directors

April 10, 2023, at 6:00 P.M.

Location: 1400 SE Cove Rd, Stuart, FL 34997 with Zoom option

	Name	Office	Present In-person	Present via Zoom	Absent	Arrived Late	Departed Early
1	Mr. Brandon Tucker	Chairman	✓				
2	Mr. Scott King	Vice Chairman	✓				
3	Mr. Brandon Miller	Director	✓				
4	Mr. Gary Uber	Secretary		✓		✓ 6:29 P.M.	

School Personnel in Attendance:	OptimaED Personnel in Attendance:	Guests in Attendance:
Ms. Kirsten Pendleton, Principal	Mrs. Susan Turner, Director of Compliance & Gov	Mr. Thomas Sternberg
Mr. Sam Foat, Dean of Students, Upper School	Mrs. Tama Williams, Area Operations Manager	Mr. Braxton Padgett

1. Meeting was called to order at 6:03 P.M. by Mr. Tucker.
2. Attendance roll call
3. Agenda Adoption – Mr. Tucker motioned to adopt the agenda as presented with the addition of the topic of a safety concern regarding a hit list. Seconded by Mr. King. Vote- unanimous.
4. Public Comment
 - a. Michelle Miller
 - b. Chris Pollak
 - c. Michelle Sanderson
 - d. Joy Kastanias
5. New Business
 - a. Mr. Tucker noted his concern regarding the action taken by the ad hoc committee outside of the governing board. Mr. King believed the committee had the authority to issue a faculty survey. The board discussed the committee’s purpose and intent.
 - b. Mr. Tucker has received applications from individuals interested in joining the governing board; the directors discussed the process for reviewing board candidates. Mr. Uber voted to appoint Maria Wells to the governing board, seconded by Scott King. Vote- unanimous.
 - c. Board members received emails regarding a potential hit list drafted by a student. Mrs. Pendleton stated that there was no hit list, the School Resource Officer was involved, and Mr. Foat is working through any disciplinary action.
6. Adjournment Meeting adjourned at 6:55 P.M.

Reviewed and approved by Secretary: Gary Uber

Signature

Date

DRAFT (PENDING BOARD APPROVAL)



Treasure Coast Classical Academy (TCCA)

Minutes for Regular Meeting of the Board of Directors

April 25, 2023, at 6:00 P.M.

1400 SE Cove Rd, Stuart, FL 34997

Also available via Zoom

	Name	Office	Present In-person	Present via Zoom	Absent	Arrived Late	Departed Early
1	Mr. Brandon Miller	Director	✓				
2	Mr. Scott King	Vice Chairman	✓				
3	Mr. Brandon Tucker	Chairman	✓				
4	Mr. Gary Uber	Secretary		✓			
5	Ms. Maria Wells	Director	✓				

School Personnel in Attendance:	OptimaED Personnel in Attendance:	Guests in Attendance:
Mrs. Kirsten Pendleton, Principal	Mrs. Erika Donalds, CEO	Mr. Thomas Sternberg
Mr. Sam Foat, Dean of Students, Upper School	Mrs. Susan Turner, Director of Compliance & Gov.	Mr. Braxton Padgett
	Mrs. Tama Williams, Area Operations Manager	

1. Meeting was called to order at 6:00 P.M. by Mr. Tucker.
2. Attendance roll call
3. Agenda Adoption – Mr. Tucker requested to add the following topics to the agenda under new business:
 - a. Board Florida Sunshine training workshop
 - b. Personal enrichment policy
 - c. Per Ms. Wells, consideration of a board administrative candidateMotion to accept the agenda as presented with changes made by Maria Wells, seconded by Brandon Miller, vote: unanimous.
4. Public Comment
 - a. Danielle Borzillo
 - b. Michelle Miller
 - c. Chris Pollack
 - d. Michelle Sanderson
 - e. Joy Kastanias
 - f. Monica Perez
 - g. Stephanie Massey
 - h. Christine (unknown last name)
 - i. Donna Fletcher
 - j. Lindsay Benson
 - k. Tara Martin
 - l. Megan Dray

- m. Alexis Webster
- n. Leitza Fernandez
- o. Erin (unknown last name)

5. Motion to approve the minutes as presented for 2/7/23 and 2/27/23 made by Brandon Miller, seconded by Gary Uber. Vote- unanimous, with Scott King abstaining (not a board member at time of meetings). Motion to approve the 3/16/23 and 3/28/23 minutes made by Scott King, seconded by Brandon Miller, vote- unanimous, with Maria Wells abstaining (not a board member at time of meetings).
6. Board noted the receipt of April 10, 2023 memorandum from Martin County School District's Assistant Superintendent of Finance, Carter Morrison, regarding the allocation of sales surtax proceeds to TCCA for the 2022-2023 academic year.
7. Principal's Report- Mrs. Pendleton reviewed Hillsdale's report and school's response, academic performance updates, art instruction, literacy instruction improvements, and FAST testing. Mrs. Pendleton provided an update on recent PTC activities.
8. School Operation Manager's Report- Mrs. Williams outlined the PTC financial review process, recent operational changes, pending NSLP renewal for 23-24, athletics and FHSAA update, and safety and security changes related to Centegix.
9. OptimaEd Report: Mrs. Donalds introduced the Optima team members in attendance and their roles in TCCA's operations. Mrs. Turner reviewed enrollment trends to date, upcoming Dr. Andy Binns training on class size, Optima supported historical revenue, school recognition funds, sales surtax proceeds, bond covenants for Q3, board training, policy updates, Title IX, website support, and IT activity regarding testing, technology repair, and board member account assistance.
10. Financials, July 2022 – March 2023 were reviewed by the board. Mr. King requested a forecast to be included in monthly financial reports.
11. New Business
 - a. Motion to approve the 23-24 academic calendar as presented made by Maria Wells, and seconded by Brandon Miller, vote- unanimous.
 - b. The board reviewed the draft 23-24 budget as presented. Mr. King requested a budget workshop to include a detailed historical profit and loss by year.
 - c. Summit Construction's contract options for the gymnasium were discussed. Maria Wells motioned to put the expansion project out to bid and receive proposals within forty-five days, seconded by Scott King. Maria Wells amended her motion to receive proposals within sixty days. Vote- unanimous.
 - d. Hillsdale Report received by the board.
 - e. The board and Mrs. Pendleton discussed the revision to policy 4100. Motion to approve the policy change as presented made by Scott King, seconded by Maria Wells, vote- unanimous.
 - f. Mr. Tucker noted Michelle Miller's list of recommendations from the ad hoc committee:
 - i. Not assign the current Optima Foundation contract to OptimaEd.

- ii. Formally notice Optima Foundation that we are not automatically renewing the contract.
 - iii. Put out an RFP as soon as possible for other CMOs, ideally to have RFPs in hand by mid to late June and make a final decision as to future plan at July 18th board meeting. The ad hoc committee can continue working on a self management plan that will also be considered. (A committee would be formed to review these RFPs before the July 18th meeting (we could use the ad hoc committee plus input of principal for this))
 - iv. Remove the Management company from the “family tree” allowing the principal to report directly and solely to the board of directors.
 - v. Allow the principal to explore/hiring a vice principal to oversee school operations and discuss with the board what that looks like organizationally.
 - vi. Put a policy in place that every vendor contract should go out for RFPs every 24 months with contracts never exceeding 36 months.
 - 1. Maria Wells motioned to approve the ad hoc committee’s recommendation vi., put a policy in place that every vendor contract should go out for RFPs every 24 months with contracts never exceeding 36 months, with the vendor contract amount limited to those \$50,000 annually or higher. Seconded by Scott King, vote- unanimous.
 - 2. Withdrawn motion by Maria Wells not included per Roberts Rules of Order.
 - 3. Brandon Miller motioned to adopt the organizational structure per diagram given to the board by Kirsten Pendleton, noted as transitional plan, page 1, effective immediately, with board counsel taking any action to implement. Seconded by Maria Wells, vote – unanimous. [Exhibit A]
 - 4. Motion by Scott King to formally notice Optima that TCCA is not automatically renewing the current contract, seconded by Maria Wells. Vote: Brandon Miller, nay. Gary Uber, yes. Scott King, yes. Brandon Tucker, nay. Maria Wells, yes. Motion passed.
 - 5. Motion by Maria Wells to issue an RFP for other charter management organizations and explore self-management, seconded by Scott King. Vote- unanimous. (Gary Uber absent)
 - g. Mr. Tucker noted that a Florida Sunshine training would be beneficial for the board and will be scheduled.
 - h. Tabled per Mr. Tucker.
 - i. Tabled per Ms. Wells.
12. Motion by Brandon Tucker to nominate Scott King as board Treasurer, seconded by Brandon Miller, vote- unanimous.
13. Meeting adjourned at 10:30 P.M.

