



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, August 17, 2021

City Council Chambers

5:30 PM

1. CALL TO ORDER

A. Chairman Dr. Guido Minaya

2. MOMENT OF SILENCE:

A. Chairman Dr. Guido Minaya

3. PLEDGE OF ALLEGIANCE:

A. Chairman Dr. Guido Minaya

4. ROLL CALL:

A. Chairman Dr Guido Minaya, Vice Chair Melissa Rodriguez Meehan, Gloria Raso Tate, Dist 1., Michael Campbell, Kristifer Jackson, Susan Mitchell Parent Representatives, Tonya Frank, OEN/OES, Jennifer Hoagland, OHS/SAC

5. APPROVAL OF MINUTES:

A. Approval of Minutes of the Regular Governing Board Meeting on Tuesday, June 8, 2021

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of the Agenda for the Regular Governing Board Meeting, August 17, 2021

7. PUBLIC COMMENT:

A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

8. CONSENT AGENDA:

A. Request for Approval to Request the School District of Lee County Apply to the Florida Department of Education (FDOE), on behalf of

the City of Cape Coral Charter School Authority, to Participate in the Opt-In Grades Process to Obtain an Official School Grade for Oasis Elementary North, Oasis Elementary South, Oasis Middle School, and Oasis High School for School Year 2020-2021 - Superintendent Collins

9. SUPERINTENDENT REPORT:

- A. Jacquelin Collins, Superintendent, Oasis Charter Schools

10. CHAIRMAN REPORT:

- A. Chair Dr Guido Minaya - Transition Dashboard/Chair's Perspective
- B. Vice Chair Dr Melissa Rodriguez Meehan - Veteran Teacher Pay Compression Survey

11. FOUNDATION REPORT:

- A. Gary Cerny, Foundation President

12. STAFF COMMENT:

- A. Danielle Jensen, Charter School Authority Interim Operations Manager

13. UNFINISHED BUSINESS:

14. NEW BUSINESS:

- A. Request for Approval of Charter School Authority Transportation Manager Job Description and Pay Range - Leisa Orcutt, Human Resources Manager
- B. Request for Approval of Charter School Authority Transportation Coordinator Job Description Update - Leisa Orcutt, Human Resources Manager
- C. Request for Approval of the FY 2020-21 Budget Amendment - MaryAnne Moniz, Business Manager
- D. Request for Approval of FY 2021-2022 Adopted Budget - MaryAnne Moniz, Business Manager

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The Next Regular Governing Board Meeting will be held on Tuesday, September 14, 2021 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

17. ADJOURNMENT:

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this

proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

Item Number: 1.A.
Meeting Date: 8/17/2021
Item Type: CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 2.A.
Meeting Date: 8/17/2021
Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.

Meeting
Date: 8/17/2021

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	8/17/2021
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr Guido Minaya, Vice Chair Melissa Rodriguez Meehan, Gloria Raso Tate, Dist 1., Michael Campbell, Kristifer Jackson, Susan Mitchell Parent Representatives, Tonya Frank, OEN/OES, Jennifer Hoagland, OHS/SAC

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 8/17/2021

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of Minutes of the Regular Governing Board Meeting on Tuesday, June 8, 2021

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ GB MINUTES JUNE 8 2021	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority
Governing Board Regular Meeting
City Council Chambers
Tuesday, June 8, 2021, at 5:30p.m.

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, June 8, 2021 at City Council Chambers, Cape Coral FL 33990. Chair Dr. Guido Minaya called the meeting to order at 5:31p.m.

2. Moment of Silence

Chairman Dr. Guido Minaya

3. Pledge of Allegiance to the Flag of the United States of America

Chairman Dr. Guido Minaya

4. Board Member Roll Call

Chairman Dr. Guido Minaya, Vice Chair Dr Melissa Rodriguez Meehan, Gloria Raso Tate, Dist 1, Susan Mitchell, Tami Traiger

Absent Excused: Michael Campbell, Kristifer Jackson, Parent Representatives Jennifer Hoagland, OHS/SAC, Sarah Kalbhenn (OMS), Tonya Frank (OEN/OES)

Also Present:

Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Interim Operations Manager

Leisa Orcutt, Human Resources Manager

Dr Christina Britton, Principal, Oasis High

Tim Loughren, Assistant Principal, Oasis High

Lisa Cannon, Assistant Principal, Oasis High

Donnie Hopper, Principal, Oasis Middle

- D. Approval and Adoption of NEOLA POLICY Updates, Vol 21, No. 2: Nondiscrimination Policies - # 1122, 1362, 2260, 3122, 3122.01, 3361, 4122, 4122.01, 4362, 5517 - Superintendent Collins Updates can be viewed at: www.capecharterschools.org GO to Governing Board, CLICK Meetings, GO to Current Agenda, CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021"
- E. Approval and Adoption of NEOLA POLICY Updates, Vol 21, No. 2: EDGAR 2.0 - # 6114, 6325, 7450, 7455-Superintendent Collins Updates can be viewed at: www.capecharterschools.org GO to Governing Board, CLICK Meetings, GO to Current Agenda, CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021"

9. Superintendent Report

B. **APPROVED** Motion made by Member Raso Tate Second by Member Rodriguez Meehan to Approve and Adopt the City of Cape Coral Charter School Authority, Oasis Charter Schools Voluntary Facial Covering on Campuses Effective July 1, 2021, and Voluntary Facial Covering by Students and Staff during School Year 2021-2022 -Superintendent Collins

C. Final Staff Report: COVID-19 End of Year Mitigation and Management Update- Melanie Klages, RN, Charter School Authority (*See Presentation*)

10. Chairman Report

Discussed Board hiatus month of July returning August 17th.

