

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

Review Summary 2016-2017

INTRODUCTION:

Pursuant to F.S. 1002.33(5) (b) (1.a, b, e, & f) *Sponsor duties* – The sponsor shall monitor and review the charter school in its progress toward the goals established in the charter. The sponsor shall monitor the revenues and expenditures of the charter school and perform the duties provided in s. 1002.345. The sponsor shall ensure that the charter is innovative and consistent with the state education goals established by s. 1000.03(5). The sponsor shall ensure that the charter school participates in the state’s education accountability system. Additionally, if the school earned a grade of “D” or “F”, the sponsor must annually review implementation of the school improvement plan to monitor the school’s continued improvement pursuant to F.S. 1002.33 (9) (n). Moreover, provisions in your Charter Contract with the School Board provide for the sponsor’s ability to monitor your school.

Therefore, an annual review was conducted to assess areas in need of improvement and/or correction and to identify additional technical assistance that may be needed to assist your school. The Review of your Charter School was conducted on DATE 01/30/2017.

Prior to the review, the Department of Charter Schools placed a draft of the review checklists on the Department’s website and informed the Charter School Principal of its availability. The Department of Charter Schools collaborated with the Principal to schedule the date and time of the review visit.

Somerset Boca Elem. & Middle was reviewed in the categories listed in the chart below by the Department of Charter Schools and other School District experts. Ratings were assigned based on the criteria indicated on each category’s checklist.

Here are the ratings of the category areas from your Annual Review:

	CATEGORY AREAS	RATING
1a	Curriculum and Instruction- Literacy- Elementary	Meets
1b	Curriculum and Instruction- Literacy- Secondary	Meets
1c	Curriculum and Instruction - Mathematics	<i>Meets</i>
1d	Curriculum and Instruction - Science	<i>Meets</i>
2	ESOL/ELL Services	Meets
3	ESE Services	Meets
4	Personnel	Meets
5	Assessment	Meets
6	Facilities	Meets
7	Governance	Meets
8	Insurance	Meets
9	Finance and Operations	-
10	Food Service	Meets
11	Transportation	<i>MEETS</i>

School District of Palm Beach County
CHARTER SCHOOL REVIEW

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Somerset Academy Boca Charter School

REVIEWED BY: Karla J. Branch – Elementary Curriculum Support

DATE OF VISIT: January 30, 2017

Each reviewer will complete a review document by marking as follows:

Meets the Standards - Appropriate information and/or evidence of documentation is in place at all levels.

Partially Meets the Standards - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

Does Not Meet the Standard - Materially Deficient - Explained in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN YES NO

SCHOOL IS FOLLOWING DISTRICT'S COMPREHENSIVE READING PLAN YES NO

CURRICULUM AND INSTRUCTION		LITERACY: <input checked="" type="checkbox"/> ELEMENTARY <input type="checkbox"/> SECONDARY		
Indicators	M	P	D	COMMENTS
1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. <i>Provide a copy of plan</i>	X			Wonders Reading Program – Scope and Sequence K-5
2. Evidence of lesson plans that incorporate Florida Standards in reading instruction. <i>Lesson Plans Will Be Reviewed</i>	X			Indicated in plans and on board configurations
3. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <u>at grade level</u> . <i>(Documentation required)*</i>	X			Evidence of detailed differentiated small group plans in grades K-5 for students at grade level.
4. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <u>above grade level</u> . <i>(Documentation required)*</i>	X			Evidence of detailed differentiated small group plans in grades K-5 for students above grade level
5. Evidence that the reading curriculum has differentiated strategies that will be used for students reading below grade level. <u>below grade level</u> <i>(Documentation required)*</i>	X			Evidence of detailed differentiated small group plans in grades K-5 for students below grade level. Immediate Intensive Intervention was evident in grades K-5.

CURRICULUM AND INSTRUCTION	LITERACY: <u> X </u> ELEMENTARY <u> </u> SECONDARY <u> </u>			COMMENTS
	M	P	D	
6. Evidence that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.	X			Evidence provided – i-Ready, Wonders, RRR
7. Evidence of a reading curriculum that is consistent with instructional strategies, LAFS, and is grounded in scientifically-based reading research.	X			Wonders Reading Program
8. Evidence of reading schedule.	X			Balanced literacy 90 minute blocks
9. Evidence parents have been provided sufficient information on whether their child is reading at grade level. (Documentation required)*	X			I-Ready, Progress Reports, Report Cards. RRR, Reading Deficiency letters
10. Classroom environment is reflective of the school's commitment to reading i.e., classroom libraries.	X			Anchor charts, word walls and classroom libraries.
11. Evidence that the school is being innovative as stated in the charter.	X			Traditional – now incorporating STEM

Signature Karla J. Branch

Date 1-30-17

NOTES:

Continue working with teachers on creating individual lesson plans on the use of data to drive small group instruction.

RATING

X Meets the Standard: All indicators are rated "M".

Partially Meets the Standard: Up to 3 indicators rated as "P" and all other indicators as "M".

Does Not Meets the Standard: 4 or more indicators are rated as "P" or "D".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

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<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Somerset Boca

REVIEWED BY: Lisa C. Helfrich

DATE OF VISIT: 1-30-17

Each reviewer will complete a review document by marking as follows:

Meets the Standards - Appropriate information and/or evidence of documentation is in place at all levels.

Partially Meets the Standards - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

Does Not Meet the Standard - Materially Deficient - Explained in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN YES NO

SCHOOL IS FOLLOWING DISTRICT'S COMPREHENSIVE READING PLAN YES NO

CURRICULUM AND INSTRUCTION		LITERACY: <input checked="" type="checkbox"/> ELEMENTARY <input type="checkbox"/> SECONDARY		
Indicators	M	P	D	COMMENTS
1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards. <i>Provide a copy of plan</i>	X			Intensive Reading Scope and Sequence
2. Evidence of lesson plans that incorporate Florida Standards in reading instruction. <i>Lesson Plans Will Be Reviewed</i>	X			Lesson plans incorporate LAFS
3. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <u>at grade level</u> . <i>(Documentation required)*</i>	X			N/A
4. Evidence that the reading curriculum has differentiated strategies that will be used for students reading <u>above grade level</u> . <i>(Documentation required)*</i>	X			N/A
5. Evidence that the reading curriculum has differentiated strategies that will be used for students reading below grade level. <u>below grade level</u> <i>(Documentation required)*</i>	X			Evident in plans only
6. Evidence that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.	X			
7. Evidence of a reading curriculum that is consistent with instructional strategies, LAFS, and is grounded in scientifically-based reading research.	X			
8. Evidence of reading schedule.	X			

CURRICULUM AND INSTRUCTION		LITERACY: <u> X </u> ELEMENTARY <u> </u> SECONDARY		
Indicators	M	P	D	COMMENTS
9. Evidence parents have been provided sufficient information on whether their child is reading at grade level. <i>(Documentation required)*</i>	X			
10. Classroom environment is reflective of the school's commitment to reading i.e., classroom libraries.	X			
11. Evidence that the school is being innovative as stated in the charter.	X			

Signature Lisa C Helfrich Date 2-1-17

RATING

 X **Meets the Standard:** All indicators are rated "M".

 Partially Meets the Standard: Up to 3 indicators rated as "P" and all other indicators as "M".

 Does Not Meets the Standard: 4 or more indicators are rated as "P" or "D".

Please continue to work with the Intensive Reading teacher to incorporate the Rotational Model using her data to drive instruction.

School District of Palm Beach County
CHARTER SCHOOL REVIEW

_____	ANNUAL
<u>X</u>	PROGRAM RENEWAL
_____	END OF YEAR

CHARTER SCHOOL: Somerset Academy Boca

REVIEWED BY: Terrence Narinesingh, Ed.S.

DATE OF VISIT: 01/30/2017

Each reviewer will complete a review document by marking as follows:

Meets the Standards - Appropriate information and/or evidence of documentation is in place at all levels.

