



## **AGENDA**

### **REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD**

**Tuesday, June 8, 2021**

**City of Cape Coral 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 Chairperson Dr. Melissa Rodriguez Meehan, Gloria Raso Tate, District 1, Kristifer Jackson, Susan Mitchell, Tami Traiger Parent Representatives Jennifer Hoagland (OHS/SAC), Sarah Kalbhenn (OMS)

**5. APPROVAL OF MINUTES:**

A. Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, May 11, 2021.

**6. APPROVAL OF AGENDA REGULAR MEETING:**

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

**7. PUBLIC COMMENT:**

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

**8. CONSENT AGENDA:**

A. Request for Approval of Purchase Orders and Purchases over \$100,000 from the Charter School Authority's Vendor List SY 2021-

22 - Danielle Jensen, Interim Operations Manager

- B. Request for Approval and Adoption of the Updated City of Cape Coral Charter School Authority's Wellness Policies on Physical Activity and Nutrition SY 2021-2022- Danielle Jensen, Interim Operations Manager -
- C. Request for Approval and Adoption of NEOLA POLICY Updates, Vol 21, No. 2, # 0164, 0165, 0165.01, 0166, 0166.01, 2260.01, 2266, 5610.01, 5724, 6320, 7440.01, 8500, 8510, 8450.01 - Superintendent Collins Updates can be viewed at: [www.capecharterschools.org](http://www.capecharterschools.org). GO to Governing Board, CLICK Meetings GO to Current Agenda CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021."
- D. Request for 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](http://www.capecharterschools.org) GO to Governing Board, CLICK Meetings, GO to Current Agenda, CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021"
- E. Request for 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](http://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:**

- A. Request for Approval and Adoption of 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
- B. Final Staff Report: COVID-19 End of Year Mitigation and Management Update- Melanie Klages, RN, Charter School Authority

**10. CHAIRMAN REPORT:**

- A. The City of Cape Coral Charter School Authority Governing Board will Recess during the Month of July 2021. The Board will reconvene on Tuesday, August 17, 2021.
- B. The First Day of Oasis Charter Schools SY2021-22 is Tuesday, August 10, 2021.

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**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, Jared Hennig, Guidance Counselor, OHS

**13. UNFINISHED BUSINESS:**

- A. Request for Approval of the Appointment of Chairman Dr. Guido Minaya and Vice-Chair Dr. Melissa Rodriguez Meehan as Charter School Authority Representatives who will attend and report back to the Governing Board on matters regarding the Charter-City Transition Team Activities - Superintendent Collins
- B. Request for Approval of the Charter School Authority's School Bus Driver Adjusted Pay Ranges. This is a Clarification Vote on a Previous Motion Passed on May 11, 2021- Superintendent Collins
- C. Request for Discussion and Approval Regarding Instructions to the City Attorney's Office to Draft a Resolution for the Cape Coral Charter School Authority Requesting the Lee County School District Share a Portion of the Annual Half Cent Per Dollar Sales Surtax Disbursement with Oasis Charter Schools - Superintendent Collins

**14. NEW BUSINESS:**

- A. Request for Approval and Adoption of the Tentative Budget FY 2022-2024 - MaryAnne Moniz, Business Manager
- B. Request for Approval of the CENTEGIX Contract over \$100,000 of which \$65,000 will be pulled from Reserves SY 2021 for the Purchase of a Mobile Panic Alert System Mandated by SB 70 or "Alyssa's Law" - Danielle Jensen, Interim Operations Manager
- C. Request for Approval of the Job Description and Salary Range for the Charter School Authority Director of STEM Education - Leisa Orcutt, Human Resources Manager
- D. Request for Approval and Adoption of the Updated Job Description and Salary Range for the Charter School Authority Executive Assistant to the Superintendent - Leisa Orcutt, Human Resources 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, August 17, 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 S.S. 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.

<b>Item Number:</b> 1.A.
<b>Meeting Date:</b> 6/8/2021
<b>Item Type:</b> 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: 6/8/2021**  
**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:** 6/8/2021

**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:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>6/8/2021</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Dr. Guido Minaya, Vice Chairperson Dr. Melissa Rodriguez Meehan, Gloria Raso Tate, District 1, Kristifer Jackson, Susan Mitchell, Tami Traiger Parent Representatives Jennifer Hoagland (OHS/SAC), Sarah Kalbhenn (OMS)

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 5.A.**

**Meeting Date:** 6/8/2021

**Item Type:** APPROVAL OF MINUTES:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, May 11, 2021.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ GB MINUTES MAY 11 2021	Backup Material



# GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority  
Governing Board Regular Meeting  
City Council Chambers  
Tuesday, May 11, 2021 at 5:30p.m.

## 1. Call to Order

Chairman Michael Campbell

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, May 11, 2021 at City Council Chambers, Cape Coral FL 33990. Chairman Campbell called the meeting to order at 5:31p.m.

## 2. Pledge of Allegiance to the Flag of the United States of America

Chairman Campbell

## 3. Board Member Roll Call

### First Roll Call:

Chairman Campbell, Tate, Dist.1, Jackson, Minaya, Rodriguez Meehan, Traiger, Hoagland(OHS), Jackson(OEN/OES). Absent Excused: Vice-Chair Mitchell  
Absent: Kalbhenn (OMS)

The Governing Board Reorganized by *unanimous vote* the following:

New Chairperson: Dr. Guido Minaya

New Vice Chairperson: Dr Melissa Rodriguez Meehan

### Final Roll Call:

Minaya, Rodriguez Meehan, Tate, District 1, Campbell, Jackson, Tate, Dist.1, Traiger, Hoagland(OHS). Absent Excused: Mitchell Absent: Kalbhenn (OMS)

Also Present: Jacquelin Collins, Superintendent  
MaryAnne Moniz, Business Manager  
Danielle Jensen, Interim Operations Manager  
Leisa Orcutt, Human Resources Manager  
Jamie Cooper, Transportation Supervisor  
Elizabeth Cannon, AP Oasis High  
Brienne Romano, AP Oasis Middle  
KellyWeeks, AP Oasis Elementary North  
MaryBeth Grecsek, Principal, Oasis Elementary South  
Carrie Abes, AP Oasis Elementary South  
Dolores Menendez, City Attorney  
Mark Moriarty, Assistant City Attorney, City of Cape Coral  
CCPD Officer DiGiovanni

#### **4. Approval of Previous Minutes**

Motion made by Member Traiger, Second by Member Campbell to approve the Minutes of the Regular Governing Board meeting on April 13, 2021. *Unanimous*

#### **5. Approval of Regular Meeting Agenda**

Motion made by Member Traiger, Second by Campbell to Approve the Agenda for the Regular Meeting of the Governing Board on Tuesday, May 11, 2021. *Unanimous*

#### **6. Public Comment**

Amy Aubrey, Parent, Oasis Charter Schools. Ms. Aubrey is concerned that administration has still not lifted the COVID-19 mask/face covering mandate in our school system. Aubrey thinks students are suffering because the isolation and social distancing is too much for little kids and they need one-to-one interaction which includes actually seeing facial expressions and the appropriate emotions that go with them. She thinks younger kids are at less risk and wants Oasis students to resume normal school activities without masks as soon as possible.

Superintendent Collins is waiting on more specific guidelines from FLDOE, however, she is confident that over the summer there may be an optimal model and definitely next year everyone is eager to return to “normal” as much as possible within reason and for what is safe for all students and staff.

Member discussion.

## 7. Consent Agenda

8A. *APPROVED* Motion made by Member Tate, Second by Member Metzger to approve NEOLA Policy 1060, Vol 20., No 2, "Incapacity of the Appointed Superintendent" - Superintendent Collins, *Unanimous; Motion Passed*

## 9. Superintendent Report

- School Safety and Security Compliance Assurances have been completed and submitted on behalf of the Oasis Charter Schools. These plans include SROs in each school, building safety and security protocols including inspections and drills, mental health awareness, crisis response training etc, that will guarantee students and staff are safe while on school campuses. This is a mandatory requirement from both Lee County and FLDOE.
- SB 70 - "ALYSSA'S LAW" Update  
Based on SB 70 requires all schools to implement communication device that connects directly to law enforcement by August of this school year. CENTEGIX is a wireless system that Lee County is also purchasing. We intend to purchase the core plan with mapping and 911 connection for \$68,000/5 year agreement divided between all four schools,. The initial payment is \$35,000 and the remainder of costs spread out at \$8,500 per year. If the FSSAT reimbursement is in effect we will get the money back by the remainder of the 5<sup>th</sup> year.
- CSA Teacher Virtual Learning Platforms Survey Results  
CSA Teachers were surveyed regarding their experiences during the peak of COVID-19 and virtual learning platforms were instituted. About 112 teachers responded to the nine question survey with most claiming they felt the quality of learning engagements between teachers and students that is normally supplemented with face-to-face interaction suffered, and student accountability was challenging. More than 70% said they would not teach in this model next year because they felt some students in long-distance environments were not able to give their best, and teachers were not able to support students in their homes as well as they would have liked. *Active Discussion*
- GB "Options & Partnerships" Workshop
  1. Council would like an update on this meeting (COW meeting 5/28 - Welsh requested)
  2. Purpose of meeting was to develop short and long-term goals and needs
  3. Develop a Communication Piece that defines projects and donation needs
  4. Determine what donors will receive for offering and building stronger community relationships
  5. Councilmember Tate would like a launch of some sort so that local community leaders can be introduced to our brand - by invitation only *Active Discussion*

## 10. Chairman Report

Board Member Traiger presented the Superintendent's Performance Evaluation 2020-21. Collins' received a superscore of 3.95/4.0 which is "Highly Effective," and exceeds the evaluation's minimum requirement for an increase in pay. The evaluation will be added to Collins' personnel file and effective July 1, 2021.