First Day of new SY 2021-22 will be here very quickly so enjoy the summer break.

Looking forward to productive discussions and shared plans for City-Charter transition that will take place over the upcoming school year until at least next June; the teams are getting organized

Very proud and impressed with OHS grad rate 1000% and looking forward to receiving test scores. Thank you everyone for a great year and enjoy the summer break!

11. Foundation Report

No Activity

12. Staff Comment

A. Oasis High School Graduation 2021 Student Statistics and Awards - Dr. Christina Britton, Principal Oasis High School, Tim Loughren, Assistant Principal, OHS, Elizabeth Cannon, Assistant Principal, OHS (*See Presentation*)

15. Final Board Comment and Discussion

Minaya Great school year despite COVID-19 restrictions and all that went with keeping schools safe, students educated and schools running. Well done teachers, staff and admin. Enjoy your hard earned and well deserved summer. Also looking forward to productive and informative discussions and planning with the City during the transition process.

Rodriguez Meehan Very proud and impressed with the teachers and the teaching that happened this year especially with COVID. Teachers and staff did a great job and the superintendent and her staff as well. Enjoy the summer everyone and looking forward to next school year.

Raso Tate, Dist 1 Agree great job everyone and have a good summer to all those teachers and students after a tough year. Looking forward to speaking with LCSD School Board members regarding the Half Cent Sales Tax monies and hopefully we can have a Council's support and a formal letter out as soon as possible. Great news about the high school graduation rate - we need to get the word out about how fantastic our schools are! Have a great summer everyone!

Mitchell Very proud and impressed with our schools, especially the high school with the 100% grad rate! It's been a tough year on kids and parents and all of us, in general. Enjoy the summer everyone - you've earned it.

Traiger This was a very good year despite the constraints of COVID and the teachers and students really proved that we have a great system and that we can be very proud of our accomplishments. Enjoy the summer everyone!

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, August 17, 2021 at 5:30 p.m. in City Council Chambers.

17. **Adjournment**

The Governing Board adjourned at 6:57 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	8/17/2021
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Agenda for the Regular Governing Board Meeting, August 17, 2021

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A.
Meeting Date: 8/17/2021
Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 8.A.
Meeting Date: 8/17/2021
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Request the School District of Lee County Apply to the Florida Department of Education (FDOE), on behalf of the City of Cape Coral Charter School Authority, to Participate in the Opt-In Grades Process to Obtain an Official School Grade for Oasis Elementary North, Oasis Elementary South, Oasis Middle School, and Oasis High School for School Year 2020-2021 - Superintendent Collins

SUMMARY:

The Superintendent of the Oasis Charter Schools has requested the School District of Lee County to apply to the Florida Department of Education (FDOE) on behalf of the City of Cape Coral Charter School Authority for Oasis Elementary North, Oasis Elementary South, Oasis Middle School, and Oasis High School to participate in the Opt-In process to obtain an official school grade that is to be recorded and reported for statutory purposes for School Year 2020-2021.

ADDITIONAL INFORMATION:

During the Florida Standardized Assessments SY 2021:

Oasis Elementary North tested 97% of its eligible students.
Oasis Elementary South tested 96% of its eligible students.
Oasis Middle School tested.95% of its eligible students.
Oasis High School tested 99% of its eligible students.

RECOMMENDED ACTION:

The Superintendent is Requesting Approval to participate in the Opt-In School Grades Process in order to continue our ranking as a high-performance charter school system, as well as reduce administrative fees.

ATTACHMENTS:

Description	Type
▢ OPT-IN FOR GRADES LETTER	Backup Material



START HERE. GO EVERYWHERE.

August 17, 2021

Dr. Matthew Kaye
Director: Accountability, Assessment and Research
School District of Lee County
2855 Colonial Blvd.
Fort Myers, FL 33966

Dear Dr. Kaye,

I am requesting the School District of Lee County apply to the FLDOE on behalf the City of Cape Coral Charter School Authority for Oasis Elementary North, 36-4151, to participate in the Opt – In process (FDOE EO No. 2021-EO-02) for an official school grade to be recorded and reported for all statutory purposes for 2020 – 2021. Oasis Elementary South tested 97 percent of its eligible students on the Florida Standardized Assessment in 2021. There are no requested changes to student data.