Reviewed and approved by Secretary: Gary Uber

Signature

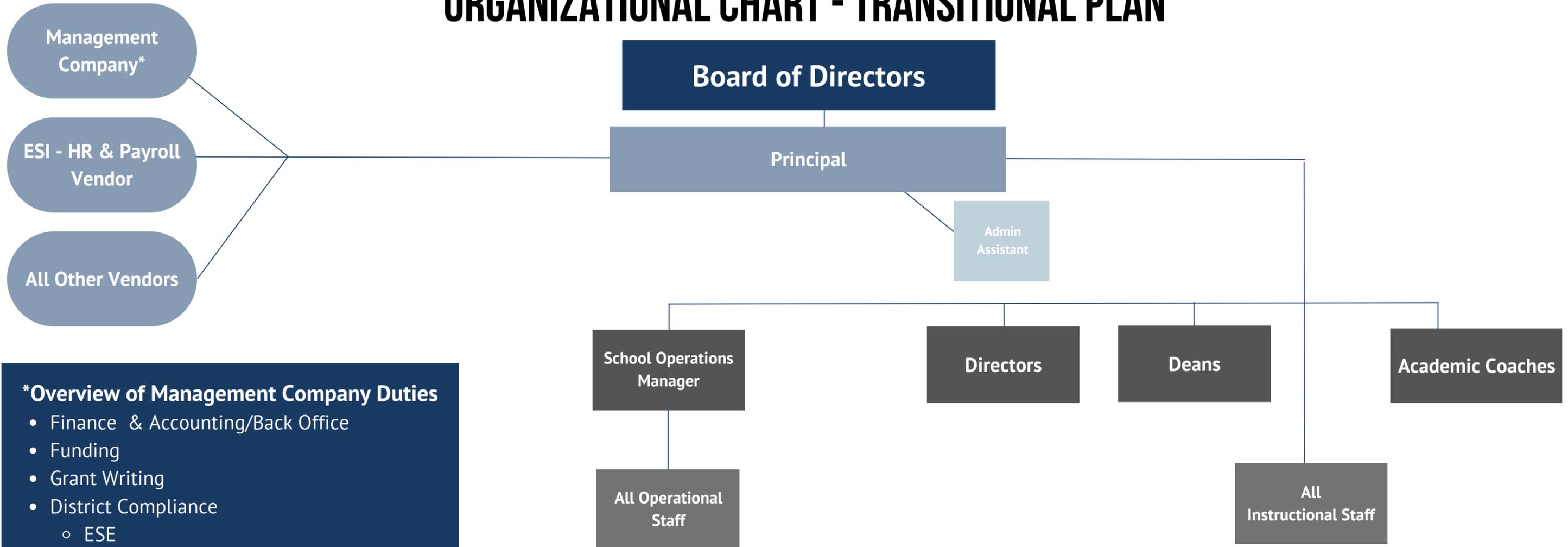
Date

EXHIBIT A



TREASURE COAST CLASSICAL ACADEMY

ORGANIZATIONAL CHART - TRANSITIONAL PLAN



***Overview of Management Company Duties**

- Finance & Accounting/Back Office
- Funding
- Grant Writing
- District Compliance
 - ESE
 - Safety
- PDCP program
- Doesn't drive Academics, including FTE (classroom sizes)
- No in school supervision - reports to Principal
- Other duties included in attached document

Treasure Coast Classical Academy Budget Detail

		Year 5	Year 6	Year 7	Year 8	Year 9
		FY24	FY25	FY26	FY27	FY28
	Projected Students	1,179	1,178	1,146	1,140	1,073
	Average Students	1,146	1,142	1,107	1,101	1,034
Ordinary Income/Expense						
Income						
3200 · 3200 · Federal Funds						
3261000	School Lunch Reimbursements	165,596	165,018	159,960	159,093	149,412
3262000	School Breakfast Reimbursements	7,572	7,546	7,314	7,275	6,832
3263000	After School Snack Reimbursements	4,230	4,230	4,230	4,230	4,230
3260000	Total 3260 · 3260 · NSLP	177,398	176,793	171,505	170,598	160,474
3271000	3271 · 3271 · Educational Stabilization Funds	500,000	-	-	-	-
3290000	Total 3290 · 3290 · Federal through State	500,000	-	-	-	-
3200001	3200 · 3200 · Federal Funds - Other	-	-	-	-	-
3200000	Total 3200 · 3200 · Federal Funds	677,398	176,793	171,505	170,598	160,474
3300 · 3300 · State Sources						
FEFP						
3310001	1 FEFP Base Funding	5,679,091	5,815,775	5,807,302	5,920,037	5,683,246
3310002	2 FEFP ESE Guarantee	217,902	222,934	217,026	222,279	213,555
3313000	4 FEFP Supplemental Academic Instruction	262,757	269,250	268,178	273,871	263,915
3316000	6 FEFP Digital Classroom	6,848	7,017	6,989	7,138	6,878
3314000	7 FEFP Other SAFESCH	78,405	80,342	80,022	81,721	78,751
3312000	8 FEFP Instruct. Materials Allocation	90,651	92,891	92,522	94,486	91,051
3319000	9 FEFP Mental Health Assistance Allocation	53,509	54,830	54,612	55,772	53,744
3317000	12 FEFP Reading Allocation	56,214	57,567	57,483	58,598	56,255
3310014	13 FEFP Discretionary Local Effort	1,174,569	1,202,844	1,201,082	1,224,403	1,175,440
3310013	15 FEFP Teacher Salary Increase (WFTE share)	303,690	274,080	265,680	264,240	248,160
3355000	16 FEFP Class Size Reduction Funds	1,222,900	1,252,070	1,251,414	1,274,783	1,221,956
3310000	Total FEFP	9,146,535	9,329,601	9,302,310	9,477,328	9,092,953
3397000	Capital Outlay Funds	630,300	628,100	608,850	605,550	568,700
3300000	Total 3300 · 3300 · State Sources	9,776,835	9,957,701	9,911,160	10,082,878	9,661,653
3400 · 3400 · Revenues from Local Sources						
Martin County						
3411000	Local Millage Referendum	674,118	671,765	651,176	647,647	608,235
3412000	Local Sales Surtax	63,667	63,444	61,500	61,167	57,444
3413000	Local Capital Outlay	492,278	981,119	1,426,575	1,891,790	2,220,835
3410000	Total Martin County	1,230,063	1,716,328	2,139,251	2,600,604	2,886,514
3440000	Gifts, Grants, Bequests	47,646	77,646	77,646	77,646	77,646
Food Service						
3450000	Student Lunches Collections	131,765	131,305	127,281	126,591	118,888
3452000	Student Breakfast Collections	285	284	275	273	257
3453000	Adult Breakfasts/Lunches Collection	416	416	416	416	416
3455000	Student Snacks Collection	-	-	-	-	-
3450000	Total Food Service	132,466	132,004	127,971	127,280	119,560
Other Fees						
3473000	School-Aged Child Care Fees	177,401	176,782	171,364	170,435	160,063
3470000	Total 3470 · 3470 · Fees - Other	177,401	176,782	171,364	170,435	160,063
Miscellaneous Local Sources						
3492000	Total Transportation Services	-	-	-	-	-
3495000	Other Misc. Local Sources	71,945	74,947	80,055	84,420	80,683
3490000	Total Miscellaneous Local Sources	71,945	74,947	80,055	84,420	80,683
3400000	Total 3400 · 3400 · Revenues from Local Sources	1,659,520	2,177,708	2,596,288	3,060,385	3,324,467
Total Income		12,113,753	12,312,202	12,678,953	13,313,861	13,146,593
Expense						
5100 · Basic Instructional						
5100120	Classroom Teacher Salaries	3,547,587	3,926,834	4,064,521	4,093,948	4,230,544
5100140	Substitute Teachers	27,000	27,000	27,000	27,000	27,000
5100150	Paraprofessionals	360,909	364,686	376,601	385,763	398,781
5100160	Other Support Personnel	134,080	135,962	137,881	139,838	141,835
5100210	Retirement	112,072	122,849	127,092	128,227	132,472
5100230	Group Insurance	547,420	602,286	620,513	613,981	626,422
5100330	Field Trips, Sports and Club Expenses	11,395	11,772	12,155	12,320	12,258
5100319	Technology-Related Professional and Technical Services	-	3,488	-	-	-
5100350	Repairs and Maintenance	323	327	332	336	341
5100360	Annual Software Licenses or Subscription	18,918	18,920	18,659	18,786	17,813
5100510	Supplies	208,741	184,979	191,217	187,455	190,032
5100570	Teacher Meals	377	383	388	393	398
5100520	Textbooks	150,000	98,100	99,450	100,800	102,150
5100642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	613
5100644	Computer Hardware (Non Capitalized)	3,002	988	334	339	343
5100649	Technology-Related (Non Capitalized)	13,417	118	40	40	41
5100692	Noncapitalized Software	-	-	-	-	54
5100780	Depreciation and Amortization	61,627	61,627	61,627	61,627	61,627
5100000	Total 5100 · Basic Instructional	5,196,867	5,560,319	5,737,809	5,770,854	5,942,725
5200 · Exceptional						
5200120	Classroom Teacher Salaries	335,169	341,872	348,710	355,684	362,798
5200130	Other Certified Staff Member	65,000	66,300	67,626	68,979	70,358
5200160	Retirement	14,682	14,976	15,275	15,581	15,892
5200210	Retirement	11,205	11,429	11,657	11,891	12,128
5200230	Group Insurance	48,927	51,863	54,974	58,273	61,769
5200310	Professional and Technical Services	126,678	130,789	131,694	144,077	145,382
5200510	Supplies	2,332	2,364	2,397	2,429	2,462
5200642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
5200692	Non Capitalized Software	2,337	2,369	2,402	2,434	2,467
5200000	Total 5200 · Exceptional	606,329	621,962	634,735	659,347	673,257