New Chairman Dr. Guido Minaya thanked fellow board members for their unanimous vote and is excited to see what the Board and the Charter Schools can do together to make the system even better. He also agreed with Superintendent Collins' performance evaluation superscore, and is confident she will continue to perform well as the charter schools' leader.

## 11. Foundation Report

Gary Cerny, Foundation President

1. Welcome to Deanna Pollack, the newest Foundation member.
2. Thanked Jenn Hoagland for stepping up when Gary was unable to attend meetings.
3. Senior Awards Night Scholarships will be on May 19<sup>th</sup> - next year they will offer trade school scholarships
4. Lighthouse Awards will be celebrated as a system the last week of May, early June
5. Over summer Foundation is revamping their office spaces.
6. Cerny said the Foundation is always willing to help the Charters in anyway including extending their 501c(3) status if that would be helpful.

*Active Discussion*

## 12. Staff Comment

All Schools Principal's Report with presentation that can be viewed at:

[www.capecharterschools.org](http://www.capecharterschools.org) CLICK Governing Board CLICK Agenda

Kevin Brown, Principal - Oasis Elementary North

Marybeth Grecsek, Principal - Oasis Elementary South

Donnie Hopper, Principal - Oasis Middle School

Dr Christina Britton, Principal - Oasis High School

## 13. Unfinished Business

No Activity

**14. New Business**

**14A APPROVED** Motion made by Member Campbell, Second by Member Traiger to approve and move funds up to \$105,000 from the 2020-2021 Reserves for the purchase of the Piggyback Contract to Upgrade the Oasis Charter Schools with the CISCO Unified Communications Manager (CUCM) Telephone and Communications System. Unanimous. Motion Passed

**14B APPROVED** Motion made by Member Campbell, Second by Member Tate to approve the staff recommendation for the 6+ years option for teachers, and all the other recommendations for the new pay ranges for the Food Service Workers, and School Bus Driver New Hires to start at \$16.48 with the caveat that staff brings back options for transportation during the June meeting. Unanimous. Motion Passed

**15. Final Board Comment and Discussion**

**Chairman Minaya** - Thanked everyone for their vote and is looking forward to a year of successful charter Authority business including possible renegotiation of the charter lease, and requesting to receive some portion of the Lee County half cent tax money, among other initiatives we can pursue for additional funding and sustainability.

**Campbell** - Thanked everyone for their cooperation during his time as Chair and wishes Dr. Minaya a great term.

**Traiger** - Thanked the staff for all their hard work, congratulated Superintendent Collins on her highly effective evaluation score, and thanked teachers for making it almost to the end of the COVID-19 school year that was overwhelming, to say the least.

**Tate** - Wishes Superintendent Collins good meeting with the City Manager ; she thinks the Superintendent will do a great job.

**16. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, June 8, 2021 at 5:30 p.m. in City Council Chambers.

17. Adjournment

The Governing Board adjourned at 7:05 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

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Secretary

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Date of approval

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

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

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

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 7.A.**  
**Meeting Date: 6/8/2021**  
**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 public input time.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 8.A.**  
**Meeting Date: 6/8/2021**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of Purchase Orders and Purchases over \$100,000 from the Charter School Authority's Vendor List SY 2021-22 - Danielle Jensen, Interim Operations Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
▫	PO/PURCHASE OVER 100K VENDOR LIST JUNE 2021	Backup Material

## Cape Coral Charter Schools

### 2021-22 Annual Purchase Orders, > \$100,000

Vendor	Good/Services Provided	Dollar	Contract	Utility	Piggyback	Agreement date	Terms	Board Approved	When
Amazon	Misc supplies	\$100,000.00	-	No	No			Yes	Jun-20
Lee County Electric Coop	Electricity	\$425,000.00	-	Yes	No			Yes	Jun-20
US Food Services	Food for School Lunch Program	\$519,000.00	SDMC No. 21-0001-KD	Yes	Yes	7/1/2020	3 years,	Yes	Jun-20
Ussi	Custodial Services	\$535,404.48	CON-CHARTER18-25/MM	No	No	9/12/2018	3 years,w/ 2 year option	Yes	Jun-20



Cape Coral Charter School Authority  
Administration Division

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent *Jacquelin Collins*  
FROM: Danielle Jensen, Director of Procurement and Food Services *DJ*  
DATE: May 25, 2021  
SUBJECT: Purchase Orders and Purchases over \$100,000

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To follow the procurement policy, the Charter School must present all purchase orders that are over \$100,000 based on funding for our anticipated 2021-22 budget according to City Ordinance 52-19. There are now four vendors on the list this year versus the five that were on it last year. Three vendors are the same, but the Charter School is adding the vendor Amazon, but does not need to include Century Link or Lee County schools due to lower costs for internet and diesel fuel. Previously, the governing board has requested the purchases orders over the threshold be presented each year.

There is one utility vendors LCEC (electric) for \$425,000. There are also contract agreements for some of the vendor purchases that exceed the threshold. The Food Service department currently uses Manatee's US food contract to purchase most of the cafeteria food and supplies for \$519,000. In addition, the Charter School has found that Amazon has been a good resource to provide competitively priced supplies and therefore have seen a significant increase in purchases from Amazon. Finally, the custodial service vendor, Ussi has an annual contract for \$535,404.48.

In summary, the Charter School is requesting approval of these purchase orders and purchases which are over \$100,000 for the 2021-22 year.

**Item Number: 8.B.**  
**Meeting Date: 6/8/2021**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval and Adoption of the Updated City of Cape Coral Charter School Authority's Wellness Policies on Physical Activity and Nutrition SY 2021-2022- Danielle Jensen, Interim Operations Manager -

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 8.C.**  
**Meeting Date: 6/8/2021**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval and Adoption of NEOLA POLICY Updates, Vol 21, No. 2, # 0164, 0165, 0165.01, 0166, 0166.01, 2260.01, 2266, 5610.01, 5724, 6320, 7440.01, 8500, 8510, 8450.01 - Superintendent Collins Updates can be viewed at: [www.capecharterschools.org](http://www.capecharterschools.org). GO to Governing Board, CLICK Meetings GO to Current Agenda CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021."

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 8.D.**  
**Meeting Date: 6/8/2021**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for 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](http://www.capecharterschools.org) GO to  
Governing Board, CLICK Meetings, GO to Current Agenda, CLICK "NEOLA UPDATES VOL  
21, NO 2 JUNE 2021"

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 8.E.**  
**Meeting Date: 6/8/2021**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for 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](http://www.capecharterschools.org) GO to Governing Board, CLICK Meetings, GO to Current Agenda, CLICK "NEOLA UPDATES VOL 21, NO 2 JUNE 2021"

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>6/8/2021</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**  
Request for Approval and Adoption of 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

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ OPTIONAL MASKING JUNE 2021 SY21-22	Backup Material



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

## MEMORANDUM

DATE: May 12, 2021  
TO: Governing Board Members  
FROM: Jacquelin Collins, Superintendent  
SUBJECT: Mask Mandate

A handwritten signature in black ink, appearing to read "Jacquelin Collins", written over the "FROM:" line of the memorandum.

Dear Board Members,

On April 14<sup>th</sup>, Florida's Commissioner of Education sent a memo to all school districts regarding the removal of mandatory face mask policies for the 2021 – 2022 school year.