Thank you,

Jacquelin Collins
Superintendent
Oasis Charter Schools

Kevin Brown
Principal
Oasis Elementary North

Dr. Guido Minaya
Governing Board Chair
City of Cape Coral Charter School Authority

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239.541.1039 

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3519 Oasis Blvd., Cape Coral, FL 33914 



START **HERE.** GO **EVERYWHERE.**

August 17, 2021

Dr. Matthew Kaye
Director: Accountability, Assessment and Research
School District of Lee County
2855 Colonial Blvd.
Fort Myers, FL 33966

Dear Dr. Kaye,

I am requesting the School District of Lee County apply to the FLDOE on behalf the City of Cape Coral Charter School Authority for Oasis Elementary South, 36-4143, to participate in the Opt – In process (FDOE EO No. 2021-EO-02) for an official school grade to be recorded and reported for all statutory purposes for 2020 – 2021. Oasis Elementary South tested 96 percent of its eligible students on the Florida Standardized Assessment in 2021. There are no requested changes to student data.

Thank you,

Jacquelin Collins
Superintendent
Oasis Charter Schools

MaryBeth Grecsek
Principal
Oasis Elementary South

Dr. Guido Minaya
Governing Board Chair
City of Cape Coral Charter School Authority

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August 17, 2021

Dr. Matthew Kaye
Director: Accountability, Assessment and Research
School District of Lee County
2855 Colonial Blvd.
Fort Myers, FL 33966

Dear Dr. Kaye,

I am requesting the School District of Lee County apply to the FLDOE on behalf the City of Cape Coral Charter School Authority for Oasis Middle School, 36-4171, to participate in the Opt – In process (FDOE EO No. 2021-EO-02) for an official school grade to be recorded and reported for all statutory purposes for 2020 – 2021. Oasis Elementary South tested 95 percent of its eligible students on the Florida Standardized Assessment in 2021. There are no requested changes to student data.

Thank you,

Jacquelin Collins
Superintendent
Oasis Charter Schools

Donnie Hopper
Principal
Oasis Middle School

Dr. Guido Minaya
Governing Board Chair
City of Cape Coral Charter School Authority

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August 17, 2021

Dr. Matthew Kaye
Director: Accountability, Assessment and Research
School District of Lee County
2855 Colonial Blvd.
Fort Myers, FL 33966

Dear Dr. Kaye,

I am requesting the School District of Lee County apply to the FLDOE on behalf the City of Cape Coral Charter School Authority for Oasis High School, 36-4181, to participate in the Opt – In process (FDOE EO No. 2021-EO-02) for an official school grade to be recorded and reported for all statutory purposes for 2020 – 2021. Oasis Elementary South tested 99 percent of its eligible students on the Florida Standardized Assessment in 2021. There are no requested changes to student data.

Respectfully,

Jacquelin Collins
Superintendent
Oasis Charter Schools

Dr. Christina Britton
Principal
Oasis High School

Dr. Guido Minaya
Governing Board Chair
City of Cape Coral Charter School Authority

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Item Number:	9.A.
Meeting Date:	8/17/2021
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Jacquelin Collins, Superintendent, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 10.A.
Meeting Date: 8/17/2021
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chair Dr Guido Minaya - Transition Dashboard/Chair's Perspective

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ CHAIR TRANSITION DASH AUGUST 2021	Backup Material

School District/City Transition Dashboard
August 6, 2021
Chair's Perspective

Issue	Start	Completed	Status	Trending	Comment
Custodial Staff	6/2021	8/2021	●	●	Ticketing System
Maintenance			●	●	Ticketing System
IT	5/2021	8/2021	●	●	Transitioned, Adapting
Finance	TBD	TBD	●	●	Portals, Cash Tracking Policy
HR	TBD	TBD	○	○	
Communications	6/2021	TBD	●	●	IT, Portals
Collaboration	6/2021	TBD	●	●	Better 2 nd meeting, letter to LCSB
Long-term Lease	8/2021	TBD	●	●	Indicators this will be handled

Dashboard Stoplight Key			
No Activity to Report	Challenge	Caution	Positive
○	●	●	●

Item Number: 10.B.
Meeting Date: 8/17/2021
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Vice Chair Dr Melissa Rodriguez Meehan - Veteran Teacher Pay Compression Survey

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ VETERAN TEACHER PAY COMPRESSION OUTLIERS AUG 2021	Backup Material

Item Number: 11.A.
Meeting Date: 8/17/2021
Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A.
Meeting Date: 8/17/2021
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Danielle Jensen, Charter School Authority Interim Operations Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 14.A.
Meeting Date: 8/17/2021
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Charter School Authority Transportation Manager Job Description and Pay Range - Leisa Orcutt, Human Resources Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ TRANSP0 MANAGER AUGUST 2021	Backup Material



CITY OF CAPE CORAL

Established Date: August 3, 2021

Charter School Transportation Manager

Class Code: CS9101-
All Other

Bargaining Unit: NON-BARGAINING EMPLOYEE

SALARY RANGE

\$20.56 - \$32.12 Hourly

\$42,764.80 - \$66,809.60 Annually

GENERAL STATEMENT OF JOB:

Individual(s) assigned to this classification must report to work per their assigned schedule.