Treasure Coast Classical Academy Budget Detail

6100 · Pupil Services						
6100130	Other Certified Staff Member	111,100	113,322	115,588	117,900	120,258
6100160	Other Support Personnel	41,159	41,982	42,822	43,678	44,552
6100210	Retirement	3,111	3,173	3,236	3,301	3,367
6100230	Group Insurance	13,188	13,979	14,818	15,707	16,649
6100240	Workers Comp	-	-	-	-	-
6100250	SUI	-	-	-	-	-
6100310	Professional and Technical Services	1,290	1,308	1,326	1,344	1,249
6100510	Supplies	82	84	85	86	87
6100519	Technology Related Supplies	5,529	5,607	5,684	5,761	5,838
6130160	Other Support Personnel	40,362	41,169	41,993	42,832	43,689
6130210	Retirement	1,130	1,153	1,176	1,199	1,223
6130230	Group Insurance	6,990	7,409	7,853	8,325	8,824
6130510	Clinic Supplies	1,767	1,792	1,817	1,841	1,866
6130642	Clinic Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
6100000	Total 6100 · Pupil Services	225,708	230,977	236,397	241,975	247,603
6300 · Instructional/Curriculum Development						
6300000	Total 6300 · Instructional/Curriculum Development	-	-	-	-	-
6400 · Instructional Staff Training						
6400310	Professional and Technical Services	4,300	4,360	4,420	4,480	4,540
6400330	Teacher Training Travel	32,250	32,700	33,150	33,600	34,050
6400000	Total 6400 · Instructional Staff Training	36,550	37,060	37,570	38,080	38,590
6500 · Instructional-related Technology						
6500310	Technology-Related Supplies	108,000	108,000.00	108,000.00	108,000.00	108,000.00
6500649	Technology-Related Noncapitalized Furniture, Fixtures and Equipment	-	-	-	-	-
6500000	Total 6500 · Instructional-related Technology	108,000	108,000	108,000	108,000	108,000
7100 · Board						
7100310	Professional and Technical Services	24,415	17,658	17,901	18,144	18,387
7100330	Travel	1,613	1,635	1,658	1,680	1,703
7100790	Miscellaneous Expenses	108	109	111	112	114
7100000	Total 7100 · Board	26,135	19,402	19,669	19,936	20,203
7200 · General Administration						
7200310	Management Fee	1,181,676	1,198,283	1,234,989	1,298,136	1,282,820
7200393	District Fee	106,641	108,994	111,915	114,474	116,799
7200000	Total 7200 · General Administration	1,288,317	1,307,277	1,346,903	1,412,610	1,399,620
7300 · School Administration						
7300110	Administrator Salaries	400,756	475,071	484,573	494,264	504,150
7300160	Other Support Personnel	153,078	156,140	159,263	162,448	165,697
7300210	Retirement	15,507	17,674	18,027	18,388	18,756
7300230	Group Insurance	62,207	68,427	68,427	68,427	68,427
7300310	Professional and Technical Services	7,643	8,338	8,553	8,568	8,785
7300320	Insurance and Bond Premiums	14,903	25,953	26,253	26,553	26,853
7300330	Travel	1,613	1,635	1,658	1,680	1,703
7300360	Rentals	49,795	50,435	50,162	50,713	49,413
7300370	Communications	3,897	3,940	3,898	3,934	3,797
7300390	ESI Fee	884,454	950,891	967,372	973,556	1,006,429
7300510	Supplies	35,194	34,713	36,586	37,929	37,408
7300519	Technology-Related Supplies	14,193	14,391	14,589	14,787	14,986
7300642	Furniture, Fixtures (Non Capitalized)	2,748	2,871	3,174	3,333	3,139
7300644	Computer Hardware (Non Capitalized)	325	-	-	-	-
7300692	Computer Software	989	1,766	1,017	1,030	1,839
7300649	Technology-Related Noncapitalized	-	-	-	-	-
7300730	Dues and Fees	1,447	1,467	1,487	1,508	1,528
7300780	Depreciation and Amortization	77,984	77,984	77,984	77,984	77,984
7300000	Total 7300 · School Administration	1,726,732	1,891,697	1,923,022	1,945,103	1,990,892
7400 · Facilities Acquisition						
7400000	Total 7400 · Facilities Acquisition	-	-	-	-	-
7500 · Fiscal Services						
7500792	Fiscal Fees	18,000	18,000	18,000	18,000	18,000
7500000	Total 7500 · Fiscal Services	18,000	18,000	18,000	18,000	18,000
7600 · Food Services						
7600210	Retirement	-	-	-	-	-
7600230	Group Insurance	-	-	-	-	-
7600510	Supplies	196	199	201	204	207
7600519	Technology Related Supplies	185	187	190	193	195
7600570	Food	292,999	296,077	291,191	293,587	279,901
7600642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
7600644	Computer Hardware (Non Capitalized)	-	-	-	-	-
7600649	Technology-Related Noncapitalized	-	-	-	-	-
7600000	Total 7600 · Food Services	293,380	296,464	291,583	293,984	280,303
7800 · Pupil Transportation						
7800000	Total 7800 · Pupil Transportation	-	-	-	-	-
7900 · Operation of Plant						
7900110	Administrator Salaries	60,593	61,805	63,041	64,302	65,588
7900160	Other Support Personnel	179,781	183,377	187,044	190,785	194,601
7900210	Retirement	5,724	5,838	5,955	6,074	6,196
7900230	Group Insurance	37,324	37,324	37,324	37,324	37,324
7900310	School Resource Officer	102,984	102,984	103,937	106,798	108,228
7900320	Insurance and Bond Premiums	117,393	117,755	118,154	118,592	119,074
7900350	Repairs and Maintenance	16,125	-	-	-	-
7900360	Rental Space	-	-	-	-	-
7900370	Communications	32,250	32,700	33,150	33,600	34,050
7900379	Telephone And Communications	12,900	13,080	13,260	13,440	13,620
7900380	Water, Sewage and Garbage Collection	60,914	63,623	66,298	69,004	71,641
7900430	Electricity	102,716	104,150	105,583	107,016	108,449
7900510	Supplies	-	-	-	-	-
7900519	Technology Related Supplies	185	187	190	193	195
7900642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-

