

III. FINANCE AND FACILITIES

1. FACILITIES

- A. **Describe the facilities to be used and their location or alternatively, describe your present options for a school building.**

The OWCC Charter High School will be placed on the Niceville Campus of the College. The campus is located between Highways 85 and 285 on the northern side of Niceville, Florida. The 17 building campus occupies 264 acres in a beautifully wooded environment.

The buildings and individual classrooms and laboratories meet state requirements for access and safety. The Niceville Campus is fully compliant with Section 504 of the Rehabilitation Act of 1973, I.D.E.A., and the America with Disabilities Act. The buildings are described as follows:

Administration (A) houses the executive and administrative offices for the college including instructional services, administrative and financial services, media/public relations, and the college foundation.

Technical Laboratories (B) contains electronics, drafting and design, computer-assisted drafting laboratories, and computer-aided manufacturing laboratories.

Student Services Center (C-1) houses admissions, registration, counseling, financial aid, and Veterans Affairs. Safe and secure vault storage is provided for student records in this building. In additional student records are electronically preserved in another building.

Business (C-2) provides facilities for instructional programs in business education, business administration, computer science, and management. College testing services are also located in this building.

Science (D) provides classrooms and laboratory facilities for courses in biology, physics, physical science, chemistry and zoology.

Learning Resources Center (E) is located on the two center floors and the south mezzanine of Building E: It contains a collection of more than 82,000 books, 39,000 audio-visual items, and subscribes to about 500 magazines and newspapers. A computer network provides access to the library holdings of all 10-state universities and 28 community colleges, numerous CD-ROM databases and worldwide information sources through Internet access.

The upper north mezzanine levels house the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences office. The Periodicals/Audio/Visual sections of the LRC are on the south side. The first floor level contains faculty offices, a computer lab, and classrooms. A conference center and classrooms are located on the ground level.

Athletics and Physical Education (F): contains offices, classrooms, and storage facilities for the Division of Athletics and Physical Education, and houses the Wellness Center.

Outdoor Physical Education Facility (F-1): contains extensive outdoor facilities, which provide activity programs for intramural and intercollegiate participation.

Utilities, Maintenance, and Receiving (G) and (G-1): houses the air conditioning and heating equipment, central services, maintenance, custodial and grounds functions.

Gymnasium (H): a multi-purpose facility used to house all indoor physical education activities and indoor sports events.

The Arts Center (J): consists of two theaters, two art galleries, a dance studio, recital hall, and choral and musical studios.

College Mall (K): contains student activities, food services, the College Store, lounges, meeting rooms, recreational areas, and houses the Continuing Education Department.

Mathematics/Public Safety (L): provides offices, classrooms, and specialized laboratories for the mathematics department and facilities, and forensics photo lab, for programs offered by the Florida Criminal Justice Training Center No. 21.

Visual Arts (M): houses instructional art programs in pottery and drawing.

Child Development & Education Center and Workforce Development (P): houses the Mary Lou O'Connor Child Development Education Center, the Early Childhood Education staff and classrooms, the Workforce Development classrooms and offices, as well as the Assessment, Career & Tutorial Center.

While utilizing all campus facilities, the OWCC Charter High School will have a permanent home adjacent to the Mary Lou O'Connor Child Development Education Center in the "P" Building.

Graphic Arts Building (Q): houses Graphic Services and the instructional Graphic Communications programs. Facilities for the Public Safety Division are also housed in this location.

Computer Services (R): provides laboratories and related instructional facilities for the computer science program. The college's Management Information Systems staff is located in this facility.

The Sports Complex: The sports complex is located east of the Niceville campus and contains a golf course, and two diamonds, bleachers, field houses for men's and women's baseball and softball and a Strength Training Center.

B. Demonstrate how this site would be a suitable facility for the proposed school, including any plans to renovate and bring facility into compliance with all applicable building codes.

The facility is currently being used as a school and meets all State Requirements for Educational Facilities (SREF). All of the facilities described in Section A comply with Section 504 of the Rehabilitation Act of 1973 (Americans with Disabilities Act).