Partially Meets the Standards - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

Does Not Meet the Standard - Materially Deficient - Explained in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN X YES _____NO

CURRICULUM AND INSTRUCTION		SCIENCE: <u>X</u> ELEMENTARY <u>X</u> SECONDARY		
Indicators	M	P	D	COMMENTS
<p>1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Florida Standards and NGSSS. <i>Provide a copy of plan</i></p>	X			Some scopes were aligned to the NGSSS (such as the 7 th and 8 th grade scopes). However, the 6 th grade scope was from the school year 2012-2013 that assessed the Common Core State Standards (CCSS).
<p>2. Evidence of lesson plans that incorporate Florida Standards and NGSSS in science instruction. <i>Lesson Plans Will Be Reviewed</i></p>	X			Lesson plans incorporated the CCSS. The 8 th grade Science benchmark checklist that accompanies the lesson plans is not current for 2016-2017.
<p>3. Evidence that the science curriculum has differentiated strategies that will be used for students, i.e., ELL, ESE.</p>	X			Evidence of differentiated strategies for ESE students were observed in classrooms and documented in lesson plans. One suggestion is to incorporate ELL differentiated strategies in lesson plans.
<p>4. Evidence that the instructional staff receives professional development/training that will support the distinctive curriculum used at the charter school.</p>	X			There was evidence of Science professional development documented through a PDD agenda and sign in sheet. Construct

CURRICULUM AND INSTRUCTION		SCIENCE: <u>X</u> ELEMENTARY <u>X</u> SECONDARY		
Indicators	M	P	D	COMMENTS
				Professional Learning Communities (PLC) to monitor student data-driven progress on the curriculum and support implementation of the NGSSS.
5. Evidence of science scheduled.	X			A master schedule was present.
6. Evidence the school is being innovative as stated in its charter.	X			Somerset Academy Boca is a middle school that is focused on the Sciences.

Signature Terrence Narinesingh Date 02/21/2017

RATING

- X **Meets the Standard:** All indicators are rated "M".
- _____ **Partially Meets the Standard:** Up to 2 indicators rated as "P" and all other indicators as "M".
- _____ **Does Not Meets the Standard:** 3 or more indicators are rated as "P" or "D".

_____	ANNUAL
<u>X</u>	PROGRAM RENEWAL
_____	END OF YEAR

School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Somerset Academy Boca

REVIEWED BY: Terrence Narinesingh, Ed.S.

DATE OF VISIT: 01/30/2017

Each reviewer will complete a review document by marking as follows:

Meets the Standards - Appropriate information and/or evidence of documentation is in place at all levels.

Partially Meets the Standards - Necessary information and/or evidence of documentation incomplete or is not in place at some levels.

Does Not Meet the Standard - Materially Deficient - Explained in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN X YES _____ NO

CURRICULUM AND INSTRUCTION MATHEMATICS: <u>X</u> ELEMENTARY <u>X</u> SECONDARY				
Indicators	M	P	D	COMMENTS
1. Evidence of a curriculum plan, i.e. scope and sequence or focus calendar that illustrates how students will be provided services to attain the Mathematics Florida Standards. <i>Provide a copy of plan</i>	X			The scopes for math incorporated the MAFS.
2. Evidence of lesson plans that incorporate Mathematics Florida Standards in mathematics instruction. <i>Lesson Plans Will Be Reviewed</i>	X			There was evidence of lesson plans that incorporated the MAFS in the classrooms.
3. Evidence that the mathematics curriculum has differentiated strategies that will be used for students, i.e., ELL, ESE.	X			Evidence of differentiated strategies for ESE students were observed in classrooms and documented in lesson plans. One suggestion is to incorporate ELL differentiated strategies in lesson plans.
4. Evidence of a Remediation Plan for below grade level students.	X			Evidence of remediation through the use of the iReady Math schedule for grouping and tutorials.
5. Evidence that the instructional staff receives professional development training that will support the distinctive curriculum used at the charter school.	X			Smart Science professional development by Educational Endeavors was documented by

				grade level. Construct Professional Learning Communities (PLC) to monitor student data-driven progress on the curriculum and support implementation of the MAFS.
CURRICULUM AND INSTRUCTION MATHEMATICS: <input checked="" type="checkbox"/> ELEMENTARY <input checked="" type="checkbox"/> SECONDARY				
6. Evidence of mathematics schedules.	X			A master schedule was present and math classroom instruction was observed.
7. Evidence the school is being innovative as stated in its Charter.	X			Somerset Academy Boca is a middle school that is focused on the Sciences.

Signature Terrence Narinesingh Date 02/21/2017

RATING

- Meets the Standard:** All indicators are rated "M".
- Partially Meets the Standard:** Up to 2 indicators rated as "P" and all other indicators as "M".
- Does Not Meets the Standard:** 3 or more indicators are rated as "P" or "D".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

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CHARTER SCHOOL: SOMERSET BOCA

Reviewed by: STEVE BYRNE

Date of Visit: 1-30-17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)				
Indicators	C	N	N/A	COMMENTS
1. Registration				
Evidence of comprehensible registration procedures for ELLs and families have been established and the school registration form which includes a Home Language Survey (HLS) is translated in the District's four major languages (English, Spanish, Haitian Creole and Portuguese)	X			
2. Personnel				
a. All instructional staff members are in compliance (or in process of compliance) with professional qualifications required by the Florida Department of Education for personnel who teach ELLs. (ESOL Endorsement, ESOL coverage or ESOL Certification)	X			
b. There is a full-time, bilingual instructional staff member who speaks the SAME home language of the ELLs when 15 or more students speak the same language.			X	FEWER THAN 15 ELLS THAT SPEAK ANY TARGET LANGUAGE
3. Instruction				
Evidence of comprehensible instruction that includes the use of appropriate ESOL instructional strategies with English Language Learners (ELLs).	X			
4. Assessment				
Evidence of students entering a FL school for the first time who check "YES" to any of the three questions on the Home Language Survey (HLS) are administered an English language proficiency assessment within twenty (20) school days as required by Consent Decree.	X			
5. ESOL Student Files and Recordkeeping				
Evidence that ELL student records are maintained in compliance with requirements of the Consent Decree and FEFP reporting procedures. All provisions of the Consent Decree must be fully implemented.	X			

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Indicators	C	N	N/A	COMMENTS
6. Communication				
In accordance with the Department of Justice Agreement, there is evidence of communication with parents/guardians of ELLs regarding discipline procedures, Code of Conduct, registration, school-wide expectations, etc. that is translated into the District's major languages (Spanish, Haitian Creole, Portuguese) and interpreters are available at parent meetings and conferences so that information is presented in a language understood by the parent/guardian. All of the provisions of the agreement must be implemented.	X			
ADDITIONAL NOTES/COMMENTS				

Signature Steve Byrne Date 1-30-17

RATING:

- X Meets the Standard: All indicators are rated "C".
- Partially Meets the Standard: No more than 2 indicators are rated as "N".
- Does Not Meet the Standard: 3 or more indicators rated as "N".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

CHARTER SCHOOL: Somerset Academy Boca

REVIEWED BY: Cathy Weech

DATE OF VISIT: 1/30/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information / evidence of documentation is in place for **all** records.

NON-COMPLIANT - Appropriate information / evidence of documentation incomplete/not in place for all records

N/A - Not applicable-Explain in comment section.