Treasure Coast Classical Academy Budget Detail

7900649	Technology-Related Noncapitalized	-	-	-	-	-
7900780	Depreciation and Amortization	377,667	377,667	377,667	377,667	377,667
7900000	Total 7900 · Operation of Plant	1,131,066	1,125,342	1,136,797	1,150,330	1,162,510
8100 · Maintenance of Plant						
8100350	Repairs and Maintenance	6,988	7,085	7,183	7,280	7,377
8100000	Total 8100 · Maintenance of Plant	6,988	7,085	7,183	7,280	7,377
8200 · Administrative Technology Services						
8200000	Total 8200 · Administrative Technology Services	-	-	-	-	-

Treasure Coast Classical Academy Budget Detail

9100 - Community Service						
9100160	Other Support Personnel	173,216	159,660	162,853	166,110	169,433
9100210	Retirement	1,060	1,082	1,103	1,125	1,148
9100230	Group Insurance	6,221	6,221	6,221	6,221	6,221
9100330	Travel	14,101	14,830	43,608	44,770	44,964
9100360	Community Rentals	30	33	33	36	32
9100390	Community Other Services	30	33	33	36	32
9100510	Supplies	18,896	20,102	21,920	23,707	22,589
9100519	Technology Related Supplies	185	187	190	193	195
9100570	Food	30	33	33	36	32
9100642	Noncapitalized Furniture, Fixtures and Equipment.	-	-	-	-	-
9100644	Computer Hardware (Non Capitalized)	-	-	-	-	-
9100649	Technology-Related Noncapitalized Fixtures and Equipment	-	-	-	-	-
9100730	Dues and Fees	16,347	17,583	19,015	20,711	19,298
9100000	Total 9100 - Community Service	230,116	219,763	255,011	262,944	263,943

Total Operational Expenses	10,894,187	11,443,347	11,752,678	11,928,443	12,153,022
Net Income	1,219,566	868,855	926,274	1,385,418	993,572
Depreciation	517,277	517,277	517,277	517,277	517,277
Adjusted Net Income	1,736,844	1,386,132	1,443,552	1,902,696	1,510,849

Capital Expenses						
5100691	Classroom Computer Software	2,688	2,725	2,763	2,800	2,838
Total Computers - Software		2,688	2,725	2,763	2,800	2,838
6500643	Instrction Related Computer Hardware-Capitalized	-	-	-	-	-
6500648	Instruction-Related Technology-Related Capitalized Fixtures and Equipment.	-	-	-	-	-
Total Computers - Hardware		-	-	-	-	-
6500641	Furniture, Fixtures (Capitalized)	-	-	-	-	-
7300641	Admin Furniture, Fixtures-Capitalized	-	-	-	-	-
7900641	Furniture, Fixtures-Capitalized	-	-	-	-	-
7900670	Furniture, Fixtures-Capitalized	-	-	-	-	-
Total FF&E Capitalized		-	-	-	-	-
Total Capitalized Expenditures		2,688	2,725	2,763	2,800	2,838

9200 - Debt Service						
9200710	Bond Principal	214,581	230,093	246,726	264,562	283,687
9200721	Bond Interest	1,358,194	1,342,682	1,326,049	1,308,213	1,289,088
9200710.1	Gym Principal	-	0	0	0	0
9200721.1	Gym Interest	-	-	-	-	-
9200000	Total 9200 - Debt Service	1,572,775	1,572,775	1,572,775	1,572,775	1,572,775

Net After Capex & D/S	161,381	(189,368)	(131,986)	327,121	(64,764)
Nonrecurring Revenue	500,000	-	-	-	-
Adjusted Net	(338,619)	(189,368)	(131,986)	327,121	(64,764)

Fund Balance	2,661,381	2,472,013	2,340,027	2,667,148	2,602,384
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Bond Covenants

Debt Service Coverage Ratio	1.1	0.9	0.9	1.2	1.0
Debt Service Coverage Ratio Requirement	1.0	1.0	1.0	1.0	1.0
Days Cash on Hand	78	69	64	72	69
Days Cash on Hand Requirement	30	30	30	30	30