Under the general supervision of the Charter School Authority designee and/or the Superintendent, contributes to the efficient operation of Charter School Authority Transportation Services through the development of safe and efficient bus routes utilizing specific content experience related to bus routing, federal and local statutes, Charter School Authority standards, and on-the-job experience in the general management and supervision of the department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Collaborates with the Designee and/or Superintendent to develop goals, objectives, policies, and practices for the Transportation department.
- Designs and prepares bus routes and schedule to meet Charter School Authority needs efficiently and effectively through collaborative planning, organizing, implementing, communicating, and evaluating.
- Collaborates with the Designee and/or Superintendent in the monitoring of departmental budgets and ensures alignment with the Charter School Authority's Strategic Plan.
- Assists in developing appropriate long-range plans for transportation routes/facilities and coordinates the activities with appropriate personnel.
- Ensures compliance with Charter School Authority, State and Federal Laws, regulations, and policies relative to transportation and vehicle safety.
- Directs the inspection, maintenance, and repair of school buses to City of Cape Coral's Fleet department.
- Ensures vehicle and related facility maintenance management programs meet all requirements of the daily operations and extracurricular activities/programs.
- Supervises assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- Advocates, facilitates, monitors, and shares the development, deployment, and results of department improvement initiatives as they related to Authority initiatives.
- Responds to discipline problems and coordinates with appropriate personnel in the resolution of discipline and school bus related problems.
- Serves as the contact for Lee County School District/Florida Department of Education for all transportation matters.

- Attends appropriate committee, professional and community functions involved with business and professional groups in support of Authority goals.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Prepares and/or oversees the preparation of all required reports and maintains all appropriate department records for retention and/or destruction.
- Performs the duties and responsibilities as a school bus driver when needed.
- Performs other tasks consistent with the goals and objectives of this position under the direction of the Designee and/or Superintendent. Note: the omission of specific statements of duties does not exclude them from this position if the work is similar, related, or a logical assignment to the position.
- Responds to concerns and complaints regarding transportation of students.
- Assigns extra routes for field trips using department/District approved procedures.
- Ensures bus evacuations are conducted according to state regulations.
- Calculates and verifies payroll hours for transportation employees.
- Remain current with changes in student transportation laws and regulations for general education and exceptional student education populations.
- Maintains positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.

MINIMUM QUALIFICATIONS:

- Associate degree or equivalent education/training.
- Three (3) years' experience routing and transportation procedures.
- One (1) year supervisory experience in logistics, business management and/or related work.
- Class B CDL with P/S endorsement.
- Bilingual skills encouraged.

And/or such alternatives to the above qualifications the Superintendent and/or Governing Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent oral and written communication skills.
- Demonstrated knowledge of and experience with industry-standard computer applications.
- Ability to work with diverse groups of people.
- Ability to master industry standard computer applications.
- Ability to work effectively under the stress of deadlines, volume of workload, and multi-tasking requirements.
- Demonstrated knowledge of school transportation systems and equipment.
- Demonstrated knowledge of safety standards for vehicles, transportation, and inspection requirements.
- Knowledge of the principles, methods, techniques, and strategies for the training of school bus drivers.
- Extensive knowledge of federal and state laws and regulations as they pertain to school transportation and traffic safety.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.

- Seek out professional development opportunities and maintain professional licensure and certifications.
- Maintain positive communications with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Serve as the contact for Lee County School District/Florida Department of Education for all transportation matters.
- Perform all other tasks consistent with the goals and objectives of this position.
- Manage all license and permit files necessary to the function of the department and the personnel therein and ensures that such are current and up to date.
- Prepares purchase order requisitions for all Transportation department vendors including new buses and district vehicles.

Exertion Type: Medium work. Position requires exerting up to fifty (50) pounds of force occasionally, and/or up to thirty (30) pounds of force frequently, and/or up to ten (10) pounds of force constantly to move objects.

Tasks may involve extended periods of visual concentration

MINIMUM STANDARDS REQUIRED: The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	30%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	30%
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	80%

Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
Pulling	Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.	30%
Pushing	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	30%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	90%
Standing	Particularly for sustained periods of time.	30%
Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

Item Number: 14.B.
Meeting Date: 8/17/2021
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Charter School Authority Transportation Coordinator Job Description Update - Leisa Orcutt, Human Resources Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ TRANSCO COORD AUGUST 2021	Backup Material



Charter School Transportation Coordinator

Class Code:
CHS179500

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: August 4, 2021

SALARY RANGE

\$15.54 - \$23.89 Hourly

\$32,323.20 - \$49,067.20 Annually

GENERAL STATEMENT OF JOB:

Individual(s) assigned to this classification must report to work per their assigned schedule.