EXCEPTIONAL STUDENT SERVICES (ESE)				
Indicators	C	N	N/ A	COMMENTS
1. ESE folders are properly maintained for ESE students: <ul style="list-style-type: none"> a. All files are present for enrolled ESE students. b. All referral documentation is present. c. All IEPs, evaluations and related documents are present. 	X			
2. Evidence of RtI and SBT/CST procedures being followed with appropriate documentation. (intervention data, notes from meetings, etc.)	X			--Make sure parent contact is always indicated at bottom of forms 2284 --Make sure parent always initials conference notes
3. SPP/LEA Guide procedures are being followed for identification and placement in ESE programs. (eligibility determination, evaluations, re-evaluations, dismissals etc.)	X			
4. IEPs are current and timely. There is evidence that proper notification occurred and the required members are in attendance at IEP/CST meetings.	X			

<p>5. IEP's are written to meet students' needs per present levels of performance, standardized test scores and other assessments, including documentation of compliant and measurable goals.</p>	<p>X</p>			<p>--Make sure to define Reading Running Record level (e.g., on P.M.'s 1/11/17 IEP, if stating "Independent level K," explain what the grade equivalent is) --Make sure ALL goals have a criterion for mastery (e.g., J.L. writing goal does not have a criterion) --See notes at bottom of document</p>
<p>6. Transition portion of IEP is compliant based on state indicators as applicable.</p>	<p>X</p>			<p>--Appropriate areas addressed on IEP and PPN --Transition assessments in file --Beef up transition present level to include strengths, preferences, and interests</p>
<p>7. There is evidence of implementation of services, accommodations, modifications, and strategies for working toward mastery of the annual goals as specified on the IEP. Evidence includes applicable items such as the following based on service: consultation logs, service logs, therapy logs, attendance, schedules, lesson plans, interviews, parent input form, center school consent, ESY determination form, goal reports, FAPE, etc.</p>	<p>X</p>			<p>--Excellent documentation on ESY determination worksheet re: data reviewed and rationale</p>
<p>8. Number of students participating in Access Points/Alternate Assessment; all have appropriate consent on file.</p>			<p>X</p>	
<p>9. Matrices are IEP driven with supporting documentation available for review.</p>	<p>X</p>			
<p>10. Procedures for discipline for ESE students are in compliance with IDEA and District procedures:</p>				

<ul style="list-style-type: none"> a. Documentation of manifestation hearings for ten plus(10+) days of suspension b. FBA/BIP developed for ten plus(10+) day suspensions <p>Evidence of behavior documentation and implementation for ESE students as applicable:</p> <ul style="list-style-type: none"> a. Plan is indicated in IEP b. Behavior plan in file c. Evidence of plan in use 			X	
11. Teachers have access to IEPs for their assigned students.	X			Hard copies distributed to teachers
12. Three (3) year re-evaluations are current.	X			
13. Out of System reviews are completed for all evaluations completed by contractors.	X			
14. Evidence that the ESE Contact and/or applicable staff attends the following meetings/trainings: ESE Contact Meeting, IEP Training, LEA Training, ESE Charter School Trainings.	X			Good documentation of trainings/meeting attended

Signature Cathy Weech
Date 1/31/17

RATING

 X

Meets the Standard: All indicators must be rated as "C".

"N".

Partially Meets the Standard: No more than 3 indicators rated as

Does Not Meet the Standard: More than 3 indicators rated as "N".

Additional Notes

--Make sure goals do not include more than one skill/thing to measure (e.g., one goal states "...sequence events, determine main idea, make predictions, and determine fact versus fiction...")

--Take a look at J.L.'s 12/21/16 IEP. Present level does not mention comprehension, but there is a comprehension goal; present level states he can blend sounds, but there is a decoding goal

--Take a look at E.B.'s 12/7/16 IEP impact statement. Present level states student is above grade level in reading, but impact statement says the student's emergent literacy is impacted by his speech disorder

--Watch blanks on IEPs; fill in "N/A," when appropriate (e.g., additional exceptionalities, input from excused members)

School District of Palm Beach County
CHARTER SCHOOL REVIEW

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CHARTER SCHOOL: Somerset Boca ES & MS (3413/4041)

REVIEWED BY: Mark L. Stenner

DATE OF VISIT: January 30, 2017

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

PERSONNEL				
Indicators	C	N	N/A	COMMENTS
1. Evidence of Performance Evaluation Systems (<i>instructional personnel and administrators</i>) as required by law. (<i>Documentation required</i>)*	X			
2. Evidence that Out-of-field agreements are on file for appropriate teachers as verified in Charter Tools. One copy of each OOF agreement for each OOF teacher.	X			
3. Documentation, substantiating the expertise in field of specialty, is on file for teachers who are determined highly qualified in accordance with F.S. §231.15(1). (<i>Documentation required</i>)*	X			
4. Copies of contracts for contractual services and documentation of services provided are on file. (SLP, OT, PT)	X			
5. A complete list of employees is on file and includes addresses, email addresses, and phone numbers. (PBSD 2521)	X			
6. Charter School Authorization Forms for all employees are on file. (PBSD 2177)	X			
7. Teaching certificates for ALL teachers. Printed and on file.	X			

Signature 

Date January 30, 2017

RATING

X **Meets the Standard:** All indicators are rated "C".

 Partially Meets the Standard: Up to 3 indicators rated as "N" and all other indicators as "C".

 Does Not Meet the Standard: 4 or more indicators are rated as "N".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

___	ANNUAL
<u>X</u>	PROGRAM RENEWAL
___	END OF YEAR

CHARTER SCHOOL: Somerset Boca

REVIEWED BY: Ashley Barber

DATE OF VISIT: January 30, 2017

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place at all grade levels.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

SCHOOL IS FOLLOWING DISTRICT'S STUDENT PROGRESSION PLAN X YES NO

ASSESSMENT				
Indicators	C	N	N/A	COMMENTS
1. DESCRIPTION OF METHOD USED TO IDENTIFY THE EDUCATIONAL STRENGTHS AND NEEDS OF STUDENTS.				
<i>The following items will be reviewed on site during the Annual Review. Be prepared to discuss how these reports are used in data chats with teachers and students.</i>				
a. <u>Data Chat Documentation</u>	X			Provided samples of Admin-Teacher data chat sheets. Teachers use iReady reports as data chat forms for Teachers-Students.
b. <u>ELA Profile (Most Recent) - RTSOR0036-</u> Report shows the most recent scores for FSA ELA, Diagnostic Reading, RRR, and SRI OR research based equivalent assessment report(s).	X			Report provided.
c. <u>Math Profile (Most Recent) - RTSOM0037-</u> Report shows the most recent scores for FSA Math, Algebra 1, Algebra 2, Geometry EOC and Diagnostic Assessments OR research based equivalent assessment report(s).	X			Report provided.
d. <u>Science Profile - RTSFS0121-</u> Report shows the overall scale score and level for the most recent FSA Science and EOC for Biology 1. In addition, the Science and Biology 1 Diagnostic scores and level are shown for the current school year OR research based equivalent assessment report(s).	X			Report provided.

ASSESSMENT

<p>e. <u>Diagnostic Report</u> – Report contains most recent Diagnostic school results that include each question’s content focus, standard type, and cognitive level. Report may compare the school results to the district results for each question OR a research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.</p> <p>Schools may provide the Diagnostic Diamond Report RTODA0173, or an equivalent report from iReady, NWEA, or other diagnostic program.</p> <p>f. <u>EOC Diagnostic Diamond Report - RTSDA0474-</u> Report contains End of Course (EOC) Diagnostic percent correct and provides comparison of grade level results to District results for the same grade level OR a school results to District results research based assessment equivalent data that can provide a comparison of school growth analysis to self and like schools.</p>	<p>X</p>		<p>NA</p>	<p>Performance Matters report provided.</p>
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2. IMPLEMENTATION OF STUDENT PROGRESSION PLAN

<p>a. Students participate in all age appropriate required district and state assessments. Results are communicated to parents.</p> <p>b. Procedures are in place to report grades and mid-term progress to parents/guardians and students at a minimum of four (4) times a school year.</p> <p>c. Procedures are in place for graduation, promotion, remediation, retention including a process for communicating to parents/guardians and students.</p> <p>d. PMP’s have been written for students performing below grade level in reading, writing, mathematics, and/or science. (documentation required)* PMP’s indicate parent/guardian participation in the process.</p> <p>e. PMP’s have been entered in TERMS.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>			<p>Sample parent reports provided for grades K-8.</p> <p>Provided</p> <p>The school follows the District Student Progression Plan. Teachers conference with parents of students at risk of remediation. Remediation plan may consist of PMP, iii, or other intensive intervention.</p> <p>Sample PMP’s provided</p> <p>TERMS report provided.</p>
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ASSESSMENT

3. MONITORING STUDENT PROGRESS

Provide 5 samples for each of the following:

<p>a. Individual Student Form - RSSOA0082 - Report shows a profile detailing demographics, attendance, discipline, grades, testing and special programs for an individual student.</p>	X			Samples provided for grades K-8
<p>b. Elementary SALP - RTTOR0035- Report shows individual student profile for Student Assessment Literacy Project (SAL-P). This student listing contains FSA and Diagnostics assessment results OR evidence of monitoring student progress as provided in the schools' charter.</p>	X			Report provided.
<p>c. Secondary SALP - RTSOA0567- Report shows individual student profile for Student Assessment Literacy Project (SAL-P), SAT, ACT and CPT. This student listing contains FSA SSS and Diagnostics assessment results OR evidence of monitoring student progress as provided in the school's charter.</p>	X			Report provided.
<p>d. Individual Graduation Status - RSSYA0342- Report shows FSA, GPA, Credits and Community Service Hours. (Note: This report does not take into account the number of credits per subject area. (Report is only valid for students in grades 9 to 12).)</p>			NA	

Signature Ashley K. Decker

Date 1/30/17

RATING

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 Does Not Meet the Standard: 4 or more indicators are rated as "N".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

<input checked="" type="checkbox"/>	ANNUAL
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<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Sancroft - Boca

REVIEWED BY: John Carvelli

DATE OF VISIT: 1/30/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

FACILITIES				
Indicators	C	N	N/A	COMMENTS
1. A copy of the initial Certificate of Occupancy issued by the Code Enforcement Department of jurisdiction is on file at the school and has been submitted to the district, including a copy to cover any renovations.	<input checked="" type="checkbox"/>			observed
2. A copy of the most recent Fire Safety Inspection Report per Florida Statute Sec. 1013.12 (5) (b) showing that the school's facilities meet the building code and fire prevention code and/or any deficiencies are being corrected in accordance with the report.				observed (Alarm Services) Boca Fire Rescue (15)
3. A copy of the semi-annual County Health Department sanitation inspection is on file at the school and submitted to the district, including standards for serving food and drinking water.	<input checked="" type="checkbox"/>			observed
4. A copy of the schedule for Evacuation and Fire Drills for each school year as required by the Fire Marshal of jurisdiction including the dates and comments of actual drills performed. Unannounced drills shall be performed a minimum of every other month. This documentation is on file at the school and submitted to the district.	<input checked="" type="checkbox"/>			observed
5. Evidence that procedures are in place to manage and regulate hazardous materials.	<input checked="" type="checkbox"/>			letter
6. Evidence that procedures are in place to ensure the review of material safety data sheets (MSDS) for every chemical product used and the maintenance activities each charter facility to be sure that all unused and waste chemical products are properly labeled.	<input checked="" type="checkbox"/>			copies of MSDS
7. Per Florida Statute Sec. 1013.33 and 1013.35 charter schools participate in the annual Tentative Educational Facilities Work Plan. The following information must be reported to the district:	<input checked="" type="checkbox"/>			

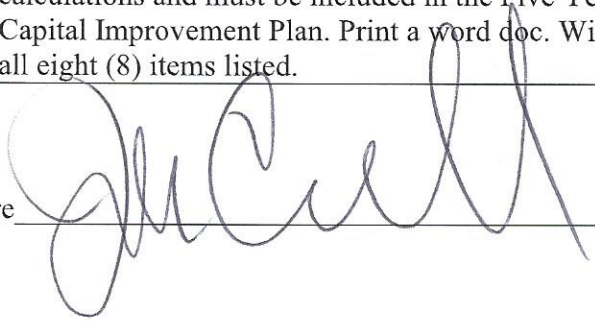
FACILITIES

1. Location of charter
2. Number of relocatables
3. Owner
4. Year started/scheduled
5. Total number of student stations
6. Current student enrollment
7. Years in contract
8. Charter school projections

This information is part of the district's concurrency calculations and must be included in the Five Year Capital Improvement Plan. Print a word doc. With all eight (8) items listed.

Observed

Signature



Date

1/30/17

RATING

Meets the Standard: All highlighted indicators are rated "C" and no more than 1 other indicator rated as "N".

Partially Meets the Standard: All highlighted indicators are rated as "C" and no more than 2 other indicators rates as "N".

Does Not Meet the Standard: Any highlighted indicator rated as "N" or all highlighted indicators rated as "C" and all other indicators rated as "N".



L1 561-392-1121
L2 561-392-1694

Advanced Alarm Service, Inc.
an integrated systems group

1253 Okeechobee Road, Suite B-1
West Palm Beach, FL 33401
www.advancedalarmservice.com

FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

To be completed by the system inspector or tester at the time of the inspection or test.
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.

Insert N/A in all unused lines.

Attach additional sheets, data, or calculations as necessary to provide a complete record.

Date of this inspection or test: 11/23/16 Time of inspection or test: 9:00

1. PROPERTY INFORMATION

Name of property: Temple
Address: 333 SW 11th Ave
Description of property: School / Temple
Occupancy type: Commercial
Name of property representative: Jasow
Address: same
Phone: _____ Fax: _____ E-mail: _____
Authority having jurisdiction over this property: Boca Raton
Phone: 561 311 2299 Fax: _____ E-mail: _____

2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: Advanced Alarm Service Inc.
Address: 1253 Okeechobee Rd Suite B1
Phone: 561-833-7099 Fax: 561-833-1907 E-mail: alarmss@aol.com
Service technician or tester: Scammy DeCone
Qualifications of technician or tester: F.A.S.A.
A contract for test and inspection in accordance with NFPA standards is in effect as of: office
The contract expires: office Contract number: 1055691 Frequency of tests and inspections: Quarterly
Monitoring organization for this equipment: Alarm Concepts Partners
Address: _____
Phone: 920-215-7221 Fax: _____ E-mail: _____
Entity to which alarms are retransmitted: _____ Phone: _____

3. TYPE OF SYSTEM OR SERVICE

- Fire alarm system (nonvoice)
- Fire alarm with in-building fire emergency voice alarm communication system (EVACS)
- Mass notification system (MNS)
- Combination system, with the following components:
 - Fire alarm
 - EVACS
 - MNS
 - Two-way, in-building, emergency communication system
- Other (specify): _____

3. TYPE OF SYSTEM OR SERVICE (continued)

NFPA 72 edition: 200 Additional description of system(s): n/a

3.1 Control Unit

Manufacturer: _____ Model number: _____

3.2 Mass Notification System

This system does not incorporate an MNS.

3.2.1 System Type:

- In-building MNS—combination
 In-building MNS—stand-alone Wide-area MNS Distributed recipient MNS
 Other (specify): _____

3.2.2 System Features:

- Combination fire alarm/MNS MNS ACU only Wide-area MNS to regional national alerting interface
 Local operating console (LOC) Direct recipient MNS (DRMNS) Wide-area MNS to DRMNS interface
 Wide-area MNS to high-power speaker array (HPSA) interface In-building MNS to wide-area MNS interface
 Other (specify): _____

3.3 System Documentation

An owner's manual, a copy of the manufacturer's instructions, a written sequence of operation, and a copy of the record record drawings are stored on site. Location: off-site

3.4 System Software

This system does not have alterable site-specific software.

Software revision number: 015.00 Software last updated on: 01/10

A copy of the site-specific software is stored on site. Location: off-site

4. SYSTEM POWER

4.1 Control Unit

4.1.1 Primary Power

Input voltage of control panel: 120vac Control panel amps: 20

4.1.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.1.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: n/a

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it: _____

In standby mode (hours): _____ In alarm mode (minutes): _____

4. SYSTEM POWER (continued)

4.1.4 Batteries

Location: 1st floor Type: 12V Nominal voltage: 24 Amp/hour rating: 26/7

Calculated capacity of batteries to drive the system:

In standby mode (hours): 2 In alarm mode (minutes): 15

Batteries are marked with date of manufacture.

4.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System

This system does not have an EVACS or MNS.

4.2.1 Primary Power

Input voltage of EVACS or MNS panel: 120VAC EVACS or MNS panel amps: 26

4.2.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.2.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

4.2.4 Batteries

Location: 1st floor Type: SLA Nominal voltage: 24 Amp/hour rating: 26

Calculated capacity of batteries to drive the system:

In standby mode (hours): 2 In alarm mode (minutes): 15

Batteries are marked with date of manufacture.

4.3 Notification Appliance Power Extender Panels

This system does not have power extender panels.