Student records, both on line and hard copy, will be maintained in a secure and safe facility. On-line transcripts and student records are backed up each evening and stored in a fire rated vault and also forwarded to a cold storage site located in Atlanta. Hard copy student records are maintained in a vault containing the college's student records and is rated for three (3) hour fire safety.

The citizens of the district recognize the Niceville Campus as an outstanding educational plant for its educational programs and

services. Over 650 high school dual enrollment students currently use the facilities. Adding to the strength of the campus and its facilities is the construction of a new college library/learning resources center scheduled to begin in January 2000.

Beyond the college's extensive physical plant, the college has extensive computer capability. Each faculty member has a personal computer networked to the college system. The college owns over 850 personal computers and has extensive student computer capability. Each classroom is fiber-wired for data, voice, compressed video and instructional television. The college has broadcast capability through its Wireless Television system.

C. If applicable, discuss any progress, partnership developments, or other future steps towards acquisition of a school building

Not applicable.

D. Describe financing plans for facility, if applicable.

Additional OWCC Charter High School facilities could be funded from the School Infrastructure Thrift Funds (Sections 235.2155 and 235.216, Florida Statutes (1999)), the charter school capital outlay fund (section 228.0561, Florida Statutes (1999)); any subsequent charter school capital outlay source or private funds.

2) FINANCES

A. Describe the financial management and internal accounting procedures of the school.

As an integral component of the overall OWCC organization, the Charter School will enjoy the support, resources, and expertise of an established and successful public education institution. Existing OWCC financial management and accounting procedures will comprise the basic procedures for the Charter School.

OWCC's 1999-2000 general operating expenditure budget is in excess of \$19.4 million. State funding represents 70.9% of total revenues received while student fees are 26.9% and other revenues are 2.2%. The college currently administers budgets (FY 1999-2000) from state and federal sources totaling \$39.5 million.

The following chart enumerates funding sources for the previous five 5) years.

	94-95	95-96	96-97	97-98	98-99
Tuition & Fees	4,064,994	4,185,832	4,304,810	4,559,757	4,787,745
State Appropriations	10,986,545	11,885,114	13,608,627	14,024,397	14,725,617
Federal Grants & Contracts	3,833,984	3,566,445	3,526,336	3,979,669	4,178,684
State Grants & Contracts	1,353,840	2,286,924	2,965,450	1,687,521	1,771,897
Private Gifts, Grants & Contracts	34,339	55,271	56,499	84,674	88,908
Sales & Services of Educational Activities	337,591	357,004	364,183	382,612	401,743
Auxiliary Enterprises Sales & Svc	2,214,731	2,290,232	2,569,597	3,365,469	3,533,742
Other Revenue	227,548	573,429	1,104,690	2,217,755	2,328,611
Student Financial Aid	5,148,821	6,682,963	6,710,748	7,151,278	6,859,942
Total	28,202,393	31,883,214	35,210,940	37,453,132	38,676,889

OWCC has always put a very high percentage of its budget into the direct cost of instruction. This has allowed the college to continually provide among the highest mean daily salaries for full-time instructional personnel in the Community College System. Through good financial management, OWCC has been able to provide a high quality education at a low cost to the student. OWCC's tuition rate is the lowest of the 28 state community colleges.

Increasingly important sources of new revenues to the college are restricted grants and contracts and external sources of student financial aid. In 1998-99, federal, state, local and private funds provided approximately \$4.9 million in revenues to support special educational initiatives.

OWCC has a well-trained finance department consisting of thirteen (13) positions including two (2) certified public accountants with a third sitting for the CPA exam soon. A listing of finance department personnel as well as all administrative positions is included in ATTACHMENT E.

The 1998-99 Annual Financial Report reflects that OWCC continues to be financially sound and, through its dedication to fiscal responsibility, is expected to maintain this position. See ATTACHMENT F.

OWCC takes great pride in its history of consistently outstanding audits of its financial affairs and will strive for continued success in this area. See ATTACHMENT G.