Under the general supervision of the Charter School Authority Transportation Manager, the incumbent coordinates the daily route assignments of drivers, completes, and maintains required records within all areas of responsibility, and serves as the contact to the City of Cape Coral repair facility for driver documented vehicle issues and concerns.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Recognizes and recommends needed changes for improving routes and loading areas and initiates such practices when authorized.
- Coordinates the daily route assignments of bus drivers.
- Completes and maintains required records within all areas of responsibility, including but not limited to, student surveys, route sheets and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.
- Serves as the contact to the City Fleet repair facility providing them with driver documented issues and concerns including the transport/delivery of fleet vehicles for inspection, repair, and/or maintenance.
- Communicates professionally and effectively with parents, the public and all school employees to ensure positive relationships are maintained while meeting all the goals of a safe, efficient transportation system.
- Monitors and analyzes data related to arrival, layover, and departure times of buses; student load data; and other information to ensure safety and efficiency to the transportation system.
- Coordinates stop and route change notifications with operators, staff, schools, parents, and students to ensure successful implementation.
- Performs the duties and responsibilities as school bus driver when needed.
- Performs related work and/or tasks as assigned that are consistent with the goals and objectives of the transportation department under the direction of the transportation manager.

(NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent
- Class B CDL with P/S endorsement
- Excellent computer skills and/or office management preferred.
- Bilingual skills encouraged.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of routing and scheduling concepts, principles, and procedures.
- Knowledgeable of geographic area.
- Ability to multi-task communications and procedures between operations base and bus drivers under pressure and time-sensitive conditions.
- Ability to establish and maintain effective-working relationships with supervisors, support staff and other individuals the position interacts with.
- Skilled in both written and oral communications for effective expression and clarity.
- Knowledgeable of report and record maintenance principles and techniques.
- Ability to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

**MINIMUM STANDARDS REQUIRED: The physical requirements of this position.
(Please check all boxes that apply)**

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%

Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
Grasping	Applying pressure to an object with the fingers and palm.	30%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
Pulling	Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	20%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	70%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

Item Number: 14.C.
Meeting Date: 8/17/2021
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the FY 2020-21 Budget Amendment - MaryAnne Moniz, Business Manager

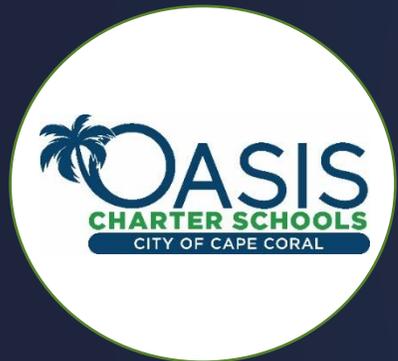
SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ FY 2020-2021 Budget Amendment	Backup Material



FY 2020-2021 Budget Amendment

August 17, 2021

FY 2020-2021 Budget Amendment

- Purpose is to modify the estimates of revenues and appropriations as previously Adopted and/or Amended. Examples include:
 - Adjustments for previously approved items
 - Increased/decreased costs/change in item
 - Reclassification of accounts
 - Operating to Capital
 - Unanticipated/unbudgeted items
 - Purchase of buses, software
 - Transfers
 - Internal Fund dollars (student raised dollars) to General Fund
- Final Budget Amendment for FY 2021



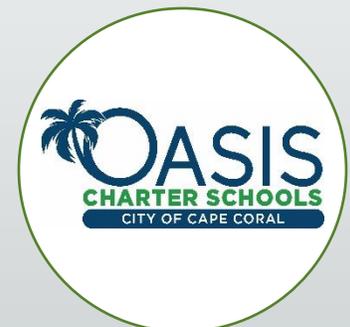
FY 2020-2021 Budget Amendment Summary of Revenues

Sources (Revenue)

Total as Adopted:	\$	36,777,906
Total as Amended:	\$	37,418,355

Budget Amendment Adjustments

Balances Brought Forward:		
Use of Fund Balance (Assigned)	\$	(36,027)
Committed Fund Balance		-
Restricted Fund Balance (Discretionary Capital)		-
Operating Fund Balance		211,415
Revenue Category:		
Intergovernmental	\$	(1,083,667)
Public Education Capital Outlay (PECO)		(86,273)
Charges for Service		192,351
Miscellaneous Revenue		186,189
Transfers In		(24,437)
Total Adjustments:	\$	(640,449)
Amended Budget Total:	\$	37,418,355



FY 2020-2021 Budget Amendment

Major Revenue Adjustments

- Intergovernmental
 - Decrease to National School Lunch Program (NSLP) \$105k
 - Increase to Florida Education Finance Program (FEFP) \$1.3m
 - ESSER-I reduced by \$132k to be expensed in FY22
 - Title II reduction of \$64k – guideline changed
 - Title IV reduced \$60k as allocation was not received
- Public Education Capital Outlay (PECO)
 - Increase of \$86k to line-up with actuals received
- Charges for Services
 - Decrease to Student Lunch Services \$162k
 - Decrease to Transportation Charges of \$23k
- Miscellaneous Revenue
 - Decrease in Contributions/Donations \$40k
 - Decrease in Short-term Investment \$135k
- Transfers In
 - Increase to Internal Fund Transfers (Student raised dollars) \$24k