Treasure Coast Classical Academy Budget Detail

		Year 5	Year 6	Year 7	Year 8	Year 9
		FY24	FY25	FY26	FY27	FY28
	Projected Students	1,179	1,178	1,146	1,140	1,073
	Average Students	1,146	1,142	1,107	1,101	1,034
Ordinary Income/Expense						
Income						
3200 · 3200 · Federal Funds						
3261000	School Lunch Reimbursements	165,596	165,018	159,960	159,093	149,412
3262000	School Breakfast Reimbursements	7,572	7,546	7,314	7,275	6,832
3263000	After School Snack Reimbursements	4,230	4,230	4,230	4,230	4,230
3260000	Total 3260 · 3260 · NSLP	177,398	176,793	171,505	170,598	160,474
3271000	3271 · 3271 · Educational Stabilization Funds	500,000	-	-	-	-
3290000	Total 3290 · 3290 · Federal through State	500,000	-	-	-	-
3200001	3200 · 3200 · Federal Funds - Other	-	-	-	-	-
3200000	Total 3200 · 3200 · Federal Funds	677,398	176,793	171,505	170,598	160,474
3300 · 3300 · State Sources						
FEFP						
3310001	1 FEFP Base Funding	5,679,091	5,815,775	5,807,302	5,920,037	5,683,246
3310002	2 FEFP ESE Guarantee	217,902	222,934	217,026	222,279	213,555
3313000	4 FEFP Supplemental Academic Instruction	262,757	269,250	268,178	273,871	263,915
3316000	6 FEFP Digital Classroom	6,848	7,017	6,989	7,138	6,878
3314000	7 FEFP Other SAFESCH	78,405	80,342	80,022	81,721	78,751
3312000	8 FEFP Instruct. Materials Allocation	90,651	92,891	92,522	94,486	91,051
3319000	9 FEFP Mental Health Assistance Allocation	53,509	54,830	54,612	55,772	53,744
3317000	12 FEFP Reading Allocation	56,214	57,567	57,483	58,598	56,255
3310014	13 FEFP Discretionary Local Effort	1,174,569	1,202,844	1,201,082	1,224,403	1,175,440
3310013	15 FEFP Teacher Salary Increase (WFTE share)	303,690	274,080	265,680	264,240	248,160
3355000	16 FEFP Class Size Reduction Funds	1,222,900	1,252,070	1,251,414	1,274,783	1,221,956
3310000	Total FEFP	9,146,535	9,329,601	9,302,310	9,477,328	9,092,953
3397000	Capital Outlay Funds	630,300	628,100	608,850	605,550	568,700
3300000	Total 3300 · 3300 · State Sources	9,776,835	9,957,701	9,911,160	10,082,878	9,661,653
3400 · 3400 · Revenues from Local Sources						
Martin County						
3411000	Local Millage Referendum	674,118	671,765	651,176	647,647	608,235
3412000	Local Sales Surtax	63,667	63,444	61,500	61,167	57,444
3413000	Local Capital Outlay	492,278	981,119	1,426,575	1,891,790	2,220,835
3410000	Total Martin County	1,230,063	1,716,328	2,139,251	2,600,604	2,886,514
3440000	Gifts, Grants, Bequests	47,646	77,646	77,646	77,646	77,646
Food Service						
3450000	Student Lunches Collections	131,765	131,305	127,281	126,591	118,888
3452000	Student Breakfast Collections	285	284	275	273	257
3453000	Adult Breakfasts/Lunches Collection	416	416	416	416	416
3455000	Student Snacks Collection	-	-	-	-	-
3450000	Total Food Service	132,465	132,004	127,971	127,280	119,560
Other Fees						
3473000	School-Aged Child Care Fees	177,401	176,782	171,364	170,435	160,063
3470000	Total 3470 · 3470 · Fees - Other	177,401	176,782	171,364	170,435	160,063
Miscellaneous Local Sources						
3492000	Total Transportation Services	-	-	-	-	-
3495000	Other Misc. Local Sources	71,945	74,947	80,055	84,420	80,683
3490000	Total Miscellaneous Local Sources	71,945	74,947	80,055	84,420	80,683
3400000	Total 3400 · 3400 · Revenues from Local Sources	1,659,520	2,177,708	2,596,288	3,060,385	3,324,467
Total Income		12,113,753	12,312,202	12,678,953	13,313,861	13,146,593
Expense						
5100 · Basic Instructional						
5100120	Classroom Teacher Salaries	3,547,587	3,926,834	4,064,521	4,093,948	4,230,544
5100140	Substitute Teachers	27,000	27,000	27,000	27,000	27,000
5100150	Paraprofessionals	360,909	364,686	376,601	385,763	398,781
5100160	Other Support Personnel	134,080	135,962	137,881	139,838	141,835
5100210	Retirement	112,072	122,849	127,092	128,227	132,472
5100230	Group Insurance	547,420	602,286	620,513	613,981	626,422
5100330	Field Trips, Sports and Club Expenses	11,395	11,772	12,155	12,320	12,258
5100319	Technology-Related Professional and Technical Services	-	3,488	-	-	-
5100350	Repairs and Maintenance	323	327	332	336	341
5100360	Annual Software Licenses or Subscription	18,918	18,920	18,659	18,786	17,813
5100510	Supplies	208,741	184,979	191,217	187,455	190,032
5100570	Teacher Meals	377	383	388	393	398
5100520	Textbooks	150,000	98,100	99,450	100,800	102,150
5100642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	613
5100644	Computer Hardware (Non Capitalized)	3,002	988	334	339	343
5100649	Technology-Related (Non Capitalized)	13,417	118	40	40	41
5100692	Noncapitalized Software	-	-	-	-	54
5100780	Depreciation and Amortization	61,627	61,627	61,627	61,627	61,627
5100000	Total 5100 · Basic Instructional	5,196,867	5,560,319	5,737,809	5,770,854	5,942,725
5200 · Exceptional						
5200120	Classroom Teacher Salaries	335,169	341,872	348,710	355,684	362,798
5200130	Other Certified Staff Member	65,000	66,300	67,626	68,979	70,358
5200160	Retirement	14,682	14,976	15,275	15,581	15,892
5200210	Retirement	11,205	11,429	11,657	11,891	12,128
5200230	Group Insurance	48,927	51,863	54,974	58,273	61,769
5200310	Professional and Technical Services	126,678	130,789	131,694	144,077	145,382
5200510	Supplies	2,332	2,364	2,397	2,429	2,462
5200642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
5200692	Non Capitalized Software	2,337	2,369	2,402	2,434	2,467
5200000	Total 5200 · Exceptional	606,329	621,962	634,735	659,347	673,257

Treasure Coast Classical Academy Budget Detail

6100 · Pupil Services						
6100130	Other Certified Staff Member	111,100	113,322	115,588	117,900	120,258
6100160	Other Support Personnel	41,159	41,982	42,822	43,678	44,552
6100210	Retirement	3,111	3,173	3,236	3,301	3,367
6100230	Group Insurance	13,188	13,979	14,818	15,707	16,649
6100240	Workers Comp	-	-	-	-	-
6100250	SUI	-	-	-	-	-
6100310	Professional and Technical Services	1,290	1,308	1,326	1,344	1,249
6100510	Supplies	82	84	85	86	87
6100519	Technology Related Supplies	5,529	5,607	5,684	5,761	5,838
6130160	Other Support Personnel	40,362	41,169	41,993	42,832	43,689
6130210	Retirement	1,130	1,153	1,176	1,199	1,223
6130230	Group Insurance	6,990	7,409	7,853	8,325	8,824
6130510	Clinic Supplies	1,767	1,792	1,817	1,841	1,866
6130642	Clinic Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
6100000	Total 6100 · Pupil Services	225,708	230,977	236,397	241,975	247,603
6300 · Instructional/Curriculum Development						
6300000	Total 6300 · Instructional/Curriculum Development	-	-	-	-	-
6400 · Instructional Staff Training						
6400310	Professional and Technical Services	4,300	4,360	4,420	4,480	4,540
6400330	Teacher Training Travel	32,250	32,700	33,150	33,600	34,050
6400000	Total 6400 · Instructional Staff Training	36,550	37,060	37,570	38,080	38,590
6500 · Instructional-related Technology						
6500310	Technology-Related Supplies	108,000	108,000.00	108,000.00	108,000.00	108,000.00
6500649	Technology-Related Noncapitalized Furniture, Fixtures and Equipment	-	-	-	-	-
6500000	Total 6500 · Instructional-related Technology	108,000	108,000	108,000	108,000	108,000
7100 · Board						
7100310	Professional and Technical Services	24,415	17,658	17,901	18,144	18,387
7100330	Travel	1,613	1,635	1,658	1,680	1,703
7100790	Miscellaneous Expenses	108	109	111	112	114
7100000	Total 7100 · Board	26,135	19,402	19,669	19,936	20,203
7200 · General Administration						
7200310	Management Fee	945,341	958,626	987,991	1,038,509	1,026,256
7200393	District Fee	106,641	108,994	111,915	114,474	116,799
7200000	Total 7200 · General Administration	1,051,982	1,067,620	1,099,906	1,152,983	1,143,056
7300 · School Administration						
7300110	Administrator Salaries	400,756	475,071	484,573	494,264	504,150
7300160	Other Support Personnel	153,078	156,140	159,263	162,448	165,697
7300210	Retirement	15,507	17,674	18,027	18,388	18,756
7300230	Group Insurance	62,207	68,427	68,427	68,427	68,427
7300310	Professional and Technical Services	7,643	8,338	8,553	8,568	8,785
7300320	Insurance and Bond Premiums	14,903	25,953	26,253	26,553	26,853
7300330	Travel	1,613	1,635	1,658	1,680	1,703
7300360	Rentals	49,795	50,435	50,162	50,713	49,413
7300370	Communications	3,897	3,940	3,898	3,934	3,797
7300390	ESI Fee	884,454	950,891	967,372	973,556	1,006,429
7300510	Supplies	35,194	34,713	36,586	37,929	37,408
7300519	Technology-Related Supplies	14,193	14,391	14,589	14,787	14,986
7300642	Furniture, Fixtures (Non Capitalized)	2,748	2,871	3,174	3,333	3,139
7300644	Computer Hardware (Non Capitalized)	325	-	-	-	-
7300692	Computer Software	989	1,766	1,017	1,030	1,839
7300649	Technology-Related Noncapitalized	-	-	-	-	-
7300730	Dues and Fees	1,447	1,467	1,487	1,508	1,528
7300780	Depreciation and Amortization	77,984	77,984	77,984	77,984	77,984
7300000	Total 7300 · School Administration	1,726,732	1,891,697	1,923,022	1,945,103	1,990,892
7400 · Facilities Acquisition						
7400000	Total 7400 · Facilities Acquisition	-	-	-	-	-
7500 · Fiscal Services						
7500792	Fiscal Fees	18,000	18,000	18,000	18,000	18,000
7500000	Total 7500 · Fiscal Services	18,000	18,000	18,000	18,000	18,000
7600 · Food Services						
7600210	Retirement	-	-	-	-	-
7600230	Group Insurance	-	-	-	-	-
7600510	Supplies	196	199	201	204	207
7600519	Technology Related Supplies	185	187	190	193	195
7600570	Food	292,999	296,077	291,191	293,587	279,901
7600642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-
7600644	Computer Hardware (Non Capitalized)	-	-	-	-	-
7600649	Technology-Related Noncapitalized	-	-	-	-	-
7600000	Total 7600 · Food Services	293,380	296,464	291,583	293,984	280,303
7800 · Pupil Transportation						
7800000	Total 7800 · Pupil Transportation	-	-	-	-	-
7900 · Operation of Plant						
7900110	Administrator Salaries	60,593	61,805	63,041	64,302	65,588
7900160	Other Support Personnel	179,781	183,377	187,044	190,785	194,601
7900210	Retirement	5,724	5,838	5,955	6,074	6,196
7900230	Group Insurance	37,324	37,324	37,324	37,324	37,324
7900310	School Resource Officer	102,984	102,984	103,937	106,798	108,228
7900320	Insurance and Bond Premiums	117,393	117,755	118,154	118,592	119,074
7900350	Repairs and Maintenance	16,125	-	-	-	-
7900360	Rental Space	-	-	-	-	-
7900370	Communications	32,250	32,700	33,150	33,600	34,050
7900379	Telephone And Communications	12,900	13,080	13,260	13,440	13,620
7900380	Water, Sewage and Garbage Collection	60,914	63,623	66,298	69,004	71,641
7900430	Electricity	102,716	104,150	105,583	107,016	108,449
7900510	Supplies	-	-	-	-	-
7900519	Technology Related Supplies	185	187	190	193	195
7900642	Furniture, Fixtures (Non Capitalized)	-	-	-	-	-