NEOLA Policy 8450.01 (PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS) states:

*During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through School Board plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the CCCCSA's Pandemic Response Team.*

Therefore, my recommendation is to request the City of Cape Coral Charter School Authority implement voluntary masking on our campuses as of July 1<sup>st</sup>, 2021. This will apply to students and staff for all summer programming and for the 2021 – 2022 school year. All other health and safety protocols will remain in effect until further notice.

As changes or improvements related to the pandemic occur, this policy can be adjusted accordingly.

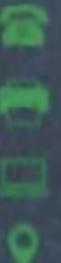
**FOUR  
SCHOOLS,  
ONE  
VISION**

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239.541.1039

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<b>Item Number:</b>	<b>9.B.</b>
<b>Meeting Date:</b>	<b>6/8/2021</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Final Staff Report: COVID-19 End of Year Mitigation and Management Update- Melanie Klages, RN, Charter School Authority

**SUMMARY:**

\*\* SUPPORTING DOCUMENTS PENDING \*\*

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 10.A.**  
**Meeting Date: 6/8/2021**  
**Item Type: CHAIRMAN REPORT:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

The City of Cape Coral Charter School Authority Governing Board will Recess during the Month of July 2021. The Board will reconvene on Tuesday, August 17, 2021.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 10.B.**  
**Meeting Date: 6/8/2021**  
**Item Type: CHAIRMAN REPORT:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

The First Day of Oasis Charter Schools SY2021-22 is Tuesday, August 10, 2021.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 11.A.**  
**Meeting Date: 6/8/2021**  
**Item Type: FOUNDATION REPORT:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 12.A.
<b>Meeting Date:</b> 6/8/2021
<b>Item Type:</b> STAFF COMMENT:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

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, Jared Hennig, Guidance Counselor, OHS

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 13.A.**  
**Meeting Date: 6/8/2021**  
**Item Type: UNFINISHED BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the Appointment of Chairman Dr. Guido Minaya and Vice-Chair Dr. Melissa Rodriguez Meehan as Charter School Authority Representatives who will attend and report back to the Governing Board on matters regarding the Charter-City Transition Team Activities - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 13.B.**  
**Meeting Date: 6/8/2021**  
**Item Type: UNFINISHED BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the Charter School Authority's School Bus Driver Adjusted Pay Ranges.  
This is a Clarification Vote on a Previous Motion Passed on May 11, 2021- Superintendent Collins

**SUMMARY:**

**MOTION PASSED MAY 11, 2021: New Business, Item 14B**

*"Motion made by Member Tate, Second by Member Campbell to Approve the New Pay Ranges for the Charter School Bus Drivers and Substitute Bus Drivers - New Hire School Bus Drivers to Start at \$16.48 and Employment Years 1-5." Unanimous. Motion Passed*

**CLARIFICATION OF MOTION PASSED:**

-  
New Hires: \$16.48  
Employment Years 1-4: \$16.89 ( .50 raise)  
Employment Years 5-10: \$17.75 ( .75 raise)  
Employment Years 10+: \$18.68 (\$1.25 raise)

Substitute Bus Drivers: \$14.69

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ BUS DRIVER PAY RAISE JULY 2021	Backup Material

# TRANSPORTATION

Position	Year of Service	Current Rate	Proposed Rate
Bus Driver (18)	<b>New Hires (5)</b>	<b>\$16.00</b>	<b>\$16.32 to \$16.48 (\$16.32 SDLC)</b>
	1 - 4	\$16.48	\$16.89 (\$.50 raise)
	5 - 10 years (3)	\$17.00	\$17.75 (\$.75 raise)
	10+ Years (2)	17.43	\$18.68 (\$1.25 raise)
Substitute	(3)	\$14.40	\$14.69 ( <b>\$14.69 SDLC</b> )
Proposed 3 paid holidays			\$7,369.92
Increased cost with benefits (FICA, Med, FRS, WC):			
(Less 1% for No pay):			
Total Increase in Costs:			
			\$28,249.74
			\$4,279.39
			\$23,970.35

**Item Number: 13.C.**  
**Meeting Date: 6/8/2021**  
**Item Type: UNFINISHED BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Discussion and Approval Regarding Instructions to the City Attorney's Office to Draft a Resolution for the Cape Coral Charter School Authority Requesting the Lee County School District Share a Portion of the Annual Half Cent Per Dollar Sales Surtax Disbursement with Oasis Charter Schools - Superintendent Collins

**SUMMARY:**

Please see the attached LCSD annual report, and follow the link below for more information on the half cent sales surtax and how the Lee County School District is using some of the funds to upgrade and develop projects..

<https://youtu.be/Y5UgY4G4vfl>

**ADDITIONAL INFORMATION:**

This is a discussion and request for approval of a draft Resolution.

**RECOMMENDED ACTION:**

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY BOARD RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF CAPE CORAL REQUEST PROCEEDS FROM THE HALF-CENT PER DOLLAR SALES SURTAX LEVIED BY THE SCHOOL DISTRICT OF LEE COUNTY TO FUND THE CONSTRUCTION OF NEW SCHOOLS, RECONSTRUCTION AND RENOVATION OF EXISTING SCHOOLS, ACQUISITION OF EQUIPMENT, INCLUDING SAFETY AND SECURITY EQUIPMENT AND TECHNOLOGY FOR A 10 YEAR PERIOD BEGINNING JANUARY 1, 2019 WITH OVERSIGHT BY AN INDEPENDENT CITIZENS' COMMITTEE.

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ half cent sales tax	Backup Material

RESOLUTION

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY BOARD RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF CAPE CORAL REQUEST PROCEEDS FROM THE HALF-CENT PER DOLLAR SALES SURTAX LEVIED BY THE SCHOOL DISTRICT OF LEE COUNTY TO FUND THE CONSTRUCTION OF NEW SCHOOLS, RECONSTRUCTION AND RENOVATION OF EXISTING SCHOOLS, ACQUISITION OF EQUIPMENT, INCLUDING SAFETY AND SECURITY EQUIPMENT AND TECHNOLOGY FOR A 10 YEAR PERIOD BEGINNING JANUARY 1, 2019 WITH OVERSIGHT BY AN INDEPENDENT CITIZENS' COMMITTEE.

WHEREAS, the City of Cape Coral Charter Schools are Municipal Charter Schools with all the facilities being owned and operated by the citizens of the City of Cape Coral, not by privately held for-profit and not-for-profit corporations; and

WHEREAS, the City of Cape Coral Charter Schools first began operations in 2004; and

WHEREAS, today approximately Three Thousand, One Hundred Eighty-Seven (3,187) students are enrolled in one of the two elementary schools (Oasis North and Oasis South), the middle school (Oasis Middle School), and the high school (Oasis High School); and

WHEREAS, historically (no FSA tests were administered last year due to COVID), Oasis Charter School student proficiency scores are within the top 10% in the district; and

WHEREAS, in FY 19, Oasis Elementary South was ranked 1st in the district and Oasis Elementary North was ranked #2. Oasis Middle ranked #4 in the district.; and

WHEREAS, Oasis High School has a 99% graduation rate and is recognized in the Top 300 Schools Index \*American Registry, based on national test performance on SAT, ACT, and AICE exams; and

WHEREAS, all schools are "A" rated schools for the last three years; and

WHEREAS, the stated project for the half-cent per dollar sale tax is for fixed capital expenditures of fixed capital costs associates with the construction, reconstruction, or improvement of school facilities and campuses which have a useful life expectancy of five (5) years or more, and any land acquisition, land improvement, design and engineering costs associated therewith. In addition, the Project also has a component of costs of installing safety and security equipment, and retrofitting and providing for technology implementation, including hardware and software, for various sites withing the District. The Project also includes the making of lease payments under the lease purchase agreements pursuant to Sections 1001.42 (11) (b) 5. And 1013.15 (2), Florida Statutes and or servicing of bond indebtedness to finance expenditures authorized by Section 212.055(6), Florida Statutes. Neither the proceeds of the surtax nor any interest acquired thereto shall be used for operational expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY BOARD AS FOLLOWS:

Section 1. The City Council of the City of Cape Coral is recommended to request proceeds from the half-cent sales surtax levied by the School District of Lee County to fund the construction of new schools, reconstruction and renovation of existing schools, acquisition of equipment, including safety and security equipment and technology for a 10 year period of beginning January 1, 2019 with oversight by an independent citizens' committee.

Section 2. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

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Chair

VOTE OF MEMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTESTED TO AND FILED IN MY OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2020.