The finance department of OWCC will establish a separate internal accounting system for the OWCC Charter High School to meet the requirements of Florida Statutes and Department of Education regulations and comply with all state and federal financial reporting requirements.

The OWCC Charter High School will use the OWCC sales tax exemption number. The internal accounting procedures of the school are enumerated in great detail in the attached administrative procedures manual used by OWCC. Attached under separate cover.

B. Present a budget for start-up expenses, covering only the planning and capital expenses necessary before school opening.

The OWCC Charter High School will use existing staff and faculty of OWCC who will work under their current contract or as volunteers to make preliminary arrangements for the school. A Federal Start-up Grant will be used if received to furnish the "CHATS LAB" and to initiate the charter school process. The following page presents the proposed budget for federal funds.

Revenue	
Federal Charter School Planning Grant	75,000
Total Revenue	75,000
Expenditure	
OCO	
Office Furniture (Four Positions at \$3,750)	15,000
Lease 100 Student Lap-Top Computers	60,000
TOTAL BUDGET	75,000³

Since the college is already equipped to support instruction, the cost of additional facilities will be low.

Expected Types of Revenue. Using the funding worksheet provided by the Okaloosa School District, the weighted per FTE funding from these sources is estimated to be \$3,794.00.

General Non-Designated FEFP Funds	Required Local Taxes
Discretionary Lottery Funds	Educational Technology
Instructional, Materials/Textbooks	Discretionary Local Taxes
Safe Schools	Transportation FTE

The following estimated budget anticipates that three additional staff members will be employed prior to the opening of the school in the fall of 2000. The start-up costs for each position will be prorated in accordance with the budget for the fiscal year in which they are appropriated. Currently, the college employs seventy-three (73) full-time faculty and two hundred twenty-one (221) part-time faculty. All faculty could be involved with students of the Charter School, dependent upon the student's program of study. As a result of this instructional approach, the Charter School's instructional salary budget is a proportional percentage of the college's instructional salaries. The college currently teaches

³ A second Federal Charter School Grant will be available to the OWCC Charter High School for academic year 2001-2002. Like the first grant, the award will be in the amount of \$75,000.

3,563 FTE. Full-time and part-time instructional salaries are currently \$4,658,658. Dividing the instructional salaries by the FTE gives an instructional salary per FTE of \$1,307. By multiplying the instructional salary per FTE by the expected number of Charter School FTE (100), the instructional salary budget of \$130,751 is derived.

The following page presents a budget based upon the college receiving 95% of the weighted FTE as identified above.

Revenue	
100 Students @ 3794.67 Weighted FTE (95%)	360,493
Expenditure	
Personnel	
Director Salary - \$57,500 Fringe - \$13,357 Sub-Total - \$70,857/35,424 (.5 FTE)	35,424
Counselor/Coordinator Salary - \$37,155 Fringe - \$9,696 Sub-Total - \$46,851 (1 FTE)	46,851
Educational Advisor Salary - \$20,702 Fringe - \$6,559 Sub-Total - \$27,261 (1 FTE)	27,261
Staff Assistant II Salary - \$17,031 Fringe - \$5,882 Sub-Total - (1 FTE)	21,926
Instructional Salaries	130,751
Sub-Total Personnel	230,213
Expense	
Insurance (Liability, Property, etc.)	12,500
Student Textbooks	55,000
Student Transportation	30,780
Sub-Total Expense	98,280
TOTAL BUDGET	360,493

Administrative overhead, including utilities for the Charter School, is projected at eight percent (8%) of the total budget or \$28,839. The college will make an in-kind donation to the Charter School for at least the first year of operation.

School Infrastructure Thrift Program (SIT)⁴. It is anticipated that the OWCC Charter High School will be eligible for **SIT** funds. It is estimated that these funds will be \$1,000,000. Using the Charter School formula of 95%, the Charter School will receive approximately \$950,000. The following is the proposed budget for these funds.