4.3.1 Primary Power

Input voltage of power extender panel(s): 120VAC Power extender panel amps: 20

4.3.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.3.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: N/A

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

4. SYSTEM POWER (continued)

4.3.4 Batteries

Location: 110/100/200/EMIC Type: SLA Nominal voltage: 24 Amp/hour rating: 26/17

Calculated capacity of batteries to drive the system:

In standby mode (hours): 5 In alarm mode (minutes): 15

Batteries are marked with date of manufacture.

5. ANNUNCIATORS

This system does not have annunciators.

5.1 Location and Description of Annunciators

Annunciator 1: _____

Annunciator 2: _____

Annunciator 3: _____

6. NOTIFICATIONS MADE PRIOR TO TESTING

Monitoring organization Contact: 111 Time: 9:00

Building management Contact: JASON Time: 9:00

Building occupants Contact: 116 Time: 9:00

Authority having jurisdiction Contact: _____ Time: _____

Other, if required Contact: _____ Time: _____

7. TESTING RESULTS

7.1 Control Unit and Related Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>2nd and 7th F</u>
Ground-fault monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Supervision	<input type="checkbox"/>	<input type="checkbox"/>	
Local annunciator	<input type="checkbox"/>	<input type="checkbox"/>	
Remote annunciators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Power extender panels	<input type="checkbox"/>	<input type="checkbox"/>	
Isolation modules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.2 Control Unit Power Supplies

Description	Visual Inspection	Functional Test	Comments
120-volt power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Generator or UPS	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Battery condition	<input type="checkbox"/>	<input type="checkbox"/>	
Load voltage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Discharge test	<input type="checkbox"/>	<input type="checkbox"/>	
Charger test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.3 In-Building Fire Emergency Voice Alarm Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LEDs/LCDs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary power supply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Panel supervision	<input type="checkbox"/>	<input type="checkbox"/>	
System performance	<input type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tainted by EIR only
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	Tainted by EIR only
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.4 Notification Appliance Power Extender Panels

Description	Visual Inspection	Functional Test	Comments
Lamps/LEDs/LCDs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secondary power supply	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Trouble signals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ground-fault monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Panel supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.5 Mass Notification Equipment

Description	Visual Inspection	Functional Test	Comments
Functional test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reset/power down test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input type="checkbox"/>	<input type="checkbox"/>	
Primary power supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
UPS power test	<input type="checkbox"/>	<input type="checkbox"/>	Not Test
Trouble signals	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CCU security mechanism	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Prerecorded message content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Prerecorded message activation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Software backup performed	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Test backup software	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Fire alarm to MNS interface	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MNS to fire alarm interface	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
In-building MNS to wide-area MNS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

7. TESTING RESULTS (continued)

7.5 Mass Notification Equipment (continued)

Description	Visual Inspection	Functional Test	Comments
MNS to direct recipient MNS	<input type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	D.D. not test
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	D.D. not test
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.6 Two-Way Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Phone handsets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Phone jacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Off-hook indicator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Call-in signal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System audibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System intelligibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Radio communications enhancement system	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Area of refuge communication system	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator emergency communications system	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.7 Combination Systems

Description	Visual Inspection	Functional Test	Comments
Fire extinguishing monitoring devices/system	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Carbon monoxide detector/system	<input type="checkbox"/>	<input type="checkbox"/>	
Combination fire/security system	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	

7.8 Special Hazard Systems

Description (specify)	Visual Inspection	Functional Test	Comments
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	

7.9 Emergency Communications System

- Visual
- Functional
- Simulated operation
- Ensure predischage notification appliances of special hazard systems are not overridden by the MNS.
See *NFPA 72*, 24.4.1.7.1.

7.10 Monitored Systems

Description (specify)	Visual Inspection	Functional Test	Comments
Engine-driven generator	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fire pump	<input type="checkbox"/>	<input type="checkbox"/>	
Special suppression systems	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.11 Auxiliary Functions

Description	Visual Inspection	Functional Test	Comments
Door-releasing devices	<input type="checkbox"/>	<input type="checkbox"/>	<div style="font-size: 2em; font-weight: bold;">N</div> <div style="font-size: 2em; font-weight: bold;">A</div>
Fan shutdown	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke management/smoke control	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke damper operation	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke shutter release	<input type="checkbox"/>	<input type="checkbox"/>	
Door unlocking	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator recall	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator shunt trip	<input type="checkbox"/>	<input type="checkbox"/>	
MNS override of FA signals	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.12 Alarm Initiating Device

Device test results sheet attached listing all devices tested and the results of the testing

7.13 Supervisory Alarm Initiating Device

Device test results sheet attached listing all devices tested and the results of the testing

7.14 Alarm Notification Appliances

Appliance test results sheet attached listing all appliances tested and the results of the testing

7.15 Supervisory Station Monitoring

Description	Yes	No	Time	Comments
Alarm signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alarm restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trouble signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trouble restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

DEVICE TEST RESULTS
(Attach additional sheets if required)

Device Type	Address	Location	Test Results
Smoke Detector	6	Lobby STR	OK
	3	Table Top	OK
Pull Station	26	Corridor 2	OK
	27	Service Room	OK
	28	Hotel Room North	OK
	25	Room 114	OK
	24	" " 113	OK
	25	" " 112	OK
Smoke Detector	34	Mar Shop	OK
Pull Station	33		OK
Pull Station	60	Room 111	OK
	55	Room 111	OK
Smoke Detector	56	Room 110	OK
Pull Station	39	Room 110	OK
Pull Station	38	Room 109	OK
Smoke	57	Room 109	OK
Smoke	58	Room 108	OK
Pull Station	57	Room 108	OK
Smoke Detector	59	Room 107	OK
Pull Station	56	Room 107	OK
Smoke Detector	60	Room 106	OK
Pull Station	55	Room 106	OK
Answer		Kitchen	Visual OK
Heat Det			OK
Heat Det			OK

DEVICE TEST RESULTS
(Attach additional sheets if required)

Device Type	Address	Location	Test Results
Pull Station	001	N. Exit Kith.	OK
	002	S. Exit Kith.	OK
	004	Drainage Km	OK
	006	Public Safety	OK
	007	Sanitation Unit	OK
	008	Mid-Century Sanitation	OK
	13	Main Mail Room	OK
	22	Main Lobby	OK
	20	Service Exit	OK
	17	Back Office	OK
	16	Embassy Lunch	OK
	54	Room 807	OK
	3	Entry	OK
	52	Room 805	OK
	51	Room 808	OK
	50	Room 804	OK
	21	Lobby	OK
Smoke Detector	17	Lobby	OK
	18		OK
Smoke DIT FMC	30	Main Lobby	OK
Smoke Detector	31	Public Office	OK
Smoke	19	Service PM STR	OK
Smoke	20	Store	OK
Duct Detector	31	Supply	OK
SMOKE	8	Drainage STR	OK
SMOKE	9	Drainage STR	OK
Duct Detector	32	Reception	OK
"	32	Supply	OK
"	24	Reception	OK
"	25	RUT	OK
"	30	CUP	OK
"	27	RUT	OK
"	28	CUP	OK
"	39	RUT	OK
"	40	SUP	OK
"	41	Ret	OK

S-Smoke Detector/Supply
TO Main Lobby

NFPA 72, Fig. 14.6.2.4 (p. 11 of 11)



Advanced Alarm Service, Inc.
an integrated systems group

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West Palm Beach, FL 33401
www.advancedalarmservice.com

FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

*To be completed by the system inspector or tester at the time of the inspection or test.
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.
Insert N/A in all unused lines.*

Attach additional sheets, data, or calculations as necessary to provide a complete record.

Date of this inspection or test: 11/22/10 Time of inspection or test: _____

1. PROPERTY INFORMATION

Name of property: Temple Bldg 1611 3rd Street NE, Atlanta

Address: 333 S.W. 11th Ave

Description of property: School

Occupancy type: Commercial

Name of property representative: Jesse

Address: _____

Phone: 404-914-3349 Fax: _____ E-mail: _____

Authority having jurisdiction over this property: David Palmer

Phone: _____ Fax: _____ E-mail: _____

2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: Advanced Alarm Service Inc.