Draft For Discussion

<b>Item Number:</b> 14.A.
<b>Meeting Date:</b> 6/8/2021
<b>Item Type:</b> NEW BUSINESS:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval and Adoption of the Tentative Budget FY 2022-2024 - MaryAnne Moniz,  
Business Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

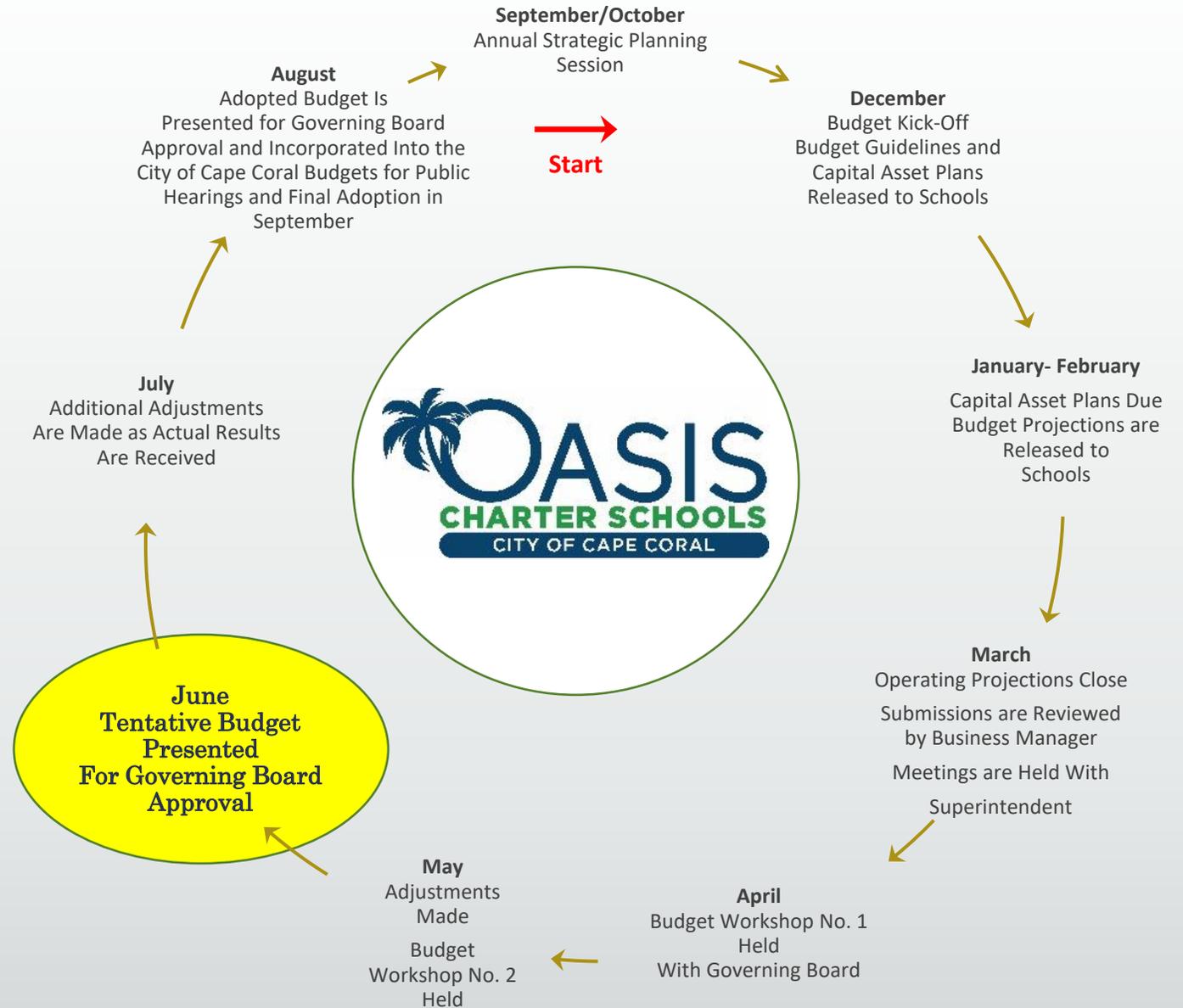
<b>Description</b>	<b>Type</b>
▫ TENTATIVE BUDGET SY 2022-2024	Backup Material



# Tentative Operating Budget FY 2022 – FY 2024

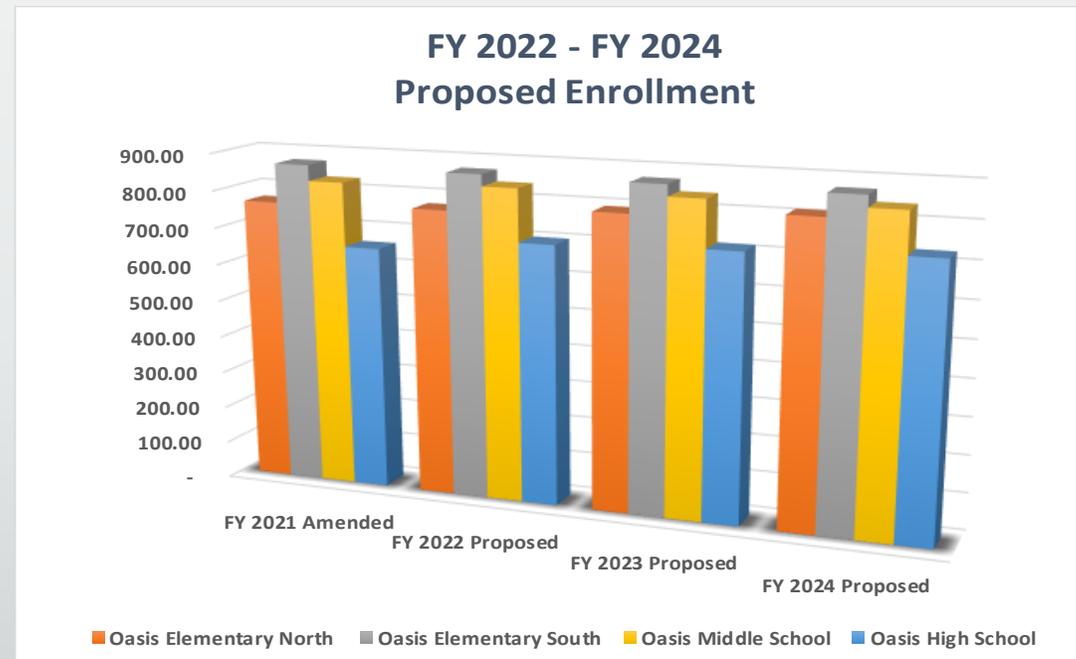
June 8, 2021

# Budget Process



# Enrollment Forecast

School	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2023	FY 2024
	Adopted	Amended	Proposed	From FY 2021 Adopted	From FY 2021 Amended	Proposed	Proposed
Oasis Elementary North	766.00	766.00	772.00	0.78%	0.78%	792.00	812.00
Oasis Elementary South	871.00	871.00	871.00	0.00%	0.00%	871.00	871.00
Oasis Middle School	829.00	829.00	840.00	1.33%	1.33%	840.00	840.00
Oasis High School	658.00	658.00	700.00	6.38%	6.38%	715.00	730.00
	<b>3,124.00</b>	<b>3,124.00</b>	<b>3,183.00</b>	<b>1.89%</b>	<b>1.89%</b>	<b>3,218.00</b>	<b>3,253.00</b>



# FY 2022—2024 Proposed Revenue Budget

Revenues by Category - Sources	FY 2020	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	From FY 2021 Adopted	From FY 2021 Amended	Proposed	Proposed
Restricted	\$ -	\$ 1,697,980	\$ 1,697,980	\$ 1,684,265	-0.81%	-0.81%	\$ -	\$ -
Assigned	-	2,651,897	2,651,897	2,012,253	-24.12%	-24.12%	2,197,926	1,762,812
Unassigned	-	6,224,663	6,224,663	5,119,633	-17.75%	-17.75%	3,421,707	2,033,895
<b>Total Balance Forward:</b>	<b>\$ -</b>	<b>\$ 10,574,540</b>	<b>\$ 10,574,540</b>	<b>\$ 8,816,151</b>	<b>-16.63%</b>	<b>-16.63%</b>	<b>\$ 5,619,633</b>	<b>\$ 3,796,707</b>
Intergovernmental	\$ 23,818,052	\$ 23,351,828	\$ 23,351,828	\$ 24,130,941	3.34%	3.34%	\$ 24,169,341	\$ 24,737,393
PECO Fixed Capital	1,593,713	1,559,741	1,559,741	1,559,741	0.00%	0.00%	1,559,741	1,559,741
Charges for Service	575,130	858,500	858,500	860,800	0.27%	0.27%	873,845	886,375
Miscellaneous	400,707	381,297	381,297	222,162	-41.74%	-41.74%	307,320	272,420
Transfers In	61,412	52,000	52,000	58,000	11.54%	11.54%	61,000	63,000
<b>Total Revenues:</b>	<b>\$ 26,449,014</b>	<b>\$ 26,203,366</b>	<b>\$ 26,203,366</b>	<b>\$ 26,831,644</b>	<b>2.40%</b>	<b>2.40%</b>	<b>\$ 26,971,247</b>	<b>\$ 27,518,929</b>
<b>Total Sources:</b>	<b>\$ 26,449,014</b>	<b>\$ 36,777,906</b>	<b>\$ 36,777,906</b>	<b>\$ 35,647,795</b>	<b>-3.07%</b>	<b>-3.07%</b>	<b>\$ 32,590,880</b>	<b>\$ 31,315,636</b>