Treasure Coast Classical Academy Budget Detail

7900649	Technology-Related Noncapitalized	-	-	-	-	-
7900780	Depreciation and Amortization	377,667	377,667	377,667	377,667	377,667
7900000	Total 7900 · Operation of Plant	1,131,066	1,125,342	1,136,797	1,150,330	1,162,510
8100 · Maintenance of Plant						
8100350	Repairs and Maintenance	6,988	7,085	7,183	7,280	7,377
8100000	Total 8100 · Maintenance of Plant	6,988	7,085	7,183	7,280	7,377
8200 · Administrative Technology Services						
8200000	Total 8200 · Administrative Technology Services	-	-	-	-	-

Treasure Coast Classical Academy Budget Detail

9100 - Community Service						
9100160	Other Support Personnel	173,216	159,660	162,853	166,110	169,433
9100210	Retirement	1,060	1,082	1,103	1,125	1,148
9100230	Group Insurance	6,221	6,221	6,221	6,221	6,221
9100330	Travel	14,101	14,830	43,608	44,770	44,964
9100360	Community Rentals	30	33	33	36	32
9100390	Community Other Services	30	33	33	36	32
9100510	Supplies	18,896	20,102	21,920	23,707	22,589
9100519	Technology Related Supplies	185	187	190	193	195
9100570	Food	30	33	33	36	32
9100642	Noncapitalized Furniture, Fixtures and Equipment.	-	-	-	-	-
9100644	Computer Hardware (Non Capitalized)	-	-	-	-	-
9100649	Technology-Related Noncapitalized Fixtures and Equipment	-	-	-	-	-
9100730	Dues and Fees	16,347	17,583	19,015	20,711	19,298
9100000	Total 9100 - Community Service	230,116	219,763	255,011	262,944	263,943

Total Operational Expenses	10,657,851	11,203,690	11,505,681	11,668,816	11,896,458
Net Income	1,455,901	1,108,511	1,173,272	1,645,045	1,250,136
Depreciation	517,277	517,277	517,277	517,277	517,277
Adjusted Net Income	1,973,179	1,625,789	1,690,550	2,162,323	1,767,413

Capital Expenses						
5100691	Classroom Computer Software	2,688	2,725	2,763	2,800	2,838
Total Computers - Software		2,688	2,725	2,763	2,800	2,838
6500643	Instrction Related Computer Hardware-Capitalized	-	-	-	-	-
6500648	Instruction-Related Technology-Related Capitalized Fixtures and Equipment.	-	-	-	-	-
Total Computers - Hardware		-	-	-	-	-
6500641	Furniture, Fixtures (Capitalized)	-	-	-	-	-
7300641	Admin Furniture, Fixtures-Capitalized	-	-	-	-	-
7900641	Furniture, Fixtures-Capitalized	-	-	-	-	-
7900670	Furniture, Fixtures-Capitalized	-	-	-	-	-
Total FF&E Capitalized		-	-	-	-	-
Total Capitalized Expenditures		2,688	2,725	2,763	2,800	2,838

9200 - Debt Service						
9200710	Bond Principal	214,581	230,093	246,726	264,562	283,687
9200721	Bond Interest	1,358,194	1,342,682	1,326,049	1,308,213	1,289,088
9200710.1	Gym Principal	-	0	0	0	0
9200721.1	Gym Interest	-	-	-	-	-
9200000	Total 9200 - Debt Service	1,572,775	1,572,775	1,572,775	1,572,775	1,572,775
Net After Capex & D/S		397,716	50,288	115,012	586,748	191,800
Nonrecurring Revenue		500,000	-	-	-	-
Adjusted Net		(102,284)	50,288	115,012	586,748	191,800
Fund Balance		2,897,716	2,948,005	3,063,017	3,649,765	3,841,565

Bond Covenants						
Debt Service Coverage Ratio		1.3	1.0	1.1	1.4	1.1
Debt Service Coverage Ratio Requirement		1.0	1.0	1.0	1.0	1.0
Days Cash on Hand		86	84	85	101	104
Days Cash on Hand Requirement		30	30	30	30	30



-- 4800 -- TCCA General Financial Policies

A. Property and Supplies

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location.

The clerical support staff will maintain an inventory of basic office supplies used. Request for supplies should be submitted for approval through the school operations manager or designee.

B. Purchasing

All equipment and supplies must be ordered through the school operations manager or designee. Once a purchase has been approved, the documentation required by specific grantors and/or the bookkeeper will be prepared and executed by the school operations manager or designee. Any purchase over \$4,999 will include written/printed documents indicating price estimates or quotes from the vendor. This documentation will be maintained in a secure file for review when needed. Purchases below \$4,999 will include approvals and receipts.

Purchase orders are required for purchases over \$4,999 and will include:

1. Date
2. Purchase Order Numbers
3. Vendor Name
4. Vendor Telephone Number
5. General Description
6. Amount (Estimated)
7. Preparer's Signature and Date

Micro Purchase Procedures

The school operations manager, or designee, is authorized to make purchases under \$5,000 to purchase commodities or contractual services where the total amount does not exceed the applicable appropriation in the academy budget.

Small Purchase Procedures (Simplified Acquisition)

Any purchase between \$5,000 and \$250,000 will include documentation of price quotes by three different vendors, unless waived, as described in the waiver section below.