Address: 1253 Okeechobee Rd Suite B1

Phone: 561-833-7099 Fax: 561-833-1907 E-mail: alarmss@aol.com

Service technician or tester: Steve Deane

Qualifications of technician or tester: ISA

A contract for test and inspection in accordance with NFPA standards is in effect as of: _____

The contract expires: 5/10 Contract number: 1106251 Frequency of tests and inspections: Quarterly

Monitoring organization for this equipment: Monitoring 24/7

Address: _____

Phone: 400-215-701 Fax: _____ E-mail: _____

Entity to which alarms are retransmitted: _____ Phone: _____

3. TYPE OF SYSTEM OR SERVICE

- Fire alarm system (nonvoice)
- Fire alarm with in-building fire emergency voice alarm communication system (EVACS)
- Mass notification system (MNS)
- Combination system, with the following components:
 - Fire alarm
 - EVACS
 - MNS
 - Two-way, in-building, emergency communication system
- Other (specify): _____

4. SYSTEM POWER (continued)

4.1.4 Batteries

Location: ENCL Type: AGM Nominal voltage: 24 Amp/hour rating: 7

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): _____

Batteries are marked with date of manufacture.

4.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System

This system does not have an EVACS or MNS.

4.2.1 Primary Power

Input voltage of EVACS or MNS panel: _____ EVACS or MNS panel amps: _____

4.2.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.2.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

4.2.4 Batteries

Location: _____ Type: _____ Nominal voltage: _____ Amp/hour rating: _____

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): _____

Batteries are marked with date of manufacture.

4.3 Notification Appliance Power Extender Panels

This system does not have power extender panels.

4.3.1 Primary Power

Input voltage of power extender panel(s): 120 vac Power extender panel amps: 20

4.3.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: _____

Location of fuel storage: _____ Type of fuel: _____

4.3.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: none

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

7. TESTING RESULTS (continued)

7.2 Control Unit Power Supplies

Description	Visual Inspection	Functional Test	Comments
120-volt power	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Generator or UPS	<input type="checkbox"/>	<input type="checkbox"/>	
Battery condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Load voltage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Discharge test	<input type="checkbox"/>	<input type="checkbox"/>	
Charger test	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.3 In-Building Fire Emergency Voice Alarm Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps/LEDs/LCDs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fuses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Primary power supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secondary power supply	<input type="checkbox"/>	<input type="checkbox"/>	
Trouble signals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Panel supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tested by [unclear] only
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tested by [unclear] only
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.5 Mass Notification Equipment (continued)

Description	Visual Inspection	Functional Test	Comments
MNS to direct recipient MNS	<input type="checkbox"/>	<input type="checkbox"/>	
Sound pressure levels Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Ambient _____ dBA Alarm _____ dBA (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	Did not test
System intelligibility <input type="checkbox"/> CSI <input type="checkbox"/> STI (attach report with locations, values, and weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>	Did not test
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.6 Two-Way Communications Equipment

Description	Visual Inspection	Functional Test	Comments
Phone handsets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Phone jacks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Off-hook indicator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Call-in signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System performance	<input type="checkbox"/>	<input type="checkbox"/>	
System audibility	<input type="checkbox"/>	<input type="checkbox"/>	
System intelligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Radio communications enhancement system	<input type="checkbox"/>	<input type="checkbox"/>	<div style="font-size: 2em; font-weight: bold;">N/A</div>
Area of refuge communication system	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator emergency communications system	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7. TESTING RESULTS (continued)

7.11 Auxiliary Functions

Description	Visual Inspection	Functional Test	Comments
Door-releasing devices	<input type="checkbox"/>	<input type="checkbox"/>	/
Fan shutdown	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke management/smoke control	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke damper operation	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke shutter release	<input type="checkbox"/>	<input type="checkbox"/>	
Door unlocking	<input type="checkbox"/>	<input type="checkbox"/>	
Elevator recall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Elevator shunt trip	<input type="checkbox"/>	<input type="checkbox"/>	
MNS override of FA signals	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	

7.12 Alarm Initiating Device

Device test results sheet attached listing all devices tested and the results of the testing

7.13 Supervisory Alarm Initiating Device

Device test results sheet attached listing all devices tested and the results of the testing

7.14 Alarm Notification Appliances

Appliance test results sheet attached listing all appliances tested and the results of the testing

7.15 Supervisory Station Monitoring

Description	Yes	No	Time	Comments
Alarm signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alarm restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trouble signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trouble restoration	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Supervisory restoration	<input type="checkbox"/>	<input type="checkbox"/>		

DEVICE TEST RESULTS
(Attach additional sheets if required)

Device Type	Address	Location	Test Results
Backflow TAMPER	003		OK
TAMPER	203		OK
Pull Station	21	3 rd Floor North	OK
	17	3 rd Floor South	OK
W/F Tamper			OK
			OK
Pull Station	13	2 nd Floor North	OK
	12	2 nd Floor South	OK
TAMPER	2-1	2 nd Floor South	OK
W/F Tamper	12	1 st Floor North	OK
W/F Tamper			OK
Pull Station	38	1 st Floor South	OK
Smoke Detector	30	Electrical Room	OK
Smoke Detector			
Pull Station	16	3 rd Floor	OK
Smoke Detector	21		OK
Heat Detector	30	Electrical Room	OK

School District of Palm Beach County
CHARTER SCHOOL REVIEW

<input checked="" type="checkbox"/>	ANNUAL
<input type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Somerset - Boca

REVIEWED BY: John Carvelli

DATE OF VISIT: 1/30/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

GOVERNANCE				
Indicators	C	N	N/A	COMMENTS
1.				
a. Charter School application, contract, and any amendments. (with all up to date appendices that meet required standards)	✓			
b. Current copy of Incorporation papers with bylaws and a letter from school or its attorney that they are legally compliant, including with the Sunshine law).	✓			observed
c. Evidence that the Governing Board has timely completed the required Governance Training	✓			observed certif.
d. Evidence on school's website of the process for informing parents how to register a complaint or place an item on the Governing Board Agenda. Print out screen print.	✓			observed
e. A set of documents organized chronologically containing Governing Board meeting announcements, meeting agendas (including citizen input) and meeting minutes (dated and signed). Also, evidence that the Governing Board held at least two public meetings per school year in the school district and complied with the Sunshine Law relating to its meetings as indicated on Charter Tools and school web page.	✓			observed
f. Evidence of policies that have been adopted by the Governing Board. Each policy is dated, signed and adoption dates are included in minutes.	✓			observed
g. Evidence that the governing board of the school adopted policies establishing standards of ethical conduct for instructional personnel and school administrators, as defined in	✓			observed

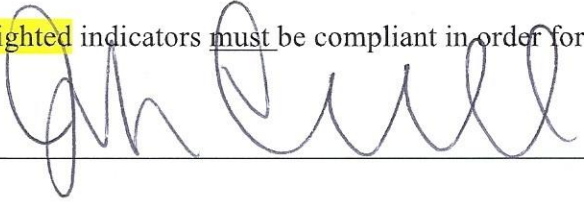
GOVERNANCE

<p>s.1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.</p>	✓			Operations manual
<p>h. Provide a current organization chart for the school, including the relationship of the Board to the school's leadership. As indicated on Charter Tools.</p>	✓			observed
<p>i. Provide a list of current Board members. Provide a brief description of the person's background as indicated on Charter Tools.</p>	✓			observed
<p>2. Provide written strategies used to recruit, hire, train and retain qualified staff to achieve the best teaching and learning results.</p>	✓			observed
<p>3. Evidence that the school's mission/vision is reflected in the school's climate and progress of school achieving its mission.</p>				
<p>4. Provide evidence of the existence of the parent representative and how the representative's contact information was provided annually in writing to parents and posted prominently on the charter school's website. Print out.</p>	✓			saw print-out
<p>5. The school reported its student assessment data to each parent of a student at the school, the parent of a child on a waiting list for the school, the district in which the charter school is located, and the governing board of the school and that this information is on its Internet website.</p>	✓			observed
<p>6. Provide a letter from the school or its attorney confirming that an employee of the school, or his or her spouse, or an employee of the school's charter management organization, or his or her spouse, are not a member of the governing board of the charter school as indicated on Charter Tools.</p>	✓			letter/Gibson
<p>7. Provide a letter from the school or its attorney confirming from the school that all members of its governing board are in compliance with these Florida Ethics Code provisions 112.313(2), (3), (7), and (12) and 112.3143(3), including that they have no conflicts of interest as indicated on Charter Tools.</p>	✓			" "
<p>8. Provide a letter from the school or its attorney confirming that the school and or any of its</p>	✓			" M

GOVERNANCE

employees, have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct as indicated on Charter Tools.