# FY 2022-2024 Proposed Revenue Highlights

- All State Shared Revenues are budgeted at 95% per policy
- Florida Education Finance Program increases Base Student Allocation (BSA) by \$53; Total Funds per Student from \$7,756 to \$7,795
- 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
- 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)
- Public Education Capital Outlay (PECO) \$182.9m (budgeted at \$1.5m)



# FY 2022-2024 Proposed Revenue Highlights

- Restricted Fund Balance (OEN Portable Funds)
  - Issued P.O. in FY 2021 to GradyMinor for Due Diligence
  - Balance of \$1,684,265 remains in Restricted; have requested City to initiate a Capital Project to capture costs
- Other
- E-Rate Award of \$537,740 to be spent over the next 5 years; working with City IT to identify needs
- Grants – not budgeted (have potential to decrease expenditures by an estimated \$600k
  - Elementary & Secondary School Emergency Relief Fund (ESSER), Title IV, TAPS
- Recent Teacher/Principal Bonuses are not included as we await receipt of funds



# FY 2022-2024 Proposed Operating Budget

Expenditures by Category - Uses	FY 2020	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	From FY 2021 Adopted	From FY 2021 Amended	Proposed	Proposed
Restricted	\$ -	\$ 1,697,980	\$ 1,697,980	\$ 1,684,265	-0.81%	-0.81%	\$ -	\$ -
Committed	-	-	-	-	0.00%	0.00%	-	-
Assigned	-	-	-	-	0.00%	0.00%	-	-
Unassigned	-	6,336,595	6,336,595	5,164,639	-18.50%	-18.50%	3,421,707	2,033,895
<b>Total Balance Forward:</b>	<b>\$ -</b>	<b>\$ 8,034,575</b>	<b>\$ 8,034,575</b>	<b>\$ 6,848,904</b>	<b>-14.76%</b>	<b>-14.76%</b>	<b>\$ 3,421,707</b>	<b>\$ 2,033,895</b>
Personnel	\$ 17,552,291	\$ 19,333,009	\$ 19,325,548	\$ 19,954,851	3.22%	3.26%	\$ 20,254,851	\$ 20,554,851
Operating	7,626,963	9,032,425	9,019,891	8,297,778	-8.13%	-8.01%	8,224,530	8,253,698
Capital	561,031	287,516	307,511	505,094	75.68%	64.25%	665,532	448,932
Debt Service	181,904	90,381	90,381	41,168	-54.45%	-54.45%	24,260	24,260
<b>Total Expenditures:</b>	<b>\$ 25,922,189</b>	<b>\$ 28,743,331</b>	<b>\$ 28,743,331</b>	<b>\$ 28,798,891</b>	<b>0.19%</b>	<b>0.19%</b>	<b>\$ 29,169,173</b>	<b>\$ 29,281,741</b>
<b>Total Uses:</b>	<b>\$ 25,922,189</b>	<b>\$ 36,777,906</b>	<b>\$ 36,777,906</b>	<b>\$ 35,647,795</b>	<b>-3.07%</b>	<b>-3.07%</b>	<b>\$ 32,590,880</b>	<b>\$ 31,315,636</b>



# FY 2022 Staffing Changes

## Administration

Building Maintenance Supervisor Position Eliminated  
 Human Resource Specialist to become CS Employee (on hold)  
 Payroll Supervisor reclassified to Payroll Specialist (on hold)

## Oasis Elementary South

Removed .5 of Paraprofessional I which was not filled

## Other

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

## Oasis Elementary North

Office Assistant position will not be filled

## Oasis High School

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

<u>School</u>	<u>FY 2021 Adopted</u>	<u>FY 2022 Proposed</u>	<u>Variance</u>
Oasis Elementary North	66.75	65.75	(1.00)
Oasis Elementary South	70.75	70.25	(0.50)
Oasis Middle School	65.50	65.50	-
Oasis High School	57.00	58.00	1.00
Administration	32.00	32.00	-
<b>Sub-Total:</b>	<b>292.00</b>	<b>291.50</b>	<b>(0.50)</b>
Substitutes	65.00	65.00	-
<b>Grand Total:</b>	<b>357.00</b>	<b>356.50</b>	<b>(0.50)</b>



# 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 from 10% to 10.30%; employees contribute 3%; announced in July
- Increase to Special Pay/Add Pays at Elementary Schools for Extended Workday \$116k
  - Reduction in miscellaneous Add Pays of \$47k
- One time Pay Parity for Veteran Teachers/Support Staff \$75k per school or a total of \$300k



# Operating

- Insurance increase for Workers Comp associated with payroll increases estimated at \$20k
- Textbooks \$483k
- Technology \$80k
- Nutanix Server Maintenance \$36k (reimbursed 60% through E-Rate)
- Marketing/Advertising/Recruitment (Strategic Planning) \$30k
- Seal Portables Roofs \$8k



# Capital Outlay

- Purchase of 3 new buses as previously approved by CCSA Governing Board \$331k
- New Phone System per City IT \$100k
- Centegix Software (Alyssa's Law) \$65.5k



# Debt Service

- Budgeted at \$41k
  - Final bus payments to be made in first quarter of FY2022
  - 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	\$ 8,816,151
Less: Restricted Funds (OEN Portables)	\$ 1,684,265
Fund Balance	\$ 7,131,886
Less: Reserve Policy 5% of Expenditures	\$ 1,439,945
Available Fund Balance	\$ 5,691,941
Less: Estimated Use of Fund Balance	\$ 2,012,253
Remaining Fund Balance	<u><u>\$ 3,679,688</u></u>

# Conclusion

- In conclusion, the FY 2022 Proposed Operating Budget is presented at \$35.6m which reflects an overall decrease of \$1.1m or 3.07% over the FY 2021 Adopted Operating Budget
- Anticipate the use of \$2.0m from Reserves
- Potential to offset expenditures by an estimated \$600k in grant funding (Elementary & Secondary School Emergency Relief Fund (ESSER), Title IV, TAPS)
- No budget update from City pertaining to reduction in debt payments/change in lease
- Adopted Budget will be presented in August 2021 for approval by Charter School Authority Governing Board and 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 Proposed Operating Budget
- Questions?

<b>Item Number:</b> 14.B.
<b>Meeting Date:</b> 6/8/2021
<b>Item Type:</b> NEW BUSINESS:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the CENTEGIX Contract over \$100,000 of which \$65,000 will be pulled from Reserves SY 2021 for the Purchase of a Mobile Panic Alert System Mandated by SB 70 or "Alyssa's Law" - Danielle Jensen, Interim Operations Manager

**SUMMARY:**

Alyssa's Law is named in honor of Alyssa Alhadeff, a victim of the devastating tragedy at Marjory Stoneman Douglas High School on Feb. 14, 2018.

Her family championed Senate Bill 70 in the Florida Legislature to provide for an extra layer of protection in Florida's schools.

As a result, all public schools, including charters, will be outfitted with mobile panic alert systems by the start of the 2021-2022 school year.

The systems will enable all school staff to silently and easily contact law enforcement to respond in the case of an on-campus threat or crisis.

Our goal is to ensure every Florida student and educator is safe in our schools and that no family ever has to face this type of loss again.

**ADDITIONAL INFORMATION:**

Alyssa's Law requires each public school to implement a mobile panic alert system that:

ensures real-time coordination among first responders; and

transmits 911 calls and mobile activations.

In accordance with state law, systems must be in place by the start of the 2021-2022 school year.

Length of contract and renewals

Term contract effective for 36 months

May be renewed for up to three one-year terms

Funding is subject to allocation by the Florida Legislature

**RECOMMENDED ACTION:**

Charter School Implementation

FDOE has allocated \$2,000 per public school campus(traditional and charter) in each school district.

While each charter school allocation is included within the district allocation, charter schools have the autonomy to select the vendor that best meets their safety needs, keeping in mind that each vendor's pricing structures may vary.