Competitive Procurement Procedures

Any contract or purchase agreement with an annual value of \$50,000 or higher purchase over \$250,000 will adhere to the following formal bid process, unless waived, as described in the waiver section below, and be reissued for bid every twenty-four months: :-

1. A written Request for Proposal (RFP) will be sent to a minimum of three vendors.
2. The RFP will include clear and accurate description of the material, product or service to be procured without unnecessary requirements which unduly restrict competition.
3. The RFP will include descriptions of any technical requirements.
4. The RFP will include specific features of brand name or equivalent descriptions that bidders must meet.
5. The business or contractor selection process will consider their ability to perform to the fullest extent possible, as well as, their integrity, record of past performance and financial and technical resources.
6. All received RFPs will be documented, price compared and maintained in a secure file for review when needed.
- ~~6-7.~~ No contract or purchase agreement shall be for a period of time exceeding thirty-six months.

Sole Source Procurements

If a sole source procurement is made, a written justification must be documented and approved by the school operations manager.

A contract may be awarded for a supply or service without competition when the school operations manager or a designee, determines in writing that there is only one source for the required supply or service. This method of procurement involves no competition and should be utilized only when justified and necessary to serve the needs of the academy.

Waivers of Small Purchase Procedures and Competitive Procurements

The requirement for requesting three quotes or competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by section 1010.04(4) (a), F.S., for:

1. Purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements. When the proposer awarded a contract by another entity defined herein will permit purchases by the academy at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the academy.
2. The purchase by the academy of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.
3. When acquiring, whether by purchase, lease, with option to purchase, rental or otherwise, information technology, as defined in Section 282.0041(14), F.S., may make any acquisitions through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the academy.
4. The purchase of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

5. Except as otherwise required by statute, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.
6. A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or federal agency contract prescribes with whom the academy must contract or if the rate of payment is established during the appropriations process.
7. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations. Purchases made pursuant to exemptions from competitive solicitations shall follow procedures as established by the governing board. school operations manager.

C. Contracts

A limited number of employees and board officers will be authorized to sign contracts, and there shall be no fewer than two individuals at all times. This policy applies to all regular contracts on behalf of the school.

Board approval is required for all contracts, whether for goods or services, that are:

1. Multi-year in duration and/or
2. At or above \$25,000 and/or
3. Involve the expenditure of reserve funds and/or
4. Contain an automatic renewal clause

Further, order splitting is prohibited (that is, breaking one contract into multiple contracts in order to circumvent paragraph #2.)

As of December 20, 2022, any financial matter necessitating board approval shall be placed on the agenda for consideration by a lawful quorum at a properly noticed meeting and may not be approved by any individual officer of the board.

Authorized Signers

The board of directors shall provide authorization to individuals to be able to sign contracts on behalf of the school. Such approvals will be documented in the meeting minutes. Any person who is no longer entitled to approve contracts on behalf of the school will be notified in writing.

Signature Levels Required

All contracts will require one signature as designated by the board, contingent that contracts are within the approved budget line items. Contracts that are over budget require board approval.

Adopted: November 18, 2019

Amended: February 24, 2020

Amended: December 20, 2022

Amended:

Notes for Micro-Purchase: govinfo.gov/content/pkg/FR-2021-06-10/pdf...

TREASURE COAST CLASSICAL ACADEMY

REQUEST FOR PROPOSAL (RFP)

Gym Expansion Project

05-2023



Issued: (Date)

Due: (Date)

Contact:

Brandon Tucker

Board Chairman

Email: btucker@treasurecoastclassical.org

TABLE OF CONTENTS

Summary	Page 3
Introduction	Page 3
• Purpose of RFP	Page 3
• Background: TCCA	Page 4
• Project Area Overview	Page 4
Submittal Requirements	Page 7
• Format Requirements of Submittals	Page 8
Evaluation Criteria	Page 8
• Development Team	Page 8
Project Schedule	Page 8
General Information	Page 9
• Inquiries	Page 9
• Withdrawal or Revisions to Proposal	Page 9
• Public Information	Page 9
• Process & Right to Reject	Page 9

SUMMARY

RFP TITLE	TCCA - Request for Proposal
DEADLINE FOR SUBMISSIONS	
SUBMIT TO:	Brandon Tucker TCCA Board Chairman Btucker@treasurecoastclassical.org
LABELING	Proposer's Name and Address TITLE: TCCA - Request for Proposal- Gym Expansion Project
DIRECT ALL INQUIRIES TO:	Brandon Tucker TCCA Board Chairman Btucker@treasurecoastclassical.org
FORMAT OF SUBMITTALS	One (1) electronic copy in PDF Format.

INTRODUCTION

Purpose of RFP

The purpose of issuing a Request for Proposal (RFP) for a school expansion project, involving the construction of a gym and additional classroom spaces, is to invite qualified vendors or partners to submit their proposals and bid for the project. The RFP serves several important purposes, including:

Identifying Potential Partners: By issuing an RFP, the school administration can reach out to a wide range of vendors, contractors, and partners who specialize in construction, architecture, and related services. It allows the school to identify potential partners who have the expertise and experience necessary to successfully execute the project.

1. Ensuring Transparency and Fairness: The RFP process ensures a fair and transparent selection process by providing a clear and detailed description of the project requirements, scope of work, and evaluation criteria. It establishes a level playing field for all interested parties, allowing them to understand the project's objectives and constraints.
2. Encouraging Competition: The RFP process encourages healthy competition among vendors or partners, as they strive to offer the most comprehensive and competitive proposals. By inviting multiple organizations to participate, the school can compare and evaluate different approaches, ideas, and pricing options, ultimately leading to the selection of the most suitable partner.
3. Obtaining Comprehensive Proposals: The RFP allows the school to receive detailed proposals from vendors or

partners that outline their understanding of the project, proposed solutions, implementation plans, timelines, and cost estimates. This helps the school gain a comprehensive view of the options available and facilitates informed decision-making.

4. **Selecting the Best Partner:** The RFP process enables the school to evaluate and compare the proposals received from different vendors or partners based on predetermined evaluation criteria. It allows the school to assess factors such as expertise, experience, track record, cost-effectiveness, and alignment with the school's vision and goals. Through this evaluation process, the school can select the partner who offers the best overall value and is best suited to fulfill the project requirements.

In summary, the purpose of issuing an RFP for a school expansion project is to engage potential partners, establish a fair and transparent selection process, encourage competition, receive comprehensive proposals, and ultimately select the most suitable partner to successfully execute the project.

Background: TCCA

Treasure Coast Classical Academy was founded in 2017, founding principal Janine Swearingin was hired in March of 2018, and in April of that year, TCCA's charter was approved by the Martin County School Board. Mrs. Donalds simultaneously launched The Optima Foundation to provide professional management to TCCA and a new network of classical charter schools in Florida.

Despite permitting delays on the school's permanent facility, TCCA opened its doors in August of 2019 to kindergarten through 6th grade scholars at a temporary location in Palm City with plans to add a grade each year through 12th grade. Portable classrooms, classrooms made of cubicle walls, and a car line filled with potholes were no obstacle for determined parents and staff. Over 600 children of the Treasure Coast were finally receiving the highest quality education available.

During the time in the temporary location, the permanent building was erected on Cove Road in Stuart. TCCA moved into its new home in January of 2020, not knowing that it would soon close for the remainder of the school year due to the pandemic. Always pioneers, the TCCA team offered something different from other public schools. That fall, TCCA assigned dedicated distance learning teachers for each grade level, as opposed to other schools across the nation that had teachers leading both in-person and online students simultaneously. Then in January 2021, after a long semester of offering both in-person and distance learning, the TCCA family was finally back together on campus, 1000 scholars strong.

TCCA finally experienced its first normal school year in 2021/22. Scholars and staff have flourished. The Optima network, and as a result, TCCA, is now accredited through Cognia. With over 1100 scholars and a waitlist nearly as long, TCCA is the most sought-after school in Martin County. In May of 2022, the founding principal, Janine Swearingin passed the reins to the current principal, Kirsten Pendleton.

Project Area Overview

The project consists of a new two-story educational building and constructed using non-combustible tilt-wall concrete type construction. The building will have a fully automated sprinkler system. The approximately 33,200 square foot structure contains 13 classrooms, 3 specialty rooms, a gymnasium, cafetorium, and administrative wing. Outside the building consists of a recreation area, traffic queuing lanes and adequate parking. The project is being constructed on approximately 4.76 acres of land currently owned by TCCA in Martin County. The campus expansion will host approximately 350 students at full capacity.