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature  Date 1/30/17

RATING

- Meets the Standard:** All indicators are rated "C".
- Partially Meets the Standard:** Up to 3 indicators rated as "N" and all other indicators as "C".
- Does Not Meet the Standard:** 4 or more indicators are rated as "N".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

CHARTER SCHOOL: Somerset
 REVIEWED BY: John Corvelli
 DATE OF VISIT: 1/30/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

INSURANCE				
Indicators	C	N	N/A	COMMENTS
1. Insurance policies are on file documenting active coverage with minimum limits as set forth in the charter contract.	<input checked="" type="checkbox"/>			observed
2. School Leaders-Errors & Omissions	<input checked="" type="checkbox"/>			observed
3. Commercial General Liability	<input checked="" type="checkbox"/>			observed
4. Workers' Compensation/Employers Liability	<input checked="" type="checkbox"/>			observed
5. Property Insurance (including boiler and machinery coverage)	<input checked="" type="checkbox"/>			observed
6. Benefits Administration Coverage (to provide employee benefits i.e. health, life)	<input checked="" type="checkbox"/>			United H.C.
7. Vehicle Liability Insurance	<input checked="" type="checkbox"/>			observed
8. Evidence that the certificates of insurance have been provided to the district office indicating the district as an additional insured.	<input checked="" type="checkbox"/>			observed
9. Evidence of procedures that identify various risks and provide a comprehensive approach to reduce the impact of losses.	<input checked="" type="checkbox"/>			

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature John Corvelli Date 1/30/17

RATING

Meets the Standard: All highlighted indicators are rated "C" and no more than 1 other indicator is rated as "N".

Partially Meets the Standard: All highlighted indicators are rated as "C" and no more than 2 other indicators are rated as "N".

Does Not Meet the Standard: Any highlighted indicator is rated as "N" or all highlighted indicators are rated as "N" and more than 2 other indicators are rated as "N".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

___	ANNUAL
X	PROGRAM RENEWAL
___	END OF YEAR

CHARTER SCHOOL: ___ Somerset Academy Boca Elementary-Middle #3413-#4041

REVIEWED BY: _____ Connie Dinolfo _____

DATE OF VISIT: ___ January 30, 2017 ___ This charter does not use our services.

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

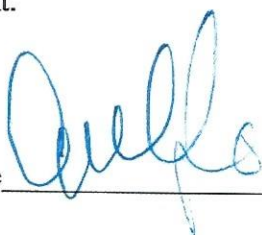
NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

FOOD SERVICE					
Indicators	C	N	N/A		COMMENTS
1. Evidence of procedures and policies covering the administration and operation of the School Food Service program as stated in the agreement.			X		
2. Evidence that Free and Reduced Applications have been made available to every household.			X		
3. The charter school has potable water available to all students during meal service per guidelines set by the USDA.			X		
4. Meals served meet all guidelines as set by the National School Lunch Program.			X		
5. Procedures are in place to ensure that proper temperatures, storage and handling of foods are appropriate to safety and sanitation standards.			X		
6. Current Sanitation Certificate and Health Inspection permit from the Health Department is posted and on file with School Food Service.			X		
7. Evidence that the charter school is in compliance with the USDA competitive Food Rule and Smart Snacks.			X		
8. A signed copy of the Charter School Food Service Agreement is on file if applicable.			X		
9. Production records (Satellite Delivery Tickets) documenting menu items, portion sizes, amount prepared and served are completed and returned to the base school on a daily basis.			X		
10. Evidence that the school has purchased proper equipment as stated in the agreement.			X		

FOOD SERVICE					
Indicators	C	N	N/A		COMMENTS
11. Evidence that "Justice for all" posters are posted where meals are served.			X		
12. Evidence that a ServSafe certification is current and on file with School Food Service.			X		
13. Evidence that the Charter School is communicating with the base school manager on a consistent basis.			X		
14. Evidence of a Wellness Healthy School Team is in place and the yearly assessment is completed.			X		
15. Evidence that the Charter School has attended and completed the Annual Training by School Food Service Department during the summer.			X		

The highlighted indicators must be compliant in order for this category to be considered compliant.

Signature 

Date Feb 13, 2017

RATING

 x **Meets the Standard:** All highlighted indicators are rated as "C" and no more than 2 other indicators rated as "N".

 Partially Meets the Standard: All highlighted indicators are rated as "C" and no more than 3 other indicators rated as "N".

 Does Not Meet the Standard: ANY highlighted indicator is rated as "N" or ALL highlighted indicators are rated as "C" AND all other indicators are rated as "N."

<input type="checkbox"/>	ANNUAL
<input checked="" type="checkbox"/>	PROGRAM RENEWAL
<input type="checkbox"/>	END OF YEAR

School District of Palm Beach County
CHARTER SCHOOL RENEWAL PROGRAM REVIEW

CHARTER SCHOOL: Somerset Academy Boca EL & Somerset Boca Middle (3413 & 4041)

REVIEWED BY: Mark L. Stenner

DATE OF VISIT: January 30, 2017

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

TRANSPORTATION				
Indicators	C	N	N/A	COMMENTS
1. Evidence that transportation is provided consistent with the requirements of subpart I.E. of chapter 1006 and s.1012.45.			X	
2. Information relevant to all students transported by a school bus is on file.			X	
3. Evidence of contract information relevant to any situation where a parent or other driver is providing transportation services.			X	
4. Evidence that any vehicle owned or leased by the school and that is used to transport students is properly certified, insured, and maintained. If it is a school bus, evidence of school bus specification compliance and school bus operator qualifications are required.			X	
5. Copies of all contracts for student transportation are on file.			X	
6. Evidence of policies and procedures to enforce high standards for student conduct on school buses.			X	
7. Evidence that school buses used to transport students have been inspected at a maximum interval of thirty (30) school days and maintained in accordance with the <i>State of Florida Bus Safety Inspection Manual</i> , 2008 Edition.			X	
8. Evidence that transportation is not a barrier to equal access to the charter program.			X	

TRANSPORTATION

Indicators	C	N	N/A	COMMENTS
9. Evidence to confirm supervision was provided and that school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure a safe and orderly flow.			X	
10. Evidence to confirm that all required transportation documentation of special needs students is on file.			X	
11. Evidence to confirm compliance with state law and having a policy prohibiting the use of cellular telephone by any school bus operator while actively driving the bus.			X	
12. Evidence to confirm compliance with and having a policy that prohibits unnecessary idling of school buses while they are in the vicinity of students.			X	
13. Evidence to confirm compliance with and having a policy for student <i>Safe Rider Instruction Plan</i> .			X	
14. Evidence to confirm compliance with and having a policy for school bus operator <i>Safe Driver Plan</i> .			X	

Signature _____



Date _____ January 30, 2017 _____

School does NOT transport students.RATING

_____ X _____ Meets the Standard: 11 or more indicators rated as "D".

_____ Partially Meets the Standard: 9 or more indicators rated as "C".

_____ Does Not Meet the Standard: 8 or less indicator rated as "C".

School District of Palm Beach County
CHARTER SCHOOL REVIEW

X	ANNUAL
_____	PROGRAM RENEWAL
_____	END OF YEAR

CHARTER SCHOOL: Somerset Academy Boca East - 3413

REVIEWED BY: Mary Ussery

DATE OF VISIT: Reviewed via Charter Tools 2/17/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