Revenue	
School Infrastructure Thrift Program (SIT) Funding	950,000
Expenditure	
Renovation/Remodeling (additional classrooms - 3)	250,000
Two Chats Computer Laboratories at 20 Stations Each	100,000
Purchase 300 Student Laptops at \$1,700 each	510,000
Renovate/Remodel One Student Computer Laboratory	90,000
TOTAL BUDGET	950,000

Capital Outlay Property Taxes. It is recognized that the Charter School is eligible for the weighted FTE portion of Capital Outlay Property Tax Revenue. During the current fiscal year, that equates to \$234 per weighted FTE. This results in the Charter School

⁴ The SIT fund is established in section 235.2155, Florida Statutes. The ability of charter schools to continue to utilize SIT funds is the subject of consideration by the 1999-2000 Florida Legislature. Regardless of its form, however, it appears that some type of capital outlay will be available for the upcoming academic year.

receiving \$23,417 based upon a projected 100 FTE. These funds would be utilized for instructional capital equipment for distance learning.

C. Present a 3-year budget covering all projected sources of revenue, both public and private, and planned expenditures.

A 3-year budget can be found under ATTACHMENT H.

D. Do you plan to conduct any fund-raising efforts to generate capital or to supplement the per pupil allocations. If so, briefly explain.

At the present time funds to support the instructional program will come from the state FTE funding formula, categorical funds, and grants that will be sought as available and appropriate to support instruction. The Okaloosa-Walton Community College Foundation exists as a direct support organization to the college and has the ability to seek funds and set up a special account to support the OWCC Charter High School, as donations become available.

E. Explain the manner in which the school will be insured, including liability insurance.

Because the OWCC Charter High School will be a component of the Okaloosa-Walton Community college, a public entity, and governed by the District Board of Trustees' liability insurance, property insurance, and workers' compensation insurance will be provided under the requirements of the standard operations governing the college. As a public entity, specific Florida Statutes relating to limitations of legal action and immunity govern OWCC and the OWCC Charter High School. (See Section 228.05616, Florida Statutes). The OWCC Charter High School will comply with all applicable Florida Statutory requirements. Appropriate coverage, will be provided as required, including accident insurance on the students at the appropriate level through a private insurer with an A rated carrier or better as rated by A.M. Best Rating Service. ATTACHMENT I contains a proposal solicited by the college through the Florida Community College Risk Management Consortium from Gallagher Basset Services, Inc. This is the same carrier that underwrote insurance for the Okaloosa County Public School System in the past.

3) RECRUITING, MARKETING, AND RETENTION PLAN

A. Demonstrate how you will publicize the school to attract a sufficient pool of applicants.

OWCC will initiate an aggressive campaign to publicize the OWCC Charter High School to a broad audience in order to foster a student body that is representative of the local community. OWCC will also utilize targeted publicity/recruitment efforts to specific populations (detailed below) to help ensure representation from various constituencies.

Both broad-based publicity efforts and targeted marketing will emphasize the mission of the OWCC Charter High School so that self-selection by students and parents will help ensure an appropriate match between the school's mission and the educational and personal needs of applicants.

Step 1. Develop General Community Awareness of Charter School through Print and Electronic Media

A series of public relations endeavors will be employed by the OWCC Office of Media/Public Relations to publicize the OWCC Charter High School to the community, at large, so that all interested parties will be aware of the School and the potential for enrollment.

A. Press Conference. The Charter School proposes that a joint press conference with the Okaloosa County School Board be scheduled to announce approval of the OWCC Charter High School application. OWCC will coordinate the day and time of the press conference with the school board to immediately follow (either the same day or next day) board approval of the Charter School application. This joint conference will serve to emphasize the cooperative nature of the Charter School venture and will give the press the opportunity to ask questions of both OWCC and OCSB in one convenient setting/location.

Location: The Arts Center Tyler Recital Hall

Present: Dr. Richburg, OWCC President
Larry Anchors, Chairman, OWCC District Board of Trustees
Walter Gordon, Superintendent, Okaloosa County Schools
School Board Chairman and Board members

Press: Local newspaper, radio and television, including minority media in Pensacola who distribute/broadcast in Okaloosa County. AP representative See ATTACHMENT J

A. Press Releases. A series of Press Releases will be issued to all media listed in ATTACHMENT J and will be placed on the OWCC Charter High School Web site. These releases will announce items such as:

1. Approval of the Charter School (the OWCC Charter High School) including application information and deadlines,
2. Detailed application procedures, deadlines, etc.,
3. Announcement of new staff,
4. Article on community response, i.e. number of applications, application deadline, etc.
5. Other major developments in programming and development

C. Radio Talk Shows. OWCC will schedule appearances on local radio talk shows to further publicize the OWCC Charter High School. The OWCC representative will explain the application process and selection criterion.