Scope of Work:

1. **Design:** Architectural designs are completed. Bidder is expected to review the attached architectural design and integrate the design seamlessly with the school's existing buildings, adhering to local building codes and regulations, and promoting an optimal learning environment.
2. **Permit:** Initial permitting is being handled by an existing contractor. Bidder is expected to coordinate with local jurisdictions on additional onsite and offsite approvals as needed.
3. **Construction and Renovation:**

- a. Construct new classrooms with adequate space, appropriate lighting, and ventilation systems conducive to learning.
 - b. Ensure the classrooms are equipped with the necessary utilities, including power outlets, internet connectivity, and audio-visual systems.
 - c. Modify existing spaces, if required, to optimize the available area and create a smooth transition between the new and existing buildings.
4. Interior Design
 5. Safety and Accessibility:
 - a. Incorporate safety features, such as fire alarms, emergency exits, and proper lighting, to ensure compliance with safety standards.
 - b. Ensure the new classrooms are accessible to all students, including those with disabilities, by incorporating ramps, handrails, and accessible restrooms.
 6. Project Management:
 - a. Assign a dedicated project manager to oversee the entire expansion project, ensuring timely execution, adherence to budgetary constraints, and coordination with school staff and stakeholders.
 - b. Provide regular progress updates and maintain open communication channels throughout the project.

Expansion Project Renderings







SUBMITTAL REQUIREMENTS

All submittals shall address all the information referenced in this RFP and include the information in the order listed below within the indicated page limits. Examples of other projects should be included.

Cover: Include project name, respondent name and date

Section 1 Cover Letter - Introductory cover letter identifying the lead firm, contact information for the proposed project managers, executive team, and a statement that the respondent has reviewed this RFP

Section 2 Development Team Organization - Overview of the development team organization indicating the lead firm and lead individual for each component of the work (2 pages max)

Section 3 Summary of Qualifications - Statement of project understanding and summary of qualifications and approach to perform the work and meet the TCCA's goals based on the development team's skills and experiences (do not include specific development plans for this site - 4 pages max)

Section 4 Relevant Experience - Descriptions of no more than five projects that are comparable in terms of TCCA's need for school facilities. Each description should generally include the following (2 pages max per project):

- Name, location and description of the type of project including project size
- The members of the proposed consulting team that were involved and the services they performed
- Project construction budget and sources of financing
- Project start and end dates
- At least one reference with contact information

Section 5 Firm Description - Description of each participating firm such as history, services offered/general experiences, number of employees, location of offices (2 pages max per firm)

Section 6 Resumes - Resumes for the key project personnel shown on the chart contained in Section 2 including the location of the primary office to which they are assigned (2 page max per individual)

Section 7 Financial Capabilities - Lists and contact information for the following (4-page max)

- Private sources of financing used for recent projects
- Public sources of financing/incentives used for recent projects
- Past bankruptcies or pending financial litigation involving any team firm or principal

Section 8- Detailed cost proposal and schedule, including proposed draw schedule

Format Requirements of Submittals

Email: btucker@treasurecoastclassical.org

Developers should submit their digital proposals via a PDF Document through email any time before the deadline to the email address above. TCCA reserves the right to reject submittals that fail to contain all required information or fail to follow all the instructions contained in this RFP.

Consideration of Qualification Submittals

Proposals will be reviewed by the qualifications review committee which will include:

- TCCA’s Board of Directors

The committee will make the final selection and recommendations to TCCA Board Members

The qualifications review committee will assess each proposal against the criteria listed in the following section, Evaluation Criteria. In selecting under this RFP, TCCA will consider responses, hold interviews, general qualifications, project history, and the evaluation criteria in this RFP.

Once interviews are completed, TCCA will likely issue a formal RFP for specific projects.

EVALUATION CRITERIA

The following criteria will be assessed by the review committee.

- I. Development Team
 - a. Years and types of experience in the field
 - b. Diversity of services provided including real estate development
 - c. Financial capability to complete the project
 - d. Professional and project references

- II. Experience to successfully undertake this project
 - a. Experience with similar school development projects
 - b. Proven capacity to deliver the project requirements on time and on budget

- III. Project understanding and approach
 - a. Understanding of TCCA’s goals and desires for the project
 - b. Approach to working with the TCCA in crafting an ultimate plan
 - c. Approach to project financing and determining use of incentives

PROJECT SCHEDULE

Project Milestone Schedule:

RFP Issued:	5/25/2023
RFP Questions and Clarifications Deadline:	5/31/2023
RFP Response Deadline	6/9/2023
Anticipated Selection Date	6/14/2023
Anticipated Notice to Proceed Date	6/16/2023
Completion Deadline	6/21/2024
Completion Deadline (alternative 2025 completion)	6/6/2025

GENERAL INFORMATION

Inquiries

All inquiries related to this RFP are to be directed, in writing, to the contact person(s) at the email addresses on the front cover of this RFP.

Withdrawal or Revisions to Proposal

Any proposal may be withdrawn by written notice to TCCA any time prior to the date and time specified for submittal. Such notice of withdrawal shall be in writing to the contact individual provided. Any proposer may modify their submittal prior to the date and time specified for submittal by email communication to the contact individual.

Process & Right to Reject

At any phase, TCCA reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals; and to negotiate the terms of the RFP stage with the selected proposer(s).

TREASURE COAST CLASSICAL ACADEMY

REQUEST for PROPOSAL (RFP)

Charter School Exceptional Student Education Services

05-2023-1



Issued: (Date)

Due: June 30, 2023

Contact:

Brandon Tucker

Board Chairman

Email: btucker@treasurecoastclassical.org

Request for Proposal (RFP) for ESE School Services

Introduction: Treasure Coast Classical Academy (TCCA) is seeking proposals from qualified service providers to provide Exceptional Student Education (ESE) services to students enrolled in our school. Our aim is to provide high-quality educational services to students with disabilities and special needs.

TCCA currently serves over 1,100 scholars, grades K-9, 25 of whom receive language therapy, and 104 scholars who receive speech therapy. Additionally, we have 13 scholars who receive occupational therapy (OT) and one scholar on consult for physical therapy (PT).

Scope of Services: The selected provider shall offer a range of services to students with disabilities, which may include:

1. Special Education Teacher Services
2. Related Services such as speech therapy, occupational therapy, and physical therapy
3. Behavioral Therapy Services
4. Assistive Technology Services
5. Consultation and training services for teachers and school staff

Proposal Requirements: Interested providers must submit a proposal that includes the following information:

1. Overview of the provider's organization, including its history, experience, and qualifications in providing ESE services to students.
2. Description of the provider's service delivery model, including the approach to individualized education planning, service delivery, and progress monitoring.
3. Description of the provider's staffing and recruitment process, including the qualifications and experience of their ESE staff.
4. A detailed plan for staff training and professional development.
5. A description of the provider's quality assurance process, including how they measure and report on student progress and outcomes.
6. A detailed pricing proposal that includes all costs associated with providing the requested services.

Proposal Evaluation: Proposals will be evaluated based on the following criteria:

1. The provider's experience and qualifications in providing ESE services to students.
2. The provider's service delivery model and approach to individualized education planning, service delivery, and progress monitoring.
3. The qualifications and experience of the provider's ESE staff.
4. The provider's staff training and professional development plan.
5. The provider's quality assurance process and ability to measure and report on student progress and outcomes.
6. The pricing proposal and cost-effectiveness of the services provided.

Proposal Submission: Proposals must be submitted no later than June 30, 2023 to Mr. Brandon Tucker, btucker@treasurecoastclassical.org. Late proposals will not be considered.

If you have any questions or require additional information, please contact Donna Fletcher, Director of Student Services at 772/419-7680, ext. 111.