FINANCE & OPERATIONS				
Indicators	C	N	N/A	COMMENTS
1. BUDGET PREPARATIONS				
a. Evidence of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.	X			
b. Evidence that budget has been approved by Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)	X			
c. Evidence that budget amendments are approved by board. (Copy of minutes)			X	No budget amendments for FY17 as of Dec Financial Statement
d. The Board - approved budget was submitted to the District in a timely manner.	X			
2. FINANCIAL ACCOUNTING				
a. Evidence of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.	X			
b. Evidence that expenditures do not exceed available resources in each fund.	X			
c. Evidence of financial accounting policies and procedures and that they meet generally accepted standards of fiscal management. (Copy of and access to procedures manual).	X			
d. Evidence that monthly financial statements are prepared using the FDOE required format.	X			
e. Evidence that monthly financial statements are timely filed with the PBCS District.	X			
f. Evidence that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.		X		Benchmark due 9/30/16, Audit submitted 10/20/16, Board approval submitted 10/25/16
g. Evidence that capital expenditures (if applicable) are reported separately on the monthly and/or annual financial statements and was expended in accordance with 1013.62 F.S. Provide a detail of		X		Capital outlay allocation for FY17 is \$99,813 plus the additional admin fee of \$35,441.23, but only \$96,250

FINANCE & OPERATIONS

Indicators	C	N	N/A	COMMENTS
all capital outlay related expenditures. (Based on excess of administrative fee and charter school capital outlay.)				is budgeted for capital outlay
h. Evidence of established system of accounting for fixed assets in accordance with FL Admin Code Ch. 69I-73. (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)	X			
i. Evidence of a property records inventory and submitted timely (Copy of report). FL Admin. Code Ch. 69I-73		X		Benchmark due 9/30/16 completed 10/25/16
j. Cost report data submitted to District by required date.		X		Benchmark due 7/31/16 submitted 8/1/16
k. Evidence that Florida Teachers Classroom Supply (Lead Teacher) was paid to teachers by September 30 th of each year.	X			
l. Evidence that audit management letter response was approved by the Board. (Copy of minutes)	X			Audit benchmark due 9/30/16, Audit submitted 10/20/16, Board approval submitted 10/25/16
m. Evidence that school is in compliance with prompt payment and other payment terms. Provide detail of accrued liabilities including AP aging, notes, loans, lines of credit and/or related party transactions.	X			Accrued liabilities benchmark due 1/15/17 submitted 1/23/17
n. Evidence financial corrective action plan has been established (if applicable) and submitted to the PBC School District.			X	No Corrective Action Plan required
o. Evidence that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.	X			
p. Evidence that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.	X			
q. Evidence of compliance with class size reduction as applicable to charter schools.	X			
3. GRANTS ACCOUNTING (IF APPLICABLE)				
a. Established grant accounting procedures. (Copy of or access to procedures manual.) Uniform Grant Guidance (UGG) (aka Super Circular or Omni Circular)		X		Benchmark due 1/15/17 incomplete as of 2/17/17
b. Grant funds accounted for separately identified in the monthly, quarterly and annual financial statements.	X			
4. OTHER STATUTORY REQUIREMENTS				
a. The Charter Schools website includes the school's annual budget, the independent fiscal	X			

FINANCE & OPERATIONS

Indicators	C	N	N/A	COMMENTS
audit, and the minutes of the governing board meetings (at least quarterly).				
5. FINANCIAL VIABILITY				
a. Maintained adequate cash flow to meet rent, salary and benefit requirements.	X			
b. Met financial obligations to District and other vendors.	X			
c. Maintain an adequate fund balance.	X			
d. Maintained steady FTE counts.	X			Oct 2015 – FTE 340 Oct 2016 – FTE 357

Signature _____ Mary Ussery _____ Date 2/21/2017

RATING

_____ Meets the Standard: All indicators are rated "C" unless "N/A".

X Partially Meets the Standard: No more than 10 indicators are rated "N".

_____ Does Not Meet the Standard: Neither of the above or meets criteria for financially deteriorating condition.

School District of Palm Beach County
CHARTER SCHOOL REVIEW

X	ANNUAL
_____	PROGRAM RENEWAL
_____	END OF YEAR

CHARTER SCHOOL: Somerset Academy Boca Middle - 4041

REVIEWED BY: Mary Ussery

DATE OF VISIT: Reviewed via Charter Tools 2/17/17

Each reviewer will complete a review document by marking as follows:

COMPLIANT - Appropriate information and/or evidence of documentation is in place.

NON-COMPLIANT - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

N/A - Not applicable-Explain in comment section.

FINANCE & OPERATIONS				
Indicators	C	N	N/A	COMMENTS
1. BUDGET PREPARATIONS				
a. Evidence of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.	X			
b. Evidence that budget has been approved by Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)	X			
c. Evidence that budget amendments are approved by board. (Copy of minutes)			X	No budget amendments for FY17 as of Dec Financial Statement
d. The Board - approved budget was submitted to the District in a timely manner.	X			
2. FINANCIAL ACCOUNTING				
a. Evidence of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.	X			
b. Evidence that expenditures do not exceed available resources in each fund.	X			
c. Evidence of financial accounting policies and procedures and that they meet generally accepted standards of fiscal management. (Copy of and access to procedures manual).	X			
d. Evidence that monthly financial statements are prepared using the FDOE required format.	X			
e. Evidence that monthly financial statements are timely filed with the PBCS District.		X		December Financial Statement due 1/30/17 submitted 2/3/17
f. Evidence that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.		X		Benchmark due 9/30/16, Audit submitted 10/20/16, Board approval submitted 10/25/16
g. Evidence that capital expenditures (if applicable) are reported separately on the monthly and/or		X		Capital outlay allocation for FY17 is \$18,185 plus

FINANCE & OPERATIONS

Indicators	C	N	N/A	COMMENTS
annual financial statements and was expended in accordance with 1013.62 F.S. Provide a detail of all capital outlay related expenditures. (Based on excess of administrative fee and charter school capital outlay.)				additional admin fee of \$8,392.76, but capital outlay is only budgeted at \$17,875
h. Evidence of established system of accounting for fixed assets in accordance with FL Admin Code Ch. 69I-73. (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)	X			
i. Evidence of a property records inventory and submitted timely (Copy of report). FL Admin. Code Ch. 69I-73	X			
j. Cost report data submitted to District by required date.		X		Benchmark due 7/31/16 submitted 8/1/16
k. Evidence that Florida Teachers Classroom Supply (Lead Teacher) was paid to teachers by September 30 th of each year.	X			
l. Evidence that audit management letter response was approved by the Board. (Copy of minutes)	X			Audit benchmark due 9/30/16, Audit submitted 10/20/16, Board approval submitted 10/25/16
m. Evidence that school is in compliance with prompt payment and other payment terms. Provide detail of accrued liabilities including AP aging, notes, loans, lines of credit and/or related party transactions.	X			Accrued liabilities benchmark due 1/15/17 completed 1/23/17
n. Evidence financial corrective action plan has been established (if applicable) and submitted to the PBC School District.			X	No corrective action plan required
o. Evidence that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.	X			
p. Evidence that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.	X			
q. Evidence of compliance with class size reduction as applicable to charter schools.	X			
3. GRANTS ACCOUNTING (IF APPLICABLE)				
a. Established grant accounting procedures. (Copy of or access to procedures manual.) Uniform Grant Guidance (UGG) (aka Super Circular or Omni Circular)		X		Benchmark due 1/15/17 incomplete as of 2/17/17
b. Grant funds accounted for separately identified in the monthly, quarterly and annual financial statements.	X			
4. OTHER STATUTORY REQUIREMENTS				

FINANCE & OPERATIONS

Indicators	C	N	N/A	COMMENTS
a. The Charter Schools website includes the school's annual budget, the independent fiscal audit, and the minutes of the governing board meetings (at least quarterly).	X			
5. FINANCIAL VIABILITY				
a. Maintained adequate cash flow to meet rent, salary and benefit requirements.	X			
b. Met financial obligations to District and other vendors.	X			
c. Maintain an adequate fund balance.	X			
d. Maintained steady FTE counts.	X			Oct 2015- FTE 62.96 Oct 2016- FTE 65.00

Signature _____ Mary Ussery _____ Date 2/21/2017

RATING

_____ Meets the Standard: All indicators are rated "C" unless "N/A".

X Partially Meets the Standard: No more than 10 indicators are rated "N".

_____ Does Not Meet the Standard: Neither of the above or meets criteria for financially deteriorating condition.