FY 2020-2021 Budget Amendment Summary of Expenditures

<u>Uses (Expenditures)</u>	
Total as Adopted:	\$ 36,777,906
Total as Amended:	\$ 37,418,355
<u>Budget Amendment Adjustments</u>	
Restricted Fund Balance (Discretionary Capital)	\$ -
Committed Fund Balance	-
Unassigned Fund Balance	(132,779)
Expenditure Category:	
Personnel	\$ 385,122
Operating	(25,692)
Capital Outlay	411,982
Debt Service	1,816
Total Adjustments:	<u>\$ 640,449</u>
Budget Amendment Total:	<u><u>\$ 37,418,355</u></u>



FY 2020-2021 Budget Amendment

Major Expenditure Adjustments

- Personnel
 - ESSER-I/CARES personnel \$256k
 - Add Pays for extended workday as previously approved by Governing Board \$57k
 - Workers' Compensation increase \$33k
- Operating
 - Decrease in food costs \$109k
 - Computer equipment increase of \$65k
 - Bus radios as previously approved \$23k
- Capital
 - Previously approved by the Governing Board
 - Bus Purchase \$331k
 - Centegix Software (Alyssa's Law) \$92k
 - New Telephone System \$38k (telephones only)
- Debt Service
 - Slight increase due to payments



Conclusion

- Purpose of Budget Amendment is to adjust revenues and appropriations as noted
- Allows the alignment of revenues and expenditures for year-end, and financial statements
- Final Budget Amendment of FY 2021
- Request approval



Item Number: 14.D.
Meeting Date: 8/17/2021
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of FY 2021-2022 Adopted Budget - MaryAnneMoniz, Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ FY 2021-22 ADOPTED OPERATING BUDGET	Backup Material



Adopted Operating Budget FY 2022 – FY 2024

August 17, 2021

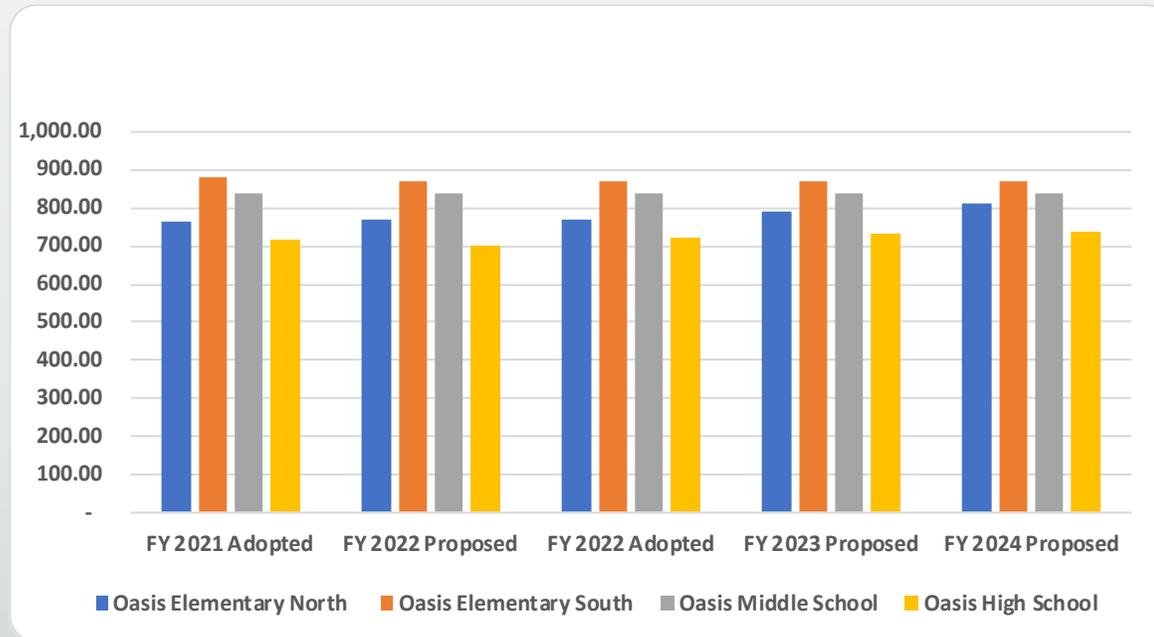
FY 2022 - FY 2024 Budget Highlights

- Discuss changes from FY 2022 Proposed Operating Budget to the FY 2022 Adopted Operating Budget
- Governing Board will be asked to approve FY 2022 Adopted Operating Budget
- Incorporate into the City of Cape Coral Budgets for Public Hearings and Final Adoption in September