District and charter school safety personnel are encouraged to work collaboratively to ensure for necessary interoperability between required participants

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ CENTEGIX CONTRACT JUNE 2021	Backup Material

In summary, the recommendation is to purchase the Centegix Crisis Alert System provided by a competitively bid Florida State Crisis Alert Systems Contract 21-953. All contracts with Centegix will be finalized in June. The Governing Board must approve the purchase since the crisis alert system will be over the \$100,000 threshold at \$130,304 over the life of the contract. Finally, the Governing Board will need to also approve that \$91,213 be moved from Reserves to ensure funds are available to issue the purchase order in fiscal year 2021 but the project will be completed in 2022 fiscal year.

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CAPE CORAL CHARTER SCHOOL AUTHORITY

ADMINISTRATION DIVISION

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent *Jacquelin Collins*  
FROM: Danielle Jensen, Director of Procurement and Food Service *DJ*  
DATE: May 28, 2021  
SUBJECT: Cape Coral Charter School Authority – Alyssa’s Law Crisis System

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**BACKGROUND:**

Alyssa’s Law mandates that all public and charter schools in the state of Florida must install panic buttons that directly alert law enforcement and first responders of emergencies. The law named after Alyssa Alhadeff, a 14-year old student who was one of the 17 people killed during the mass shooting in 2018 Marjory Stoneman Douglas High School in Parkland, Florida. During the 2020 Legislative Session, the Florida Legislature passed Senate Bill 70, and Governor Ron DeSantis signed it into law. The Crisis Alert System will provide an extra layer of protection in Florida’s schools and is required to be implemented for the 2021-22 school year. This program will be subsidized by the Florida Department of Education which will provide a \$5000 credit per school for the 5-year agreement.

**RECOMMENDATION:**

The Charter School decided to use the same vendor as Lee County to ensure the installation and maintenance of the system will be supported locally by the same vendor. This also streamlines the communication and integration with the emergency services in the area. Lee County is working with Centegix which was one of the companies awarded the contract through the Florida Department of Education contract 21-953. Centegix will provide site mapping and training, along with software licensing and hardware warranty. Communication, with Centegix, City IT, local emergency response officials, and the implementation vendor, vTech io to ensure coordination for a successful project implementation this summer were completed. Initially, the Charter School was going to purchase the CORE version at a cost of \$68,000 due to the higher costs of the Premium package. After further review with the City IT, it was decided that the system would not be effective without the intercom and strobe lights, so it was decided to go with the Premium Package. Through negotiations, the Charter School will be agreeing to a lower cost of \$130,304 for a 5-year plan. In addition, instead of paying for the entire plan at the beginning, the Charter School will pay 70% in year 1 and the remaining amount will be 7.5% over the remaining 4 years. To ensure compliance with the state statute, the Charter School needs to issue the PO in June to secure the vendor to install the system in July. The amount to cover this purchase will be utilized from fiscal year 2021 Reserves. Project will be completed in July during fiscal year 2022. Legal has reviewed and approved the contract.

## Order Acknowledgement

Customer:	The City of Cape Coral Oasis Charter Schools		
Project: CrisisAlert™ deployment for	4	Sites in:	Cape Coral, FL
Customer Purchase Order Number:			

### Thank-you for your Purchase Order for CENTEGIX™ CrisisAlert™!

CENTEGIX acknowledges receipt of your purchase order. CENTEGIX™ will install, program, configure, and commission the CrisisAlert™ Equipment and Software listed on **Exhibit A** to this Order Acknowledgement.

We have found that alignment of expectations and responsibilities between you, CENTEGIX™, and any third parties (i.e. your Intercom Provider) are required for a superior experience and a successful deployment. This Order Acknowledgment includes clear expectations, assumptions, and responsibilities for all parties in the hopes of ensuring a rapid and successful deployment of the CENTEGIX™ CrisisAlert™ Solution.

### Site(s) Purchased:

- Oasis Elementary North: 2817 SW 3rd Lane, Cape Coral, FL, 33991
- Oasis Elementary South: 3415 Oasis Blvd, Cape Coral, FL 33914
- Oasis High: 3519 Oasis Blvd, Cape Coral, FL, 33914
- Oasis Middle: 3507 Oasis Blvd, Cape Coral, FL, 33914

Note: 1 badge allocated per staff member and 10 additional badges per school included

## Customer Responsibilities

### Install Sheet

- Customer designates a Project Manager responsible for project oversight and coordination of Customer activities and responsibilities.
- Customer designates a procurement/billing contact responsible for payment activities.
- Customer provides district and school contact information for facility access.
- Customer provides network information needed for the configuration of the CrisisAlert™ Gateway(s) that enable a connection to the CrisisAlert™ monitoring system.
- Customer provides an intercom resource responsible for integration and functionality of Customer's intercom system(s)

### Gateway

- Customer provides network info for the CrisisAlert™ Gateway (IP address, subnet, gateway). Note: CENTEGIX™ provides MAC address of the CrisisAlert™ Gateway to Customer if required for CrisisAlert™ Gateway connection to Customer's network. Also note: CENTEGIX™ ships the CrisisAlert™ Gateway with a static IP/or DHCP already set.
- Customer enables network port on switch to have a static IP and a content bypass filter; Proper function of the CrisisAlert™ Solution requires that the CrisisAlert™ Gateway communicate with the CENTEGIX™ network monitoring software.
  - CENTEGIX gateway and intercom interface need the following:
    - Content bypass filter for all port 80 and port 443 traffic
      - Access to \*.github.com
      - Access to \*.CENTEGIX.com
      - Access to \*.weaved.com
      - Access to \*.yoics.net
      - Outbound UDP ports 5959-5970, port 8040 and port 8041
    - CENTEGIX desktop and mobile applications need:
      - Port 80 and 443 access to:
        - Access to \*.github.com
        - Access to \*.CENTEGIX.com
  - Customer provides Cat 5/Cat 6 cable, where applicable.
  - Customer is responsible for placement of the CrisisAlert™ Gate Gateway and the connection to power and Customer's network.

### Intercom Integration

- Customer is responsible for the operation of its 3<sup>rd</sup> party intercom systems. The CENTEGIX™ line of demarcation (demarc) begins at the Virtual Trigger/API or Network Intercom Device (NID), thus CENTEGIX™ can only ensure functionality to that point. It is

- Complete closeout documents and training documents.
- Customer training through Webinar or in person (T&E approval required).

## Project Escalation Path

If you experience an issue or problem during your project, we want to hear about it. The following path of escalation is provided to ensure you receive the level of attention needed for any concerns with your project. We will make every effort to provide a timely and effective resolution, so our delivery stays on task and within the established timeline.

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### 1<sup>st</sup> Level Project Manager

JB Branson

Phone Number: 404-502-2931

Email: [jbranson@CENTEGIX.com](mailto:jbranson@CENTEGIX.com)

### 2nd Level Implementation Manager

Clayton Burr

Phone Number: 706-424-1225

Email: [cburr@CENTEGIX.com](mailto:cburr@CENTEGIX.com)

### 3rd Level VP of Operations

Michael Dooley

Phone Number: 706-340-3011

Email: [mdooley@CENTEGIX.com](mailto:mdooley@CENTEGIX.com)

## Billing

CENTEGIX™ will invoice 70% of the order in the first year; 7.5% in year 2; 7.5% in year 3; 7.5% in year 4; 7.5% in year 5.

Year 1 will be invoiced as follows:

1. 25% of year 1 upon shipment of Equipment.
2. 45% of year 1 30 days after deployment of the first CrisisAlert™ Gateway.
3. 20% year 1 upon completion of installation of Equipment at all sites.
4. 10% year 1 upon completion of implementation.

Software licenses and Equipment warranties start 30 days after deployment of the first CrisisAlert™ Gateway, coinciding with invoice category #2 above. At that point, the CrisisAlert™ Solution is available for use.

All invoices are payable on Net 30 terms.

the responsibility of Customer and Customer's 3<sup>rd</sup> party intercom provider to ensure the operation of Customer's intercom system(s) up to the NID.

- Note: CENTEGIX™ provides a NID to the Customer for sites without IP based intercom systems with virtual triggers. The NID features a 3.5mm line audio output jack with receptacle, normally open and normally closed relay screw terminals, and power input with included 110 to 12v power adapter. Customer will be responsible for installation and integration of the NID including network connectivity (Ethernet or Wi-Fi), audio, relay (if needed), and power.
- Customer must provide a site-specific URL or other API for each message for sites that have IP based intercom systems with virtual triggers.
- Customer will configure the NID using the included touchscreen display for the network, audio, and relay options.
- Note: CENTEGIX™ will verify NID is available/online and the correct content filters have been applied before coming onsite.