D. Web Site. An OWCC High School Web/College Program site has been created under the direction of the OWCC Office of Media/Public Relations. **The web address is www.owcharterhigh.org.** This site contains detailed information for prospective students and parents regarding the OWCC Charter High School, its mission, application procedures, application materials, e-mail addresses, etc.

E. Public Workshops. OWCC will host a series of free public workshops to explain the OWCC Charter High School mission and to walk potential students through the actual application process. One daytime and one evening session will be held at each high school in Okaloosa County. The workshops will be publicized through the medium mentioned in this plan and invitations will also be sent to students who

have previously expressed an interest in the OWCC Charter High School.

Step 2. Develop General Awareness Among Area Students of Charter School.

To reach the general student population with information regarding OWCC Charter High School opportunities, the OWCC Office of Media/Public Relations will employ the following strategies:

- A. Paid advertisements** in local high school newspapers and press releases to internal school media such as school TV and/or newspapers.
- B. School Visits.** OWCC will incorporate OWCC Charter High School /College Program information with OWCC's regularly scheduled high school visits.
- C. Web Site.** OWCC will publicize the OWCC Charter High School Web site through the mediums above.
- D. Home School Students.** Information will be issued to local home school students through the home school newsletter, direct mail and other methods to inform Home school students about the OWCC Charter High School.

Step 3. Target Minorities, Disabled and Rural Students to Help Ensure Representation from Various Constituencies.

To ensure representation from various constituencies, including minorities, the OWCC Office of Media/Public Relations will work with a range of community organizations such as the NAACP's ACTSO program (Academic, Cultural, Technological Scientific Organization), the Kappa Alpha Psi and Omega Psi Phi fraternities, and possibly with church youth ministers at specific churches to disseminate information regarding the OWCC Charter High School specifically to minority students.

OWCC will disseminate OWCC Charter High School information to the minority-owned newspapers in Pensacola, since the papers are distributed in the minority community in Okaloosa County, and to radio stations in Pensacola which are targeted at the African-American listening audience.

OWCC will further emphasize in application and marketing materials that the OWCC Charter High School is fully accessible to disabled students and that the OWCC Coordinator of Students with Special Needs is available to assist with an educational plan for disabled students consistent with Section 504 of the Rehabilitation Act of 1973 and I.D.E.A.

In order to reach the rural areas of North Okaloosa County, OWCC will work closely with the two radio stations in Crestview and Baker, with the Florala Newspaper and the Crestview News Leader, and with other community and school outlets in North Okaloosa County to ensure that the typically harder to reach rural population is aware of the opportunities available at the OWCC Charter High School.

Step 4. Target Marketing to Ensure Appropriate Match of Students to Charter School Mission

To ensure an appropriate match between the OWCC Charter High School mission and the educational and personal needs of applicants, OWCC will initiate a series of targeted marketing efforts aimed at students who have the greatest potential to be successful OWCC Charter High School participants.

- A. Invitations to Application Workshops.** Invitations to the application workshops will be sent to students who have previously expressed an interest in the OWCC Charter High School, Dual Enrollment Students and Home School Students. The Application Workshops will be open to public with an invited guest list.
- B. Full-Color Brochure.** A full-color brochure for the OWCC Charter High School will be developed by the OWCC Office of Media and Public Relations (a draft is currently in production in Graphic Services) to aid in student recruitment.
- C. Direct Mail Campaign.** As appropriate, OWCC will initiate a direct mail campaign to current dual enrollment students, home school students, current 9th and 10th grade students and others to inform parents and students about OWCC Charter High School Opportunities.