FY 2022 – FY 2024 Enrollment for Adoption

School	FY 2021 Adopted	FY 2022 Proposed	FY 2022 Adopted	FY 2023 Proposed	FY 2024 Proposed
Oasis Elementary North	766.00	772.00	772.00	792.00	812.00
Oasis Elementary South	880.00	871.00	871.00	871.00	871.00
Oasis Middle School	840.00	840.00	840.00	840.00	840.00
Oasis High School	715.00	700.00	720.00	730.00	740.00
	3,201.00	3,183.00	3,203.00	3,233.00	3,263.00



FY 2022 - FY 2024 Adopted Revenue Budget

Revenues by Category - Sources	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	+/- from Proposed	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	Adopted		from FY 2021 Amended	Proposed	Proposed
Restricted	\$ -	\$ 1,697,980	\$ 1,697,980	\$ 1,684,265	\$ 1,684,265	\$ -	-0.81%	\$ -	\$ -
Assigned	-	2,651,897	2,651,897	2,012,253	1,970,547	(41,706)	-25.69%	2,197,926	1,762,812
Unassigned	-	6,224,663	6,224,663	5,119,633	5,119,633	-	-17.75%	3,421,707	2,033,895
Total Balance Forward:	\$ -	\$ 10,574,540	\$ 10,574,540	\$ 8,816,151	\$ 8,774,445	\$ (41,706)	-17.02%	\$ 5,619,633	\$ 3,796,707
						-			
Intergovernmental	\$ 23,818,052	\$ 23,351,828	\$ 23,351,828	\$ 24,130,941	\$ 26,430,921	\$ 2,299,980	13.19%	\$ 24,169,341	\$ 24,737,393
PECO Fixed Capital	1,593,713	1,559,741	1,559,741	1,559,741	1,559,741	-	0.00%	1,559,741	1,559,741
Charges for Service	575,130	858,500	858,500	860,800	860,800	-	0.27%	873,845	886,375
Miscellaneous	400,707	381,297	381,297	222,162	222,162	-	-41.74%	307,320	272,420
Transfers In	61,412	52,000	52,000	58,000	58,000	-	11.54%	61,000	63,000
Total Revenues:	\$ 26,449,014	\$ 26,203,366	\$ 26,203,366	\$ 26,831,644	\$ 29,131,624	\$ 2,299,980	11.18%	\$ 26,971,247	\$ 27,518,929
						-			
Total Sources:	\$ 26,449,014	\$ 36,777,906	\$ 36,777,906	\$ 35,647,795	\$ 37,906,069	\$ 2,258,274	3.07%	\$ 32,590,880	\$ 31,315,636



FY 2022 - FY2024

Adopted Revenue Highlights

- All State Shared Revenues are budgeted at 95% per policy
- Florida Education Finance Program reflects increase of **\$53** to Base Student Allocation (BSA); Total Funds per Student from \$7,756 to \$7,795
- Increase of \$87k to NSLP revenue to offset expenditures during shut down for Covid-19
- Teacher Salary Allocation of \$550 million (\$50m greater than last FY) to support new teacher salaries to \$47,500 and veteran teacher increases as previously allocated; **\$524,342** included in budget
- Safe School Funds \$180m; **\$145k** allocation pays 4 School Resource Officers
- Mental Health Assistance \$120m (funds youth mental health issues, i.e., social worker and psychologist); **\$127k**
- Public Education Capital Outlay (PECO) \$182.9m; budgeted at **\$1.5m**



FY 2022 - FY 2024 Adopted Revenue Highlights

- Restricted Fund Balance (OEN Portable Funds)
 - Issued P.O. in FY 2021 to GradyMinor for Due Diligence
 - Balance of \$1.68m remains in Restricted; City will oversee this project
- Other
 - ESSER-II allocation tentatively announced and budgeted at **\$2.7m**; waiting on final approval



FY 2022 – FY 2024 Adopted Operating Budget

Expenditures by Category - Uses	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	+/- from Proposed	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	Adopted		From FY 2021 Amended	Proposed	Proposed
Restricted	\$ -	\$ 1,697,980	\$ 1,697,980	\$ 1,684,265	\$ 1,684,265	\$ -	-0.81%	\$ -	\$ -
Committed	-	-	-	-	-	-	0.00%	-	-
Assigned	-	-	-	-	-	-	0.00%	-	-
Unassigned	-	6,336,595	6,336,595	5,164,639	5,198,321	33,682	-17.96%	3,421,707	2,033,895
Total Balance Forward:	\$ -	\$ 8,034,575	\$ 8,034,575	\$ 6,848,904	\$ 6,882,586	\$ 33,682	-14.34%	\$ 3,421,707	\$ 2,033,895
Personnel	\$ 17,552,291	\$ 19,333,009	\$ 19,325,548	\$ 19,954,851	\$ 19,836,661	\$ (118,190)	2.64%	\$ 20,254,851	\$ 20,554,851
Operating	7,626,963	9,032,425	9,019,891	8,297,778	10,631,475	2,333,697	17.87%	8,224,530	8,253,698
Capital	561,031	287,516	307,511	505,094	514,179	9,085	67.21%	665,532	448,932
Debt Service	181,904	90,381	90,381	41,168	41,168	-	-54.45%	24,260	24,260
Total Expenditures:	\$ 25,922,189	\$ 28,743,331	\$ 28,743,331	\$ 28,798,891	\$ 31,023,483	\$ 2,224,592	7.93%	\$ 29,169,173	\$ 29,281,741
Total Uses:	\$ 25,922,189	\$ 36,777,906	\$ 36,777,906	\$ 35,647,795	\$ 37,906,069	\$ 2,258,274	3.07%	\$ 32,590,880	\$ 31,315,636