### **Onsite Access**

- Customer provides 2 sets of master keys per Site.
- Customer to override security system when the installation team is onsite.

### **Software**

- Customer will deploy Software to district devices, including laptops, desktops, tablets, and mobile devices.

### **Implementation**

- Customer will provide protocols and procedures to CENTEGIX™ for appropriate programming. The CENTEGIX™ standard protocols will be enabled in the event protocols and procedures do not exist or are not provided.
- Customer will identify individual(s) that can train end users on the CrisisAlert™ Solution. CENTEGIX™ will provide training to the Customer's team members who can enable end users (train-the-trainer method).

### **CENTEGIX™ Responsibilities**

- CENTEGIX™ will provide a single point of contact for the coordination of the project.
- Pre-Programming, configuration, firmware update of all CENTEGIX™ devices prior to shipping.
- Equipment installation at each facility/site.
- CrisisAlert™ Solution System testing and verification.
- Leading practices for how to operate the platform.

## Other Information

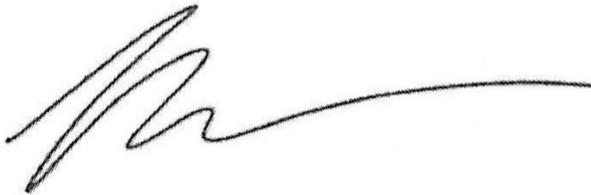
CENTEGIX™ standard terms and conditions [www.CENTEGIX.com/legal/tc](http://www.CENTEGIX.com/legal/tc) are incorporated by reference and are a part of this Order Acknowledgement.

If checked, the supplemental terms on **Exhibit B** (the “**Special Terms**”) are incorporated by reference and are a part of this Order Acknowledgement.

We look forward to working with you to achieve a successful deployment of the CENTEGIX™ CrisisAlert™ Solution. If you have any questions or concerns, please don't hesitate to contact your Project Manager.

Thank you for the trust you have placed in us.

Sincerely,



Matthew Stevens, CEO  
CENTEGIX™

## Acceptance of Order Acknowledgment

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### CUSTOMER REPRESENTATIVE

Acknowledged and agreed.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Exhibit A



Quote

Submitted on: 6/1/2021  
Valid 45 days

**Bill To:**  
Oasis Charter Schools  
3519 Oasis Blvd  
Cape Coral, FL 33914

**Ship To (if different):**  
Oasis Charter Schools  
3519 Oasis Blvd  
Cape Coral, FL 33914

Quote # OCSLCFL-002  
Terms 5 Years

Location	Sites	Term Rate (Per Site)	Amount
ALL SITES - DISTRICT WIDE IMPLEMENTATION	4	\$37,576	\$150,304
Primary/Elementary School	2		
Middle School	1		
High School	1		
Small Campus/Alternative School	0		
Large Campus	0		
Learning Center/Library	0		
Admin Building	0		
FL DOE Credit	4	-\$5,000	-\$20,000

NOTES:

Quote includes site mapping and training, along with software licensing and hardware warranty based on the term selected.

Any additional terms agreed to by Centegix and the pending FDOE-ITN 2021-31 contract will supersede the provided terms and conditions.

CENTEGIX is advancing FL DOE Credit of \$5000 over the 5 year term. Additional credit provided by FL DOE to CENTEGIX on behalf of customer will be credited to the customer.

Payment terms are 70% in year 1; 7.5% in year 2; 7.5% in year 3; 7.5% in year 4, 7.5% in year 5.

Annual contract will renew after the selected term expires at a rate not to exceed rates negotiated with the FL DOE.

Amounts do not include local, state or federal taxes. If you are tax exempt, please provide a tax exempt form otherwise sales tax will be charged.

<b>Grand Total</b>	<b>\$130,304</b>
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(800) 950-9202      PO Box 48826, Athens, GA 30604      sales@centegix.com

## Exhibit B

1. **Termination.** The Parties agree that the School Board will have paid approximately 70% of the contract price during the first year of the Agreement. Therefore, the Parties agree that the School Board reserves the right to terminate this contract at any time and for any reason upon giving thirty (30) days' notice to the other party. If said contract should be terminated for convenience as provided herein, the School Board will be relieved of all obligations under said contract. The School Board will be required to pay that amount of the contract actually performed to the date of termination. Notwithstanding the aforesaid, in no event shall CENTEGIX be required to refund any prepaid fees.

**Item Number: 14.C.**  
**Meeting Date: 6/8/2021**  
**Item Type: NEW BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval of the Job Description and Salary Range for the Charter School Authority  
Director of STEM Education - Leisa Orcutt, Human Resources Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
▫	STEM DIRECTOR JOB DESCRIPTION JUNE 2021	Backup Material

- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in science, technology, engineering, or mathematics (STEM) education or related field.
- Minimum 3 years of experience with progressively responsible supervisory and/or administrative duties.
- Minimum 5 years STEM teaching experience; Science/mathematics preferred.
- Florida Professional Educator Certificate in Mathematics, Science, Administration or Education Leadership preferred.
- Significant demonstrated success working with peers and school professional development.
- Strong leadership skills, including coordination and/or management of remote teams and project development.
- Bi-lingual skills are encouraged.

**Such alternatives to the above qualifications as the Superintendent may find acceptable.**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Clear and concise oral, written, and public communication skills; leadership and strategic thinking skills; analytical, organizational, and management skills.
- Knowledge of advanced principles and techniques of project management, planning, training, budgeting, and supervision.
- Knowledge of and experience in grant writing and grant management.
- Ability to work with diverse groups of people.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Ability to organize self, prioritize tasks and maintain a high level of energy in a fast-paced environment to provide efficient services.
- Ability to maintain a professional demeanor during stressful and highly visible situations.
- Ability to analyze data and use data-driven decision making to implement effective programs.

**REPORTS TO:** Superintendent

#### **OTHER JOB FUNCTIONS:**

- Uses appropriate technology in teaching and the learning experience.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.

#### **EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.



**CITY OF CAPE CORAL**  
Department of Human Resources  
P.O. Box 150027  
Cape Coral, FL 33915-0027  
<http://www.capecoral.net>

## **Charter School Director of STEM Education**

Class Code: 99050  
FLSA Status: Exempt  
Worker's Comp Category: 8868 – School Professionals

*An Equal Opportunity Employer*

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**Salary Range**  
**\$61,220 - \$82,647 Annually**

### **THE POSITION**

Under the general supervision of the Superintendent, provides leadership in the planning, development, and implementation of the K-12 STEM (science, technology, engineering, and mathematics) programs at all OASIS Charter School sites in a safe and cost-effective manner that supports the goals of the Cape Coral Charter School Authority (CCCSA).

### **ESSENTIAL JOB FUNCTIONS:**

- Provide direction and leadership in the development and implementation of STEM programs for all CCCSA K-12 schools.
- Design, develop and evaluate instructional programs and materials for specified content areas and/or industry-related workforce development projects.
- Coordinate and oversee the vertical alignment of the STEM curriculum and program for grades K-12; guide the program curriculum in all STEM related areas.
- Chair or serve on committees related to K-12 specified content area and/or industry-related workforce development projects; perform ongoing site visits as part of regular evaluation.
- Establish and support industry/community partnerships for students' research, projects, and internships.
- Synchronize the engagement of project-based learning, design thinking, and inquiry-based experiences that utilizes different forms of technology.
- Work in partnership with leadership to update technology integration goals, curriculum, and integrate technology into projects and activities in a manner that enhances learning for students.
- Serve as a resource in identifying appropriate research-based instructional strategies and interventions to improve STEM achievement for students in grades K-12.
- Analyze and interpret test scores and/or appropriate data and recommend instructional strategies and/or techniques needed to improve academic achievement.
- Assist administrative, supervisory, and school-based personnel in implementing STEM programs, monitoring programs, and identifying supplemental resources.
- Formulate, monitor, manage, and modify budgets according to organizational priorities and fiscal accountability.
- Ensure compliance with District, state, and federal reporting requirements related to program responsibility.
- Supervise the activities of all K-12 content specified programs and/or industry-related workforce development projects.
- Design, develop and implement professional development activities in specified content areas and/or industry related workforce development projects for appropriate stakeholders, ensuring fidelity.

**OTHER PHYSICAL REQUIREMENTS:**

- Tasks may involve extended periods of visual concentration.

The following selected physical activities are required to perform the essential functions of this position.

<b>The physical requirements of this position. (Please check all boxes that apply)</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	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%
<b>Climbing</b>	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%
<b>Crawling</b>	Moving about on hands and knees and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<b>Hearing</b>	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%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	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%
<b>Pulling</b>	Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	30%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands and/or fingers.	20%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%

<b>Sitting</b>	Particularly for sustained periods of time.	70%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	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%
<b>Talking</b>	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%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

**Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.**

**Item Number:** 14.D.  
**Meeting Date:** 6/8/2021  
**Item Type:** NEW BUSINESS:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Request for Approval and Adoption of the Updated Job Description and Salary Range for the Charter School Authority Executive Assistant to the Superintendent - Leisa Orcutt, Human Resources Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ EXASST TO SUPER JOB DESCRIPTION AND SALARY RANGE UPDATE JUNE 2021	Backup Material
▢ CURRENT EXEC ASST JOB DESCRIPTION	Backup Material

- Prepares, coordinates, and completes all travel documents, required funds and vehicles for the Superintendent as requested.
- Assists the Superintendent in preparing operating budget presentations and prepares and/or oversees the preparation of purchase orders and requisitions for the Superintendent and Governing Board.
- Ensures the accurate preparation of daily/weekly/monthly/quarterly/annual reports, news releases, public service announcements, etc., and prepares complex and/or special reports as directed.
- Performs both routine and special department projects, i.e., statistical, and financial analysis, research, data compilation, report preparation, etc.
- Organizes, sets up, and/or attends meetings, conferences, committee, and staff meetings, and may act as Charter School Authority representative as directed to provide input, assistance and gather information.
- Attends all assigned meetings (to include as back-up) for the purpose of providing comprehensive administrative support, paying specific attention to all legal requirements as prescribed by Florida Statute or City Code.
- Performs various duties in preparing assigned meetings, including room preparation, equipment transport/preparation, preliminary correspondence, documentation review/revision, pre-qualifications, agenda packets and back-up materials.
- Participates in cross-training to ensure back-up coverage for all governing board and municipal meetings, as necessary.
- Oversee the Charter School Authority's reporting functions, responses to subpoenas, media, and court notifications.
- Processes various information requests from the public, i.e., record checks, directions, and reports.
- Establishes and maintains complete, compliant communications with various entities for information exchange/accurate documentation, i.e., attorneys, outside police agencies, division officers, the State Attorney's office, the Clerk of Court and Department of Children and Families (DCF) services.
- Performs public research / responds to inquiries.
- Develops and implements training and quality control; feedback systems for optimal record maintenance, retention and destruction methods and performance established by State of Florida.
- Maintain NOVIS computer database agendas and forms.
- Prepares accurate, clear, concise, and timely minutes, transcripts, recordings, memos, or letters to meet all necessary deadlines and/or establish a quorum.
- Ensures due process and verifies legal compliance.
- Distributes/publishes minutes and other information to board members, administrative officials, and the public. This includes legal advertisements, audio updates to the City website or other related communications as needed.
- Establishes, maintains, and ensures the security of filing system for assigned boards, committees, or commissions. Files and retrieves various records, cases, files, forms, reports, or related documents as needed or directed.
- Routinely reviews file information for status/compliance.
- Maintains/updates instruction and procedure manuals for boards, commissions, and committees.
- Researches, writes, and disseminates news releases, newsletters and other informational materials to newspapers, television, radio, and other communications media.



# Charter School Executive Assistant to the Superintendent

Class Code:  
9109

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: September 16, 2010  
Revision Date: May 20, 2021

## **SALARY RANGE**

\$17.07 - \$26.69 Hourly Current  
\$19.23 - \$33.65 Hourly Recommended

## **GENERAL STATEMENT OF JOB:**

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

SAFETY SENSITIVE: No

FINGERPRINTING REQUIRED: Yes

Under the general direction of the Superintendent, the purpose of this position is to provide highly responsible, confidential, complex, and specialized administrative support to the Charter School Authority Superintendent. Employee in this classification is accountable for the accuracy of routine and non-routine, complex and specialized administrative support duties performed as directed by the Superintendent. This position functions as a liaison between the Superintendent and the Governing Board, City Council, and the City Manager's office to disseminate to school Administrators, Department Directors, Public Affairs, and other County and State officials, representatives of the media and the general public. Employee in this position deals with sensitive data and a high degree of accountability and matters of a confidential nature. This highly visible position exercises judgement concerning assigned duties requiring the ability to function independently. Performs other duties as assigned.

**Responsibilities and Reporting During an Emergency Situation: If assigned, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending upon the nature of the emergency, this may require working around the clock for several days on short notice.**

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this job description.*

- Provides direct assistance to the Superintendent as required on diverse matters related to the effective operations of the Charter schools.

- Establish and maintain effective working relationships with supervisor, support staff and staff from other departments.
- Ability to learn Charter School Authority and City-wide administrative regulations, applicable Charter School Authority/City-wide departmental policies as required to complete tasks and assignments.
- Must be able to understand and perform advanced mathematical skills, i.e., formulas, graphs, and charting principles.
- Exercise a high level of discretion due to the sensitive and confidential nature of information processed.
- Develop and maintain effective working relationships with management, charter school employees, governing board members and City officials, City personnel and other departments.
- Must have the ability to analyze and interpret situations or problems and draw valid conclusions in task processing and prioritization.
- Ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.
- Read and interpret various technical materials and maps, relevant to government, legal, and/or law enforcement administration operations, ranging from moderate to complex terminology, associated with job functions.
- Exercise sound judgement and make decisions in accordance with established laws, regulations, ordinances, departmental policies, and procedures.
- Issue, understand and receive both oral and written instructions, and communicate efficiently and effectively in Standard English using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Demonstrated knowledge of federal, state, and local guidelines, policies, procedures and regulations regarding practices and procedures, FSS Chapter 119.00 and records retention schedules.
- Computerized records management to include large volume records management for ensuring custody, accuracy, and optimal results.
- Cash handling experience for extended search fees, as necessary.
- Ability to establish and maintain effective working relationships with Charter School Authority and City officials, employees, community leaders, media representatives, neighborhood liaisons, general public, and effectively address issues with public relations in a clear, courteous, and tactful manner.
- Must be able to disseminate information to the public and make quick decisions with very little advanced notice or preparation time during emergency situations.
- Must be able to speak clearly, concisely and present a professional appearance for media interviews, public appearances, and television programs on CapeTV and local media, as necessary.
- Ability to apply sound judgement and interpretation based on acquired knowledge in circumstances where limited standardization exists.

**REPORTS TO:** Superintendent or designee

**EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Has thorough knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Has considerable knowledge of effective supervisory principles and techniques.

Has considerable knowledge of various modern computer applications, i.e., word processors, spreadsheet programs, and databases.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to coordinate administrative projects/programs ranging from moderate to highly complex in nature.

Is able to exercise judgment and make decisions in accordance with established departmental policies and procedures.

Is able to establish and maintain working relationships with supervisor, support staff and other departments position interacts with.

## **MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

**Intelligence:** Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.

**Verbal Aptitude:** Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs; compute discount, profit and loss, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and in processing keyboard tasks.



# Charter School Contract Executive Assistant

Class Code:  
99049

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Nov 30, 2004  
Revision Date: Jul 10, 2013

## SALARY RANGE

\$17.07 - \$26.69 Hourly  
\$1,365.60 - \$2,135.20 Biweekly  
\$2,958.80 - \$4,626.27 Monthly  
\$35,505.60 - \$55,515.20 Annually

### GENERAL STATEMENT OF JOB:

Under direction of the Charter School Superintendent, provides administrative support and coordination for departmental functions. Employees in this class possess extensive knowledge, and function as the executive's first level coordinator for intra- and inter-departmental activities. Position is managerial, maintaining overall responsibility for the accurate and timely completion of several administrative functions. Generally incumbents delegate routine administrative tasks to subordinate clerical support personnel. Work at this level requires a high degree of professionalism due to the routine executive level interaction between school board members, department administrators, city officials, and professional organizations. Position coordinates multiple specific work programs that are generally complex, due to either the nature of the project or the number of tasks and individuals involved. Position exercises executive level discretion due to the sensitive and confidential nature of information processed at this level. Position may be required to exercise the use of Speed Writing or Shorthand. Performs related work as required.

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

### SPECIFIC DUTIES AND RESPONSIBILITIES:

Coordinates the accurate and timely completion of both routine and non-routine administrative functions, and delegates tasks to support personnel where applicable.

Coordinates intra- and inter-departmental communications, i.e., managerial directives, and dissemination of municipal/department policy and procedure, meeting agendas.

Analyzes and reviews the performance of administrative functions under charge for the

<b>Item Number:</b>	<b>16.A.</b>
<b>Meeting Date:</b>	<b>6/8/2021</b>
<b>Item Type:</b>	<b>TIME AND DATE OF NEXT MEETING</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**  
The next Regular Governing Board Meeting will be held on Tuesday, August 17, 2021 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**