FY 2022 Staffing Changes

School	FY 2021 Adopted	FY 2022 Proposed	FY 2022 Adopted	Over FY21 Variance
Oasis Elementary North	66.75	65.75	65.75	(1.00)
Oasis Elementary South	70.75	70.25	70.25	(0.50)
Oasis Middle School	65.50	65.50	65.50	-
Oasis High School	57.00	58.00	58.00	1.00
Administration	32.00	33.00	34.00	2.00
Sub-Total:	292.00	292.50	293.50	1.50
Substitutes	65.00	65.00	65.00	-
Grand Total:	357.00	357.50	358.50	1.50



Administration

NEW - HR Specialist to be filled in September
 Payroll Specialist currently on hold due to City Transition
 Transportation Supervisor reclassified to Transportation Manager
 New Director of Stem Education

Oasis Elementary South

Removed .5 of Paraprofessional I which was not filled

Oasis Middle School

Eliminated 1 Teacher position
 Promoted 1 Para I to Para II
 Added 1 Para II position

Oasis Elementary North

Office Assistant position on hold

Oasis High School

Lead Food Service Worker reclassified to Food Service Supervisor
 Building Maintenance Supervisor reclassified to Maintenance Tech

Other

IT position to be shared with City and expensed through fiscal services which is not reflective in numbers above



Personnel

- Comprises of base payroll, add pays, health plans, FRS and workers' compensation
- Workers Comp rates reflect a slight decrease:
 - Bus Drivers \$4.81 to \$4.01, Teachers .44 to .43, and Food Service/Maintenance \$3.95 to \$3.77
- Florida Retirement System (FRS) reflects an increase of 10.82% as announced July 1, 2021 (Proposed budget reflected 10.3%; Employees contribute 3%)
- Increase to Special Pay/Add Pays at Elementary Schools for Extended Workday \$116k
- One time Pay Parity for Veteran Teachers and 1% to Support Staff effective July 1, 2021.



Operating

- Insurance increase for Workers Comp associated with payroll increases estimated at \$20k
- Textbooks \$550k
- Technology/Computer Equipment \$90k
- Nutanix Server Maintenance \$36k (reimbursed 60% through E-Rate)
- Marketing/Advertising/Recruitment (Strategic Planning) \$30k
- Seal Portables Roofs \$8k
- Professional Software for Nurses \$10k



Capital Outlay

- Total of \$514k budgeted for Capital
 - Purchase of 3 new buses as previously approved by CCSA Governing Board \$331k
 - New Phone System per City IT \$67k (\$33k paid last FY)
 - Centegix Software (Alyssa's Law) \$91k; additional \$10k over next 4-years
 - Oasis Elementary North School Oven \$8k
 - Oasis Middle School Generator Repair \$8k



Debt Service



- Budgeted at \$41k
 - Final bus payments to be made in first quarter of FY 2022
 - Remaining Debt will consist of Copier Lease

Fund Balance

City of Cape Coral Financial Policies:

“The Charter School Authority shall maintain, at minimum, an unassigned fund balance in its operating fund equal to 5% of the annual expenditures.”

Estimated Cash at Year-End	\$ 8,774,445
Less: Restricted Funds (OEN Portables)	\$ 1,684,265
Fund Balance	\$ 7,090,180
Less: Reserve Policy 5% of Expenditures	\$ 1,415,505
Available Fund Balance	\$ 5,674,675
Less: Estimated Use of Fund Balance	\$ 1,970,547
Remaining Fund Balance	<u>\$ 3,704,128</u>

Note: 5% of expenditures excludes ESSER II Funds

Conclusion

- In conclusion, the FY 2022 Adopted Operating Budget is presented at \$37.9m which reflects an overall increase of \$1.1m or 3.07% over the FY 2021 Amended Operating Budget; primarily due to ESSER-II
- Anticipate the use of \$1.97m from Reserves
- No budget update from City pertaining to reduction in debt payments/change in lease
- FY 2022 Adopted Operating Budget will be incorporated into the City of Cape Coral Public Hearings for final approval in September 2021
- In closing, we ask for the Governing Board's approval of the FY 2022 Adopted Operating Budget
- Questions?

Item Number:	16.A.
Meeting Date:	8/17/2021
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The Next Regular Governing Board Meeting will be held on Tuesday, September 14, 2021 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: