



## **AGENDA**

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

**Tuesday, September 14, 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 Chair Dr Melissa Rodriguez Meehan, Gloria Raso Tate, District ! - Council Charter School Liaison, Michael Campbell, Kristifer Jackson, Susan Mitchell. Parent Representatives, Jennifer Hoagland, OHS/SAC, Sara Kalbhenn, OMS and Tonya Frank, OEN/OES

**5. APPROVAL OF MINUTES:**

- A. Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, August 17, 2021.
- B. Approval of Minutes of the Special Governing Board Meeting on Friday, August 27, 2020.

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

A. Approval of the Agenda for the Regular Governing Board Meeting, September 14, 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 of the Adoption, Amendment, or Repeal of the Proposed NEOLA Policies - 5780.01/Parents' Bill of Rights; 5780/Student-Parent Rights; 8405/School Safety and Security; 8407/Safe-School Officers - Superintendent Collins
- B. Request for Approval of the Oasis Charter Schools' Teachers-Out-of-Field Notification School Year 2021-2022 - Superintendent Collins

**9. SUPERINTENDENT REPORT:**

- A. Superintendent Jacquelin Collins

**10. CHAIRMAN REPORT:**

- A. Chairman Dr. Guido Minaya

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

- A. Oasis STEM Innovation - Dr. John Omundsen, Oasis Director of STEM Education

**13. UNFINISHED BUSINESS:**

- A. Discussion of Lee Virtual Franchise Opportunities for Oasis Charter Schools - Superintendent Collins

**14. NEW BUSINESS:**

- A. Request for Approval of the Job Description and Salary Range for Charter School Authority Director Of Food Service and Transportation- Superintendent Collins
- B. Request for Approval of the Job Description and Pay Range for Charter School Authority Transportation Dispatcher- Superintendent Collins
- C. Request for Approval of the Job Description and Pay Range for Charter School Authority Transportation Coordinator- Superintendent Collins

**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, October 12, 2021 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**17. ADJOURNMENT:**

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.

<b>Item Number:</b> 1.A.
<b>Meeting Date:</b> 9/14/2021
<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: 9/14/2021**  
**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:** 9/14/2021

**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>9/14/2021</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 Chair Dr Melissa Rodriguez Meehan, Gloria Raso Tate, District !  
- Council Charter School Liaison, Michael Campbell, Kristifer Jackson, Susan Mitchell. Parent  
Representatives, Jennifer Hoagland, OHS/SAC, Sara Kalbhenn, OMS and Tonya Frank,  
OEN/OES

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 5.A.**

**Meeting Date:** 9/14/2021

**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, August 17, 2021.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ GB MINUTES AUG 17 2021	Backup Material



# GOVERNING BOARD MINUTES

## City of Cape Coral Charter School Authority Governing Board Regular Meeting City Council Chambers Tuesday, August 17, 2021 at 5:30p.m.

### 1. Call to Order

Chairman Dr. Guido Minaya

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, August 17, 2021 at City Council Chambers, Cape Coral FL 33990. Chairman Campbell called the meeting to order at 5:31p.m. The Board recessed from 6:58p.m. to 7:08p.m.

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

Chairman Minaya

### 3. Board Member Roll Call

Chairman Minaya, Vice-Chair Rodriguez Meehan, Council Liaison, Raso Tate, District 1, Campbell, Jackson, Mitchell. Parent Representatives(s) Hoagland(OHS). Absent Excused: Sara Kalhbenn, OMS *Member Campbell left at 7:15p.m.*

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, AP OHS  
Elizabeth Cannon, AP OHS  
Donnie Hopper, Principa, OMS  
Brianne Romano, AP Oasis Middle  
Kevin Brown, Principal, Oasis Elementary North  
KellyWeeks, AP OEN  
MaryBeth Grecsek, Principal, Oasis Elementary South  
Carrie Abes, AP OEN

NEW BUSES PURCHASED that will help off set the aging fleet we have been spending so much money on maintaining. The Half Cent Sales Tax would help here if we wanted to use the funds to purchase extra buses.

CHARTER-CITY TRANSITION is focusing on IT and Operations.

## 10. Chairman Report

Chairman Minaya - Discussed his Charter-City Transition Dashboard.

Vice Chair Rodriguez Meehan - Discussed Charter School Authority Veteran Teacher Pay Compression.

*Motion made by Member Rodriguez Meehan, Second by Member Mitchell to Approve including the remaining seven (7) veteran teachers in the original pay increase with the monies to be taken from Reserves. Unanimous*

## 11. Foundation Report

*Jennifer Hoagland, Treasurer for Gary Cerny, President*

The Foundation Grant Application window will be opening up on August 23<sup>rd</sup>.

The Flash Back Dinner Dance has been canceled due to COVID-19 social distancing restrictions.

The Golf Tournament is still scheduled for the Spring and the Foundation is looking at adding a mini family golf day before the tournament so families can come out and enjoy each other.

## 12. Staff Comment

Danielle Jensen, Charter School Authority Interim Operations Manager - Update on Charter School Operations

## 13. Unfinished Business

No Activity

## 14. New Business

14A TABLED *Motion made by Member Campbell, Second by Member Jackson for Approval to Allow the City of Cape Coral Charter School Authority to Operate Oasis Charter Schools Outside of Compliance with Executive Order 21-175, and the Florida Department of Health (FDOH) Emergency Order 64DER21-12, so that when social distancing is not an option, and/or students and staff are indoors, it will be mandatory for Oasis Charter Schools students and staff to wear a mask, unless there is a medical waiver, until the next Governing Board meeting on September 14, 2021, where this issue will be revisited and the original Motion will be either continued or rescinded. Split 3-3 Vote. Motion Did Not Pass. Motion Tabled*

*Voting:*

Minaya NO

Rodriguez Meehan YES

Raso Tate NO

Campbell YES

Jackson YES

Mitchell NO

*Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to task the Superintendent with making arrangements for an Emergency Meeting to further Discuss a Mask Mandate. Unanimous. Motion Passed*

*Chair Minaya requested that in order for this Emergency Meeting to be as productive as possible, the Superintendent should provide as much documentation and supporting materials as necessary.*

**14B APPROVED** Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to Approve the Charter School Authority Transportation Manager Job Description and Pay Range - Leisa Orcutt, Human Resources Manager

**14C APPROVED** Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to Approve the Charter School Authority Transportation Coordinator Job Description Update - Leisa Orcutt, Human Resources Manager

**14D APPROVED** Motion made by Member Raso Tate, Second by Member Jackson to approve the FY 2020-21 Budget Amendment as Presented - MaryAnne Moniz, Business, Human

**14E APPROVED** Motion made by Member Campbell, Second by Member Raso Tate to approve the FY 2021-2022 Adopted Budget as Presented - MaryAnne Moniz, Business Manager

## **15. Final Board Comment and Discussion**

**Chairman Minaya** - Thanked everyone for their vote and is looking forward to having a clarifying discussion during the next Special Meeting and go over what the risks are, and what the trade offs are, and still make appropriate decisions.

**Vice Chair Rodriguez Meehan** - Thanked all the teachers and staff who are doing an amazing a job during these tough times, and wants to encourage everyone to educate themselves on masking and the science behind them.

**Raso Tate** - Thanked the Superintendent and staff for working so hard and putting in such great effort. Also wants Superintendent Collins to know she is doing a great job and is supported by the Board and others.

**Jackson**- Doesn't envy the administrators in the next few weeks with all they will have to do but feels very confident we are in great hands with the Superintendent.

**Mitchell** - Wishes everyone good health; just stay safe and do what is best for your families and all of us, as well.

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, September 14, 2021 at 5:30 p.m. in City Council Chambers.

17. Adjournment

The Governing Board adjourned at 7:47 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

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Secretary

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Date of approval

**Item Number: 5.B.**

**Meeting Date:** 9/14/2021

**Item Type:** APPROVAL OF MINUTES:

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

**TITLE:**

Approval of Minutes of the Special Governing Board Meeting on Friday, August 27, 2020.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ GB MINUTES SPECIAL MEETING AUG 27 21	Backup Material



# GOVERNING BOARD MINUTES

## **SPECIAL MEETING**

### City of Cape Coral Charter School Authority Governing Board Regular Meeting City Council Chambers Tuesday, August 27, 2021 at 5:30p.m.

#### **1. Call to Order**

Chairman Dr. Guido Minaya

A Special Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, August 27, 2021 at City Council Chambers, Cape Coral FL 33990. Chairman Campbell called the meeting to order at 5:37p.m.

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

Chairman Minaya

#### **3. Board Member Roll Call**

3A. OPENING STATEMENT: Mayor John Gunter, City of Cape Coral, gave an opening statement briefly outlining the expectations and decorum required of persons inside the Chamber, and those wishing to participate in Public Comment.

3B. ROLL CALL: Chairman Minaya, Vice-Chair Rodriguez Meehan (virtual), Raso Tate, District 1, Campbell, Jackson, Mitchell. Parent Representatives(s) Hoagland(OHS), Frank (OEN/OES). Absent Excused: Sara Kalhbenn, Parent Representative (OMS)

*Motion made by Member Raso Tate, District 1, Second by Member Mitchell to allow Governing Board Members who wish to attend virtually be allowed to participate, discuss, and vote on today's Special Meeting Agenda dated August 27, 2021 Unanimous. Motion Passed*

Also Present: Jacquelin Collins, Superintendent  
Dr Christina Britton, Principal, Oasis High  
Donnie Hopper, Principa, OMS  
Brianna Romano, AP Oasis Middle  
Kevin Brown, Principal, Oasis Elementary North

KellyWeeks, AP OEN  
MaryBeth Grecsek, Principal, Oasis Elementary South  
Carrie Abes, AP OEN  
Melanie Klages, RN  
Dolores Menendez, City Attorney  
Mark Moriarty, Assistant City Attorney, City of Cape Coral  
CCPD Officers

#### **4. Approval of the Special Meeting Agenda**

*Motion made by Member Mitchell, Second by Member Raso Tate to approve the Special Meeting Agenda of the Governing Board dated August 27, 2021 with the following recommendation: Motion to Approve the Modifcaton of the Public Comment Speaking Time to be limited up to three (3) minutes per individual; 45 minutes total Public Comment time, unless the number of speakers is greater than 20, in which case each speaker will be allowed up to two(2) minutes of speaking time; unless the number of speakers is greater than 30, in which case each speaker will be allowed to speak up to one(1) minute for a total of 45 minutes of Public Comment. Unanimous Motion Passed*

#### **5. A. Public Comment**

*Public Comment Speaking Time is to be imited up to three (3) minutes per individual; 45 mintes total Public Comment time, unless the number of speakers is greater than 20, in which case each speaker will be allowed up to two(2) minutes of speaking time; unless the number of speakers is greater than 30, in which case each speaker will be allowed to speak up to one(1) minute for a total of 45 minutes of Public Comment.*

*The following speakers directed their Public Comment toward Oasis Charter Schools' Mitigation and Quarantine Protocols that Align with Emergency Rule 64DER21-12, Section I "Protocols for Controlling COVID-19 in School Settings," issued August 6, 2021, and the possibility of the Governing Board passing a mask mandate for students attending Oasis Charter Schools.*

1. Edward D
2. Lauren E
3. Cara B
4. Jenny McL
5. Meddow
6. Robert M
7. Jennifer R
8. Daniel S
9. Brenda C
10. Lisa A
11. Susan

12. Dan Shepard, District 2
13. Jennifer B
14. Amanda R
15. Christy D
16. Jayden S
17. Andrew S
18. Raina P
19. Jennifer C

## **5B. Discussion**

Discussion of *“Oasis Charter Schools’ Mitigation and Quarantine Protocols that Align with Emergency Rule 64DER21-12, Section I “Protocols for Controlling COVID-19 in School Settings,” issued August 6, 2021.*

5C. Superintendent’s Report - Jacquelin Collins (see attachment 5C-3)

Reading of Letter to Dr. Kenneth Savage, Interim Superintendent, LCSD and the Lee County School Board from physicians of Southewst Florida regarding mandating masks in the schools of the Lee County School District. (see attachment 5C-1)

Reading of Letter from Rep. Mike Giallambardo regarding Gov. DeSantis’ Executive Order allowing parents to make the best choice for their children. (see attachment 5C-2)

5D. Staff Report - Melanie Klages, R.N., Charter School Authority Nurse

5E. Agenda Discussion - Active Board Member Discussion lead by Chairman Dr Guido Minaya

*Motion made by Member Minaya Second by Member Rodriguez Meehan to Mandate masks indoors and where students cannot social distance for a 90-day period, unless they have a note from their doctor [Medical Waiver Form]. Ayes in Majority. Motion Carries.*

Minaya: Yes

Rodriguez Meehan: Yes

Raso Tate, District 1: No

Campbell: (1) Abstain; (2) YES\*

Jackson: Yes

Mitchell: No

- *Member Campbell’s first vote was (1) “Abstain.” City Attorney Dolores Menendez reminded Member Campbell pursuant to Florida Law he has an obligation to vote. Campbell’s final vote, (2) “Yes.”*

## **6. Final Board Comment and Discussion**

**Chairman Minaya** - The 90-days mandate is a threshold mark. If conditions change before then we can always revisit the mandate and rescind it, if this is the case. The 90-days just helps us to ensure that we get to a more stabilized state, and if this does in fact happen before the timeframe, and we agree this is where we want to be, then we can always reconvene and rescind the mandate. Minaya also agrees we need to research virtual learning platforms and consider the competitive nature the future will bring. We are already a high-performing charter school system and we want to keep it that way. As a charter school system we need to investigate how we can become a franchise of the Florida Virtual Schools so that if necessary, in the future, we will have a mechanism to turn ON in case we have to hit the switch.

**Vice Chair Rodriguez Meehan** - The best solution is universal masking and students can have mask breaks. It is our job as adults to support and advocate for children when they are struggling with wearing a mask. We need to do every mitigating measure that we can possibly do to keep kids in school, keep them learning, and meeting their needs. I also agree we need to look into a virtual option for the future.

**Raso Tate, District 1** - Would like to have a draft letter by the next Governing Board Meeting that addresses virtual schooling and how the charter schools can develop a virtual system as a possible back-up or alternative platform for students. This document would eventually go before the City Council for review and support just like what we did with the Half-Cent Sales Tax. Furthermore, I agree that we should urge students to wear a mask but not make it a mandate. My opinion is that the Superintendent should send something out to families encouraging wearing a mask but not mandating it. If parents choose to Opt-Out their child from wearing a mask, it's their choice and they can sign a form saying they understand what they are doing. Also, does the Superintendent know, does anybody know what the effects of this is going to be regarding the possible loss of school funding? I have asked around and no one really knows but we should keep checking.

**Campbell** - We always hear about statistics that can be refuted; I want to deal with a few facts that are indisputable. (1) We are a charter school. The government isn't involved here, you have the choice to put your child in our charter schools, and you can take them out. 2. We are not talking about a vaccine mandate, just a mask mandate. 3. The Governor's Order was specific to school districts and we are not a school district. 4. Judge Cooper has overturned the Governor's Order and deemed it unconstitutional. I don't know if it will be overturned again, but the fact is, *today*, it was overturned. 5. I agree everyone has the right to choose, and I don't want to tell anyone to do anything, and I feel for everybody who is concerned about their children's health, one way or the other, I am sympathetic to both sides. 6. If you need a medical waiver form completed by a doctor, how long will it take since our healthcare systems are overflowing and doctors

may not have the time? *[Collins said if the student had a medical waiver from last year, they can resubmit it for this year and it will be honored until they can get an updated waiver]* 7. I think what we really need to push our representatives for a virtual option for our kids, because if we fall into this situation again, we will need a virtual option, for sure.

**Jackson** - He questioned researching the possibility of a virtual platform last year, and agrees we need this type of option for students in the future. Also, agrees students need to be able to work from home if they have to quarantine because they are waiting on the completion a a first time medical waiver from busy doctors.

## **7. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, September 14, 2021 at 5:30 p.m. in City Council Chambers.

## **8. Adjournment**

The Governing Board adjourned at 7:49 p.m.

Respectfully Submitted,  
Kathleen Paul-Evans  
Charter School Authority Board Secretary

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Secretary

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Date of approval

August 25, 2021

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To:

Interim Superintendent, Dr. Kenneth Savage

Board Attorney Kathy Dupuy-Bruno

Ms. Betsy Vaughn

Ms. Cathleen O'Daniel Morgan

Ms. Chris N. Patricca

Ms. Debbie Jordan, Board Chairwoman

Ms. Gwynetta S. Gittens

Ms. Mary Fischer

Ms. Melisa W. Giovannelli

We, the physicians of Southwest Florida, are urging you to reconsider your position regarding mandating masks for our school district. We are also asking for accurate and timely notification protocols for those who have been exposed to COVID-19 positive individuals in our schools. We need to show that we prioritize health, safety, and in-person learning and that we follow the recommendations of medical and public health experts.

We agree with the guidance from the Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP) that in-person learning options are preferable to virtual for both the academic and social-developmental merits of children. However, these benefits will be vastly undermined if COVID-19 outbreaks force school or classroom closures and consequent disruption in children's education, all because universal masking was not implemented and contact tracing was not done effectively.

We cannot downplay or ignore the impact of COVID-19 in children. We see serious disease or even death in children from COVID-19 and from the associated Multisystem Inflammatory Syndrome in Children (MIS-C). There is evidence that 30-50% of previously infected children experience prolonged effects of COVID-19. The most severe symptoms include chronic respiratory problems, fatigue, loss of sense of taste and smell, heart palpitations, and gastrointestinal issues. The Delta variant is more than twice as contagious as the original COVID-19 strain and it is now the dominant strain in our community, especially amongst our school children. Despite all of our recent progress in fighting this pandemic, the rapidly rising cases in Lee County and our state now show a disappointing regression.

Both the CDC and the American Academy of Pediatrics have issued reports that COVID-19 has killed more children than influenza. For COVID-19, there have been 349 kids who have died in the last 18 months, whereas there have been 325 deaths in children under 18 related to the flu since the 2018-2019 flu season. According to the CDC, one child under 18 years of age died from the seasonal flu in the whole country during the 2020-2021 flu season. That's when we were masking, socially distanced, and doing virtual schooling. Claims that the flu is more dangerous than COVID-19 is absolutely false.

As of August 21, Lee County positivity rate is at 30% for COVID-19. The state of Florida leads the nation with the highest number of children being hospitalized with COVID-19 than any other state. As of August 19, children 12 years of age and under have a positivity rate of 23% in Florida, and children older than 12 years of age have a 25% positivity rate for COVID-19 in Florida.

Per Lee Health, Golisano Children's Hospital had 200 ED visits on August 19, and of that number, 123 of those visits were children with COVID-19 Symptoms. Lee Health is urging kids to wear masks in public, including at schools. As of August 20, Lee Health only had 7% of their ICU rooms available for use.

There is no doubt that masks work to curb the spread of disease. Masks are a simple, cheap, and life-saving intervention. As per numerous studies done, cloth masks are proven to decrease the transmission of respiratory droplet particles by 50%. And there have been many peer-reviewed published papers showing the safety of masks, in addition to demonstrating that masks are an important and effective strategy in decreasing the spread of COVID-19. As the CDC stated, COVID-19 infection is transmitted predominantly by inhalation of respiratory droplets generated when people cough, sneeze, talk, breathe, or sing. The consistent and appropriate use of masks last school year allowed Lee County students to safely return to in-person learning. Now, as the highly contagious Delta variant ravages through our community, we must implement universal masks.

Masks must also be mandated due to the lack of social distancing in classrooms, and lack of timely contact tracing and notifying those exposed to COVID-19 positive individuals in our schools.

Our schools have failed to follow CDC's guideline for social distancing. CDC recommends three feet of physical distance between students in classrooms, yet many classrooms in elementary schools have at least 20 kids per class and the students' desks are touching each other. When schools are failing to maintain a physical distance of at least three feet, and there are parents who send their sick kids to school without masks, it is important to have masks mandated to reduce the transmission of the contagious Delta variant.

The other serious issue we are facing is that our schools are not following CDC's protocol of timely reporting COVID-19 cases and notifying parents of kids who were exposed to the COVID-19 positive individual in the school. The school district has failed to assemble information quickly to notify those who were exposed to the COVID positive child. There have been many instances where parents are reporting their child's positive COVID-19 test results to the district, school, and the child's teacher, yet there are no follow up notifications sent to the parents of the kids who were exposed to the COVID-19 positive child. The district had months to implement a protocol for a notification process, and they failed. This is a huge negligence on the part of the district, and they are putting our kids in harm's way.

Due to lack of social distancing and timely notification of contact tracing in our schools, we must implement universal masking. Masks will help kids stay in school for in-person learning and will keep them in a healthy condition. Masks must be mandated for Pre-K through 12th grade, and must be required for all students, staff, and visitors, even for those who are vaccinated. This is consistent with the updated CDC guideline which was released on July 27.

Please follow the professional advice of our public health officials who have dedicated themselves to overcoming this pandemic. How many more kids or school staff have to die before the school board takes action?

Without universal masking, school outbreaks due to COVID-19 will be inevitable. Significant illness will spread to vulnerable populations in our community, and disruption to school attendance due to quarantines and school closures will ensue. Finally, consider the economic ramifications that frequent school closures and/or quarantining the kids will have on Lee County as parents stay home with elementary and middle school students. Lee County School Board Members have an obligation to listen to and respond to the community's concerns by prioritizing and providing a healthy and safe learning environment in our schools for all of our students, teachers, and staff.

We, the undersigned physicians, implore the Superintendent of Lee County and the School Board Members of Lee County to reconsider your position on universal mask policy.

Sincerely,

Parisima Taeb	M.D.	Internal Medicine	Fort Myers
A.Krishnan	M.D	Pediatric	Fort Myers
Aaron Josephson DO	DO	Hospital Medicine	Fort Myers
Abusayeed M Feroz	MD	Critical care medicine	Fort Myers
Adriana Loukanova	MD	Internal Medicine	Fort Myers
Ahsan Shah	MD	Oncology	Estero
Alan Brown, MD	MD		Fort Myers
Alex and Olga Gumiroff	MD		Fort Myers
Alexandra Konowal DO	DO	Ophthalmology	Estero
Amy Fox	MD	Radiation Oncology	Fort Myers
Amy Harlow	MD	Pediatric Orthopedic Surgery	Fort Myers & Naples
Ana Luchin	MD	Hospital medicine	Fort Myers
Anand raj mahadevan	MD	Hospitalist	Fort myers
Andrew M. Gross M.D.	MD	Pain Medicine	Barefoot Beach

Andrew Oakes-Lottridge	MD	Family medicine	Fort Myers
Angela D'Alessandro	DO	Pediatrics	Fort Myers
Angela Tapia	MD	Internal medicine	Fort Myers
Anissa Ahmadi	DMD	Pediatric dentistry	Fort Myers
Anna Shtrauh	PhD	Clinical Psychology	Fort Myers
Annette M St. Pierre-Mackoul, MD	MD	Pediatrics	Fort Myers
Anuj Agarwal	MD	Cardiology	Fort Myers
Archana Mandala	MD	Family medicine	Fort Myers
Arie Dosoretz	MD	Radiation Oncology	Fort Myers FL
Ashidh adi md	MD	Pulmonary and critical care	Fort Myers
Audrey Anne Wagner	MD	Family Medicine	Fort Myers
Audrey Farahmand	MD	plastic surgery	Fort Myers
Basu Pudasaini	MD		Fort Myers
Been Helgemo	MD	Pediatrics	Port Charlotte
Bert F. van Beaver	MD	Urology	Fort Myers
Besian Binxhiu	MD	Family Medicine	Estero
Bianca Ferrari	MD	Hematology/Oncology	Fort Myers
Biju Thomas	MD	Vascular Surgery	Fort Myers
Binh N Truong	MD	Internal Medicine	Fort Myers
Bishal Rawal	MD	Nephrology	Fort Myers
Brad Wilson	DO	Family Medicine	Fort Myers
Brian Garrity, DO	DO	Internal Medicine	Fort Myers
Brian Taschner	MD	Cardiologist	Fort Myers
Britt Stroud	MD	Pediatric neurology	Fort Myers
Britto Chinnappan	MD	Internal medicine	Fort Myers
C. Dunn	MD		Fort Myers
Carolina Febres Alizo	MD		
Catherine Kowal	MD	Rheumatology	Naples
Cecil E Miller	MD	retired	CAPE CORAL
Chadwick Leo	DO	Obgyn	Cape Coral
Chaturani T Ranasinghe	MD	Anesthesiology	Naples
Chelsey Scheiner	DO	Family Medicine	Fort Myers
Chris D'Angelo	MD	Pulmonology and Critical Care	Fort Myers
Christina Cavanagh	MD	Family Physician	Fort Myers

Christina Hansen Cohen, Psy.D.	PsyD	Psychology	Fort Myers
Cindy Zughbi	MD	Hospital medicine	Fort Myers
Clarisol Martinez MD	MD	Internal Medicine/ Hospitalist	Fort Myers
Claude Lieber, M.D.	MD	Surgery	Fort Myers
Constantine Plakas	MD	Neurosurgery	Fort Myers
Corine Munnings Wells, MD	MD	Anesthesiology	Naples
Craig R. Sweet, M.D.	M.D.	Reproductive Endocrinology	Fort Myers
Cristina Lattazaleta	MD	Geriatrics	Fort Myers
Cristina Sciavolino Day	MD	Internal Medicine	Naples
Dana Crater	MD	Pediatrics	Fort Myers
Daniela Kloos	MD	Internal Medicine	Fort Myers
Darrell L Troast	DO	Pediatrician	Fort Myers Beach
David Goldner	MD	Emergency Medicine	Fort Myers
Dean Lin	MD	Neurosurgery	Fort Myers
Dean Traiger MD	MD	Family Medicine	Cape Coral
Deborah C. Miller, MD	MD	Developmental Behavioral Pediatrics	Fort Myers
Dennis O. Sagini MD	MD	Orthopedic surgery	Fort Myers
Diana Khalil	MD	Palliative Medicine	Fort Myers
Dolan Abu Aouf	PA	Critical Care Medicine	Fort Myers
Donita Diamond DO	DO	Family Practice	Fort Myers Beach
Donna Lanthier MD	MD	PM&R	Fort Myers
Dora Ancaya	MD	Internal Medicine	Fort Myers, FI
Doron Finn MD	MD	Surgery	Fort Myers/Lehigh Acres
Douglas Brust	MD	Infectious Diseases	Matlacha
Dr Aneeta Samuel	MD	Hospital Medicine	Fort Myers
Dr Asif Azam	MD	Family medicine/hospitalist	Cape coral
Dr. Scott Crater	MD	Dermatology	Fort Myers
Edward Jurkovic	DO	Gastroenterology	Fort Myers
Eileen Schwartz MD	MD	Neurology	Fort Myers
Elie Checo Heinsen	MD	Hospitalist	Fort Myers
Elizabeth MacGuidwin	MD	Internal Medicine	Fort Myers
Elizabeth Scanlon	APRN	Pediatrics	Fort Myers

Emmanuel Kai-Lewis	MD	Ophthalmology	Fort Myers
Erin Hare Ward	MD	OB/Gyn	Fort Myers
Eugene Usberghi	DO	Family Practice	Fort Myers
Evelyn Kessel MD	MD	Gastroenterology	Fort Myers
Fadi Abu Shahin	MD	Gynecologic Oncology	Fort Myers
Farhan Rashid	MD	Pediatrics	Fort Myers
Freddie M Rodriguez, MD	MD	Hospital Medicine/ Internal Medicine	Fort Myers
Gail Santucci	MD	Radiology	Fort Myers
Gamini Soori	MD	Medical Oncology & Hematology	Fort Myers
H Dieter Vogtland	MD	Gastroenterology	Sanibel
Hannah Schrubbe	MD	Family Medicine	Fort Myers
Heather McCarthy	DO	Family Practice and Sports Medicine	Sanibel
Heidi Lewis	MD	Pediatric Radiology	Fort Myers
Heitham Ajlouni	MD	Endocrinologist	Fort Myers
Henry D. Venable	MD	Anesthesiology	Estero
Henry W. Zimmerman	MD		Fort Myers
Houtan Sareh	MD	Pulmonary and Critical Care Medicine	Fort Myers
Howard Barrow	MD	ENT	Fort Myers
Ihsan Alsaman	DO MHA	Emergency Medicine	Fort Myers
Imtiaz Ahmad	MD	Pulmonary	Fort Myers
Irit Hemed	MD	Internal medicine	Fort Myers
Irwin J. Kash	MD	Pediatrics	Fort Myers
James K. Johnson, MD, FACS	MD	Otolaryngology	Fort Myers
Jane Simenson	MD	Family Practice	Fort Myers
Janette Gaw	MD	Colorectal surgery	Fort Myers
Javaad Khan	MD	Pulmonology Critical Care	Fort Myers
Jeffrey A Neale	MD		Fort Myers
Jeffrey Laoang	MD	Emergency Medicine	Fort Myers
Jeffrey Rosen	MD	Cardiology	Fort Myers
Jennifer Dalrymple	DO	Family Medicine	Fort Myers
Jennifer Sandadi MD	MD	Anesthesiology	Fort Myers

Jitka Vasek	MD	Psychiatry	Fort Myers
Johan Escribano	MD	Vascular Surgery	Fort Myers
John A. Moss, DO, FACOS	DO	Vascular and General Surgery	Fort Myers
john c lawlor	DPM	Podiatry	LEHIGH ACRES
Jonathan Brisson	DO	Family practice	Fort Myers
Jonathan von Koenig	DO		Fort Myers
Jordan Ainsley	PhD		Fort Myers
Juleidis Quintana	MD	Internal Medicine	Fort Myers
Julio Conrado	MD	Pulmonary medicine	Fort Myers
Justin Casey	MD	ENT	Fort Myers
Justin D. Burkholder	D.O.	Emergency Medicine	Cape Coral
K.PriyaRaju	MD	Pulmonary	Fort Myers
Karen Earle-Green	MD	Internal Medicine	Fort Myers
Kathryn Russell, MD	MD	Mohs Surgery	Naples FL
Kavitha Taschner	MD	Pediatrics	Fort Myers
Kenneth Tolep	MD	Pulmonary Medicine and Critical Care	Fort Myers
Kent Starkweather	MD	Family Medicine	Fort Myers
Khadijah Shamseddine	MD	Neurology	Fort Myers
Khalid Sabha	MD	Hospitalist	Fort myers
Khaza Chowdhury	MD	Internal Medicine	Fort Myers
Kimberly Nicholson	MD	Pediatrics	Fort Myers and Cape Coral
Krista Zivkovic	DO	Family Medicine	Cape Coral
Kristen Dimas MD	MD	Family Medicine	Fort Myers
Krunal Patel	MD	Pulmonary Critical Care	Fort Myers
Larry Castillo MD	MD	Allergy and Immunology	Fort Myers
Laura Veras	MD	Allergy and immunology	Bonita Springs
Lawrence Leigh	MD	Radiology	Fort Myers
Leah Lynch, MD	MD	Internal Medicine	Fort Myers
Lee Coghill	MD	Family Medicine	Fort Myers
Leonalba martinez	MD	Internal medicine and palliative care	Fort Myers
Liliana Bustamante	MD	Hematology Oncology	Fort Myers
Liliya Gerasymchuk	DO	Pediatrics	Fort Myers

Linda A Veraja	MD	Pulmonary, Critical Care, Internal Medicine	ESTERO
Louis Magas	MD	Radiology	Fort Myers
Lourdes Carrero-Ruiz, MD	MD	Primary Care	Fort Myers
Lucia huffman	MD	Family medicine	Cape coral
Luis r cortes	DO	Family medicine	Fort Myers
Luke McKenna	MD	Pediatrics	Fort Myers
Lydia Travnik	DO	Family Medicine	N. Fort. Myers
Marcia Antigua-Lee, MD	MD	Pediatrics	Fort Myers
Marco Perez	MD	FM	Cape Coral
Margaret D Taha	MD		Fort Myers
Marissa Kushner	Phd	Psychology	Fort Myers
Mark A Mintz MD	MD	Adult & Pediatric Urology	Cape Coral
Mark A. Greenberg, M.D.	MD	Hospital Administration	Fort Myers
Mark Farmer MD	MD	Orthopedic Surgery	Fort Myers
Mark O'Konski, M.D.	MD	Internal Medicine and Gastroenterology	Fort Myers
Martin McKenna	MD	Peds	Fort Myers
Martin Sherman, MD	MD	Pediatrics	Fort Myers
Mary Margaret Magno Mouracade MD	MD	Nephrology and Addiction	Fort Myers
Mary Yankaskas, MD	MD	Administration, Physicians Primary Care of SWFL	Fort Myers
Melanie Coombs Bynum	MD	Pediatrics	Fort Myers
Melissa Lee	MD	OB/GYN	Fort Myers
Melissa Neil	CRNA, APRN	Anesthesia	Fort Myers
Michael Bolooki	MD	Cardiology	Fort Myers
Michael Cudnik	MD	Emergency Medicine	Cape Coral
Michael H Weiss MD	MD	Gastroenterologist	Fort Myers
Mike Lee	MD		Cape Coral
Milena Loukanova, MD	MD	Internal Medicine	Fort Myers
Miriam Ajo	MD	Psychiatry	Cape Coral
Mohammad Husain, MD, FACP	MD	Internal Medicine	Fort Myers
Monica Necula	MD	Internal Medicine	Fort Myers I
Neetu Malhotra	MD	Nephrology	Naples

Nicole Bruno	DO	Pediatrics	Estero
Nicole Wilson	D.O.	Family Practice/ Urgent Care	Fort Myers
Nijal Sheth	MD	Nephrology	Fort Myers
Nolan Katz	PhD	School Psychologist	Estero
Parna Shenoy	MD	Ophthalmologist	Fort Myers
Patricia Subnaik DO, FAAP	DO	pediatric gastroenterology	Fort Myers
Patrick A. Cullen, M. D.	MD	Orthopedic Surgery	Fort Myers
Patrick M Flaharty	MD	Ophthalmology	Fort Myers
Patrin Kongkaeow	MD	Internal Medicine	Fort Myers
Paul DiGiorgi, MD,FACS	MD	Cardiothoracic Surgery	Fort Myers
Paul M Graham	DO	Dermatology and Dermatologic surgery	Fort Myers
Paul Tritel	MD	Internal Medicine	Fort Myers
Peter Denk	MD	General Surgery	Fort Myers
Peter Sidell	M.D.	Cardiothoracic surgery - retired	Fort Myers
Phillip C Mote	MD	Pediatrics	Estero
Piedade Oliveira-Silva	MD	Pediatrics	Fort Myers
R. Nathan Landefeld	MD	pediatrics	Cape Coral
Rabia H. Khan DO	DO	Internal Medicine/Palliative Care	Fort Myers
Ragai Meena	MD	Pulmonary and Critical Care	Estero
Rajendra Sharma	MD	Adult ID	Fort Myers
Ramesh Koka	MD	Gastroenterology	Fort Myers
Ravi Ramaswami	MD	Primary Care	Fort Myers
Raymond Carrelle	MD	Family Practice	Bonita Springs
Razak Dosani	MD	Pulmonary&Critical Care Medicine	Fort Myers
Rebecca Appelgren	MD	anesthesiology	Fort Myers
Rebecca Ensley	DO	Gastroenterology	Fort Myers
RICHARD C KEOWN , M.D.	MD	Psychiatry	Fort Myers
Richard Pagliara	DO	Radiology	Naples
Rie Aihara	MD	Surgical Oncology	Fort Myers
Rishi Ramlogan	MD	Gen Surgery	Fort Myers
Robert M. Grohowski	MD	Cardiology	Fort Myers
Robert Schwartz MD	MD	Infectious Diseases	Fort Myers

Roman Filipowicz	MD	Neurosurgery/retired	Fort Myers Beach
Romy Aranguiz	MD	Rheumatology	Fort Myers
Ronnie L Frankel	MD	Ob/gyn	Tampa
Ryan Lundquist	MD	Radiology	Fort Myers
Ryan Moorhouse	DO		Fort Myers
Sagar Naik	MD	Pulmonary/ Critical Care	Fort Myers
Salwa Ahsan	MD	Family medicine	Fort Myers
Samina Azam	MD	Internal medicine	Cape Coral
Samith Sandadi	MD	Gynecologic Oncology, Surgery, Breast Surgery	Fort Myers
Santiago Pena Baez	MD	Internal Medicine	Fort Myers
Sara Jo Foley	APRN	Pediatrics	Cape Coral
Sara Lane	MD	Pediatrics	Fort Myers
Sara N Newman MD	MD	Palliative care	Fort Myers
Sarah churton	MD	Dermatology	Estero
Sarah DiGiorgi	MD	ob/gyn	fort myers
Sarah Eccles-Brown, MD	MD	Ophthalmology	Fort Myers
Saurabh N Patel	MD	Ophthalmology	Bonita springs
Sebastian Draulans	Md	Family practice	Fort Myers
Seth S. Schurman	MD	Allergy and Asthma	Fort Myers
Shaila Hegde	MD	Internal Medicine	Fort Myers
Shane Geffe	MD		Cape Coral
Shayna Smallwood	MD	Family Medicine	Fort Myers
Sheba Katz	PhD	Psychology	Fort Myers
Sheeja Kanacheril, D.O.	DO	Family Medicine	Alva
Shikha Shrestha	MD	Internal Medicine	Fort Myers
Shristi Basnyat	MD	Rheumatology	Fort Myers/Estero
Shyam Kapadia, MD	MD	Critical Care and Pulmonology	Fort Myers
Sivakumar raman	Md	Infectious Disease	Fort Myers
Skyler Denison	N/A		Cape Coral
Sneha Cipriano	D.O.	Family Medicine	Cape Coral
Socrates Pérez Rodeiguez MD	MD	Internal Medicine	Naples
Solange Marte	MD	Hospitalist	Fort Myers
Sourab Dhungel	MD	Nephrology	Fort Myers

Sreedhar gelli	MD	Internal medicine	Fort Myers
Srihari chitturi	Md	Anesthesiology	Fort Myers
Stacey Gorovoy	MD	Ophthalmology	Fort Myers
Stacy De-Lin	MD	Family Medicine	Fort Myers
Stephanie S. Gardner, M.D.	MD	Derrmatology	Fort Myers
Stephen Wilczynski	MD	Pulmonary and Critical Care Medicine	Fort Myers
Steven Lee	MD	Cardiology	Fort Myers
Steven Paletsky	MD	Urology	Fort Myers
Sunil Pammi	MD	Pulmonary Critical Care	Fort Myers
Suresh Chavakula	MD	Gastroenterology	Fort Myers
Susan Krauter, MD	MD	Internal Medicine	Estero
Susan Krieger, MD	MD	Pediatrics	Fort Myers
Suzanne Bryce	MD	Emergency Medicine	Fort Myers
Suzanne Felt	MD	Emergency Medicine	Fort Myers
Syed Zafar	MD	Hematology	Fort Myers
Syed zafar	MD	Oncology	Fort Myers
Syeda Hussain	MD	Hospital Medicine	Fort Myers
Syeda S Khan	MD	Nephrology	Fort Myers
Tamim Ghith	MD	Nephrology	Fort Myers
Tanya Anim	MD	Family Medicine	Fort Myers
Tasha B. Wallace, DO	DO	Family medicine	Fort Myers
Teresa Stevens	MD	Pediatrics	Fort Myers
Terry L Warren	PAC	Pediatrics	Naples
Thomas Seitz , MD	MD	Pediatrics	Fort Myers
Timothy Dougherty	MD	Emergency Medicine	Cape Coral
Tuan Phan	MD	Family medicine	Fort Myers
Tyler Ensley	DO	Emergency	Cape coral
Valaree Luck	DO	Family Medicine	Lehigh Acres
Venkata parsa	Md	Oncology	Fort Myers
Verobique Fernandez-Salvador	M.D		Fort Myers
Vikti gosalia	Md	Internal medicine	Fort Myers
Vincent S Munizza	PA-C	Pediatrics	Fort Myers

Viswanathan Chokkavelu MD FACP	MD FACP	Infectious Diseases	Fortmyers
Wilfred Lee	MD	Pediatrics	Fort Myers
William F Liu	MD	Neonatology	Fort Myers
Yesenia Martinez	MD	Family Medicine	Fort Myers
Zanetta Lamar	MD	Hematology and oncology	Naples



5C  
2

**FLORIDA HOUSE OF REPRESENTATIVES**  
**Representative Mike Giallombardo**  
District 77

**District Office:**  
1039 S.E. 9<sup>th</sup> Place  
Cape Coral, FL 33990  
(239) 772-1291

**Capitol Office:**  
402 South Monroe Street  
Tallahassee, FL 32399  
(850) 717-5077

August 27, 2021

Cape Coral Charter School Authority  
Governing Board  
3519 Oasis Blvd.  
Cape Coral, FL 33914

Dear Board Members,

These are undeniably difficult times for our community. While we struggle to make the best decisions for our community, we cannot allow the temptation of emotion and fear to guide us. We must stand for the rule of law and respect that individuals will make the best choices for themselves and their families. While it is true a large number of students and faculty are currently out due to COVID-19, the vast majority are on precautionary quarantines from being exposed to the virus with only about 10% actually being positive for the virus. Masking our students would not have prevented these quarantine numbers.

Governor DeSantis has issued an executive order allowing parents to make the best choice for their children. Although that order is pending an overturn by a Leon County Circuit Court Judge, the order is still in place until the judge signs the overturn. Once signed, that decision is likely short termed as it will likely be appealed by the Governor and overturned validating the Governor's original intent. If this is not overturned in the courts, I would expect a special session of the legislature to pass a law to preempt local governments from passing mask mandates. Rest assured, I will support this bill if we are called back to Tallahassee.

I encourage you to stand firm and support the rights of families to make the decisions they feel best. I absolutely appreciate your dedication to our schools, time, effort, and consideration.

Thank you,

A handwritten signature in black ink, appearing to read "Mike Giallombardo".

Mike Giallombardo  
Florida House of Representatives  
House District 77

Cape Coral Charter School Authority  
Governing Board

**SPECIAL MEETING**

August 27, 2021

5:30p.m. – 7:00p.m.

City Council Chambers

5C  
3

# Special Meeting Purpose and Intentions

## **BOARD REQUEST 8/17**

Governing Board Meeting, August 17, 2021: A Motion was made tasking the Superintendent to make arrangements for an Emergency Meeting to further Discuss a Mask Mandate " Unanimous. Motion Passed

## **FLDOH GUIDANCE 8/20**

The Superintendent had discussions with the Florida Department of Health regarding isolation and quarantine protocol updates that can help parents and legal guardians manage and decrease the spread of COVID-19, and/or the Delta variant at the school-level.

## **SPECIAL MEETING 8/27**

After analyzing COVID data, a more appropriate topic emerged that identified the effectiveness of deeper mitigation.

Therefore, in accordance with Emergency Rule 64DER21-12, the goal for the Special Meeting is to identify robust mitigation strategies for implementation within the next 30-60 days in an effort to decrease and manage the impacts of COVID-19 and the Delta variant.

“ Discussion of the Oasis Charter Schools’ Mitigation and Quarantine Protocols that Align with **Emergency Rule 64DER21-12, Section I: Protocols for Controlling COVID-19 in School Settings.**”

# Emergency Rule

## 64DER21-12

- Prevents unnecessary exclusion of students from in-person schooling.
- Safeguards the rights of parents and their children.
- Provides health protocols for symptomatic or COVID-19 positive students; and protocols for students who had direct contact with someone who tests positive for COVID-19.
- Updates protocols for students who have had prior COVID-19 infections.
- Requires informed written consent from parents to allow testing of minors in school.

# Emergency Rule

## 6AER21-02

Ensures parents know they can transfer their public school student to a private school or to another district in the state if the student has been subjected to harassment due to personal health care choices a family has a right to make for their minor child.

# Oasis Mitigation Protocols

- **Cleaning and Sanitizing:**
  - Fogging rooms after positive cases
  - Disinfecting desks after class changes
  - Disinfecting cafeteria tables after class changes
  - Disinfecting buses between routes
  - Fogging buses after positive cases

# Oasis Mitigation Protocols

- Other Protocols:
  - Cafeteria tables facing one direction
  - One-way hallways
  - Physical distancing when possible
  - Masks/Face covering (optional)
  - Seat Assignments

# Oasis Mitigation Protocols

- Other Protocols:
  - Quarterly air filtration replacements
  - Hand sanitizer stations
  - Handwashing and respiratory etiquette
  - Water fountain replacement with bottle filling stations

# Oasis Mitigation Protocols

## Other Protocols:

- No large gatherings Q1
- No field trips Q1
- Non-essential visitors not permitted on campus Q1
- Staying home when sick and getting tested

# Oasis Mitigation Protocols

- Other Protocols:
  - Contact tracing
    - Parent notification
    - Notification to DOH
    - Alternative Clinic
  - Walgreens to provide on campus vaccinations to staff, spouses and eligible children



**STAY**  
If students feel sick or see symptoms of sickness stay home or send home. Students waiting on test results should stay home as well.



**WEAR**  
Students are required to wear masks as a mitigation measure, however, parents may opt their student out of this requirement if they wish.



**CLEAN**  
Schools will continue to encourage routine cleaning of classrooms and high-traffic areas.



**WASH**  
Students will continue to be encouraged to practice routine handwashing throughout the day.

## 2021-22 SCHOOL YEAR

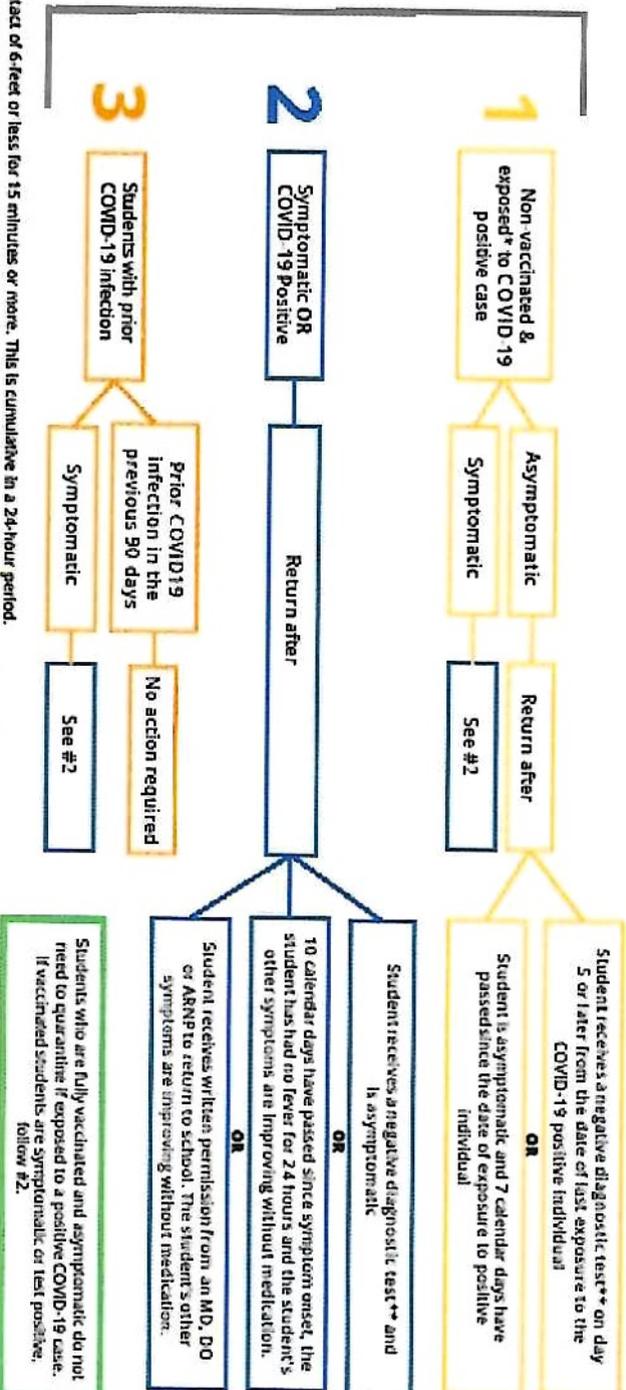
# PROTOCOLS

## FOR CONTROLLING COVID-19



Michigan | **RESISTANCE**  
PROGRESS

### Protocol for Students



\* Per CDC, exposure is close contact of 6-feet or less for 15 minutes or more. This is cumulative in a 24-hour period.

\*\* A diagnostic COVID-19 test can be provided through a health care provider, clinic, pharmacy etc... If a home test is used it must have Emergency Use Authorization (EUA) from, or full approval by, the Food and Drug Administration (FDA) and the test should be used in the same manner specified by FDA's authorization or approval. Results should be sent to a laboratory, done through a mobile application, or monitored by a medical provider.

# Education Options

- No virtual option available for students per FLDOE.
- Quarantined students can access classroom assignments via Google Classroom
- Teachers are available to assist quarantined students daily with classroom assignments
- Live Streaming classrooms at secondary levels for quarantined students only.

# Predicted System-wide Infections and Quarantines

3,513 total population

Estimated by August 27, 2021

223 Positive COVID infections (35 are staff)  
7% 15%

2070 Quarantined (24 are staff)  
63% 10%

# SURVEY RESULTS

Number of Teacher and staff vaccinated in Oasis  
Charter School System

67%

DOH data shows number of vaccination rates are increasing for children ages 12 – 18. Vaccination rates are up from the start of school (August 10<sup>th</sup>) from 2,500 doses to 2,700 doses.

# SURVEY RESULTS

Parent support for temporary mask mandate

63%

Parents against mask mandate

37%

Number of parents surveyed:

1,572

# Thank You

For your interest in the activities and policies of the Oasis Charter Schools.

<b>Item Number:</b>	<b>6.A.</b>
<b>Meeting Date:</b>	<b>9/14/2021</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 for the Regular Governing Board Meeting, September 14, 2021

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 7.A.**  
**Meeting Date: 9/14/2021**  
**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: 9/14/2021**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Request for Approval of the Adoption, Amendment, or Repeal of the Proposed NEOLA Policies - 5780.01/Parents' Bill of Rights; 5780/Student-Parent Rights; 8405/School Safety and Security; 8407/Safe-School Officers - Superintendent Collins

**SUMMARY:**

The City of Cape Coral Charter School Authority Governing Board will consider the adoption, amendment, or repeal of the proposed NEOLA policies listed below:

POLICY NO. - TITLE

5780.01 - PARENTS' BILL OF RIGHTS

5780 - STUDENT/PARENT RIGHTS

8405 - SCHOOL SAFETY AND SECURITY

8407 - SAFE-SCHOOL OFFICERS

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ NEOLA UPDATES SEP 2021	Backup Material

Book Policy Manual  
Section Parent/Student Rights and Safety Special Update REVISED  
Title NEW POLICY - SPECIAL UPDATE - PARENT/STUDENT RIGHTS - PARENTS' BILL OF RIGHTS  
Code po5780.01 8/25/21 fsj 9/1/21 jc  
Status

**NEW POLICY - SPECIAL UPDATE - PARENT/STUDENT RIGHTS**

**5780.01 - PARENTS' BILL OF RIGHTS**

As required by F.S. 1014.01 through 1014.06, the Board adopts this policy titled, Parents' Bill of Rights.

For purposes of this policy, parent means a person who has legal custody of a minor child, as a natural or adoptive parent, or a legal guardian.

Pursuant to F.S. 1014.01 through 1014.06, parental rights include, but are not limited to, the following:

A. Educational Choice

To apply to enroll their minor child in public school, private school, religious school, home education or other options that are available.

B. School Records

To access and review all school records pertaining to their minor child.

C. Health Care Decisions

To make health care decisions for their minor child, unless otherwise prohibited by law.

D. Medical Records

To access and review all medical records of their minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released.

E. Biometric Scans

To give their prior written consent before a school employee makes, stores or shares any biometric scan of their minor child.

F. Record of blood or DNA

To give their consent in writing before a school employee creates, stores or shares any record of their minor child's blood or deoxyribonucleic acid (DNA), except as required by general law or authorized pursuant to a court order.

G. Video/Voice Recordings

To give their consent in writing before a school employee makes a video or voice recording of their minor child, unless the recording is used solely for the following:

1. A safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles;
2. A purpose related to a legitimate academic or extra-curricular activity;
3. A purpose related to regular classroom instruction;

4. Security or surveillance of buildings or grounds; or

5. A photo identification card.

(See also Policies: 2461 - Recording of IEP Team Meetings, 7440.01 - Video Surveillance)

#### H. Criminal Offenses

To be notified promptly if a school employee suspects that a criminal offense has been committed against their minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent would impede the investigation.

The parental rights listed above do not prohibit or impede child welfare activities when performed by a court of competent jurisdiction, law enforcement officer or employees of a government agency.

This policy does not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law. (See Policy 8462 - Student Abuse, Abandonment, and Neglect)

Any employee of the district may be subject to disciplinary action if the employee encourages, coerces, or attempts to encourage or coerce, a minor child to withhold information from the minor child's parent.

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Legal                      F.S. 1002.20  
                                  F.S. 1014.02  
                                  F.S. 1014.04

Last Modified by Jacquelin Collins on September 2, 2021

Book	Policy Manual
Section	Parent/Student Rights and Safety Special Update REVISED
Title	STUDENT/PARENT RIGHTS
Code	po5780 8/25/2021 fsj 8/31/21 jc
Status	
Adopted	April 12, 2016
Last Revised	March 9, 2021

## 5780 - **STUDENT/PARENT RIGHTS**

The Governing Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibit the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the Authority shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The Authority shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the Authority.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high quality system of education, one that allows students the opportunity to obtain a high quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the Authority can be a guarantor of any individual student's success.

### **Parental Access at School**

Each parent has the right to pick-up, visit, and meet with his/her student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. The principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons. The Authority will abide by enforceable "no contact orders" which have been provided to the school.

### **Educational Decisions**

Both parents have an equal right to make decisions about the education and welfare of their student, unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

### **Attendance**

#### **A. Termination of Enrollment**

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent

to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the Authority of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - Withdrawal from School)

**B. Married or Pregnant**

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students. (see also Policy 5751 - Parental-Married Status of Students)

**C. Compulsory Attendance**

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 - Entrance Requirements and Policy 5200 - Attendance)

**D. Absence for Religious Purposes**

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5223 - Absences for Religious Instruction and Policy 5225 - Absences for Religious Holidays)

**E. Dropout Prevention and Academic Intervention Programs**

The parent of a student has the right to receive written notice by certified mail prior to placement of the student in a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement.

**F. Absence for Treatment of Autism Spectrum Disorder**

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

**Health Issues**

**A. School-Entry Health Examinations**

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds. (see also Policy 5112 - Entrance Requirements)

**B. Immunizations**

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - Immunization and Health Examination and Policy 5112 - Entrance Requirements)

**C. Biological Experiments**

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

**D. Reproductive Health and Disease Education**

A public school student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - Comprehensive Health Education)

**E. Contraceptive Services to Students**

Students may not be referred to or offered contraceptive services at school facilities without the parent's consent.

**F. Career Education Courses Involving Hazardous Substances**

High school students must be given plano safety glasses or devices in career education courses involving the use of

hazardous substances likely to cause eye injury.

#### G. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

#### H. Inhaler Use

Asthmatic students whose parent and physician provide their approval to the school ~~Principal~~ principal may carry a metered dose inhaler on their person while in school. The school ~~p~~ principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

#### I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, if the school has been provided with written parental and physician authorization.

The Authority shall be indemnified by the parent of a student who is authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this policy.

The Authority and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;
2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the Authority is not liable; and
3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

#### J. Diabetes Management

The Authority may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school ~~p~~ principal may carry diabetic supplies and equipment on their person and attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia.

The Authority and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student's use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

#### K. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school has been provided with written authorization from the student's parent and prescribing practitioner.

The Authority and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under

this policy.

(see also Policy 5330.01 - Self-Administered Medication and Epinephrine Use)

#### L. Involuntary Examinations of Students

Before a Pprincipal contacts a law enforcement officer for possible removal of a student from school for involuntary examination, the Pprincipal must verify that the school has used de-escalation strategies and initiated outreach to a mobile response team, unless the Pprincipal reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

10. The Principal shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the Principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:  
The principal shall make a reasonable attempt to immediately notify a parent of a student before the student who is removed from school, school transportation, or a school-sponsored activity to be and taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact including, but not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student;
2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The Principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

The Pprincipal shall immediately notify a parent of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. ~~The Pprincipal or the principal's designee~~ may delay the required notification for no more than twenty-four (24) hours after a student is removed if the principal or principal's designee deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect. The Principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

(see also Policy 2410 - School Health Services)

#### M. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the United States Food and Drug Administration for over-the-counter use to limit ultraviolet light-induced skin damage.

### **Discipline**

#### A. Suspension

A student may be suspended only as provided by policy of the Authority. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - Removal, Out-of-School Suspension, and Expulsion of Students)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

#### B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - Removal, Out-of-School Suspension, and Expulsion of Students)

## **Safety**

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

## **Nondiscrimination**

All education programs, activities, and opportunities offered by the Authority are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). (see also Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability)

## **Students with Disabilities**

### **A. Notice and Due Process**

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - Exceptional Student Education)

### **B. Graduation**

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. (see also Policy 2623 - Student Assessment)

### **C. Meetings with Authority Personnel**

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with Authority personnel.

Authority personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and Authority personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any Authority personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

## **Blind Students**

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

## **Limited English Proficient Students**

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

## **Students with Reading Deficiencies**

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

## **Pledge of Allegiance**

A student will be excused from reciting the pledge of allegiance, or the Declaration of Independence upon written request by the student's parent, in accordance with State law. See also Policy 8800, Religious/Patriotic Ceremonies and Observances.

### **Student Records**

- A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of his or her student who is a minor or a dependent adult pursuant to law, unless the school has received a certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - Student Records)
- B. A student is not required to provide his/her social security number as a condition for enrollment or graduation. (see also Policy 8330 - Student Records)
- C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

### **Student Report Cards**

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

### **Student Progress Reports**

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - Reporting Student Progress)

### **Student Accountability and School Improvement Rating Reports**

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

### **High School Athletics**

#### A. Eligibility

A student is eligible in the school in which s/he first enrolls each school year, the school in which the student makes himself/herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

#### B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - Interscholastic Athletics)

### **Extra-Curricular Activities**

#### A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - Authority-Sponsored Clubs and Activities)

#### B. Home Education Students

Home education students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

#### C. Charter School Students

Charter school students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies, unless such activity is provided by the student's charter school.

#### D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

## **Instructional Materials**

### **A. Core Courses**

Each student is entitled to sufficient instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

### **B. Curricular Objectives**

The parent of each student has the right to receive effective communication from the school principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

### **C. Sale of Instructional Materials**

Upon request of the parent of a student, the principal will sell to the parent any instructional materials used in the school.

### **D. Dual Enrollment Students**

Instructional materials purchased by the Authority or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

### **E. Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, Selection and Adoption of Instructional Materials).**

## **ACCEL Options**

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole grade promotion, midyear promotion or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

## **Parental Input and Meetings**

### **A. Meetings with Authority Personnel**

Parents may be accompanied by another adult of their choice at a meeting with Authority personnel.

### **B. Authority Educational Facilities Program**

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the Authority's educational facilities work program, in accordance with State law.

### **C. Parent-Teacher Associations and Organizations**

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Board or by the Florida Department of Education.

## **Transportation**

### **A. Transportation to School**

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - Transportation)

### **B. Hazardous Walking Conditions**

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

### **C. Parental Consent**

Each parent of a public school student must be notified in writing and give written consent before the student may be

transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - Transporting Students by Private Vehicles)

### **Orderly, Disciplined Classrooms**

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - Student Discipline)

### **Safe Schools**

Parents of District CCCSA students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

1. Weapons possession or use when there is intended harm toward another person;
- 
2. Murder, homicide, or manslaughter;
- 
3. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;
- 
4. Natural emergencies, including hurricanes, tornadoes, and severe storms.
5. Exposure as a result of a manmade emergency.

Parents of District CCCSA students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9).

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Legal	F.S. 39.201
	F.S. 381.0056
	F.S. 394.463
	F.S. 1000.05
	F.S. 1002.20
	F.S. 1002.22
	F.S. 1002.385
	F.S. 1002.39
	F.S. 1002.395
	F.S. 1002.41
	F.S. 1002.43
	F.S. 1003.01(13)
	F.S. 1003.02
	F.S. 1003.21
	F.S. 1003.22
	F.S. 1003.3101
	F.S. 1003.32
	F.S. 1003.42

F.S. 1003.44  
F.S. 1003.4505  
F.S. 1003.47  
F.S. 1003.52  
F.S. 1003.53  
F.S. 1003.55  
F.S. 1003.56  
F.S. 1003.57  
F.S. 1003.58  
F.S. 1006.062(7), 1006.07  
F.S. 1006.09  
F.S. 1006.13  
F.S. 1006.15  
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F.S. 1006.28  
F.S. 1006.40  
F.S. 1007.271  
F.S. 1008.22  
F.S. 1008.25  
F.S. 1008.386  
F.S. 1012.42

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#### 8405 - SCHOOL SAFETY AND SECURITY

The Governing Board is committed to maintaining a safe, secure, and drug-free environment in all of the Authority's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of Authority personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

The Superintendent, in conjunction with the School Safety Specialist, shall develop a *School Safety and Security Plan* with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services;

- A. members of the Board;
- B. building administrators;
- C. representative(s) from the local emergency management agency;
- D. School Resource Officer(s);
- E. security guards;
- F. local mental health agencies.

Included within the Authority's School Safety and Security Plan shall be a Authority Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:

- A. security assessments;
- B. roles and responsibilities of Authority personnel;
- C. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);
- D. information sharing;
- E. training of Authority personnel and exercises/drills, including training standards;
- F. identification of Safe Spaces and Command Posts;
- G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;
- H. response to the presence of an active assailant on school grounds;
- I. communication with law enforcement prior to and after law Enforcement arrives on school grounds;

- J. responsibilities prior to law enforcement arrival;
- K. responsibilities when law enforcement arrives on school grounds;
- L. communication with the public; and
- M. post-incident recovery.

The Authority will adopt its DAARP annually by October 1, ~~initial DAARP by October 1, 2019, and annually thereafter.~~

Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel has received annual training on the procedures contained in the Authority's DAARP.

### **School Safety Specialist**

The Superintendent of The School Board of Lee County is responsible for designating the Authority's School Safety Specialist. The School Safety Specialist must be employed by The School Board of Lee County.

By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at [SafeSchools@fldoe.org](mailto:SafeSchools@fldoe.org). The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

#### 1. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Multi-Hazard Planning for Childcare; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

#### 2. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the Authority. The School Safety Specialist's responsibilities include, but are not limited to, the following:

- A. reviewing at least annually Authority policies and procedures for compliance with Florida law and applicable rules, including the Authority's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;
- B. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security;
- C. serving as the Authority liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;
- D. conduct annually, on or before October 1 in collaboration with the appropriate public safety agencies, a school security risk assessment at each Authority school using the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools;

The Authority will report to FLDOE by October 15th of each year that all public schools within the Authority have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, "public safety agencies" means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

- E. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to

school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;;

Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

F. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel as set forth in F.S. 1012.584;

The training program shall include, but is not limited to, the following:

1. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
2. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
3. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.

**1. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;**

**The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to District personnel, the School Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat assessment teams and active assailant response plans, include data from charter schools.**

**2. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;**

**3. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.**

4. [ ] \_\_\_\_\_.

~~The Authority's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.~~

**3. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety**

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;
2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;
3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;

4. [ ] \_\_\_\_\_

#### 4. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent within [~~CHOOSE ONE~~] immediately and no later than the same day of receipt x ] \_\_\_\_\_ within 24 hours \_\_\_\_\_ [END OF OPTIONS] of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

#### **Recommendations of the School Safety Specialist**

Based on the findings of the school security risk assessment, the School Safety Specialist's designee, the Superintendent will update the Board with identified strategies and activities that the Board should implement in order to address the findings and improve school safety and security. ~~The School Safety Specialist's Superintendent's report to the Board shall also include school safety recommendations made by public safety agencies.~~ The Board will review the school security risk assessment findings and the recommendations of the ~~School Safety Specialist Superintendent~~ at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The *School Safety and Security Plan* is, however, confidential and is not subject to review or release as a public record.

The School Safety Specialist shall report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.

As a part of the *School Safety and Security Plan*, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. safety and security best practices;
- B. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- C. security procedures at school and while students are on the way to and from school;
- D. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- E. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  1. allows a teacher to communicate effectively to all students in the class;
  2. allows all students in the class the opportunity to learn;
  3. has consequences that are fair, and developmentally appropriate;
  4. considers the student and the circumstances of the situation; and
  5. is enforced accordingly.

#### **Safety and Security Best Practices**

The Superintendent shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

### **Persistently Dangerous Schools**

The Board has set forth the rules with regard to expected behavior in Policy 5500 - Student Conduct and has established the consequences for violating the policy on student conduct in Policy 5600 - Student Discipline. The Board recognizes that not only Federal, but also State law requires that the Authority report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether or not a school is considered "persistently dangerous".

Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State law, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the *School Safety and Security Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year and/or convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, the Superintendent shall offer parents and eligible students the opportunity to transfer to another school within the Authority that serves the same grades. If there is another school within the Authority serving the same grades, the transfer shall be completed in a timely manner. If there is not another school within the Authority that serves the same grades, then parents and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.

In addition, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the *School Safety and Security Plan* so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year and/or convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring Authority is identified as persistently dangerous and there is not another school or public school academy in that Authority, the Authority will admit students from that school in accordance with Board Policy 5113.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State laws, the parents or the eligible student shall be offered the opportunity to transfer to another school within the Authority that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

### **Threat Assessment Teams**

The purpose of the threat assessment team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. The primary purpose of a threat assessment is to minimize the risk of violence at schools. Threat assessment teams are responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.

Each school-based threat assessment team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat assessment teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

#### A. Location and Membership

1. Threat assessment teams are located at each school in the Authority and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement.
  1. The counseling team member must be a school-based mental health services provider who is able to access student mental health records.
  2. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.  
[DRAFTING NOTE: School guardians and school security guards may not serve as the law enforcement member of a threat assessment team].
2. The Board authorizes the Superintendent to create procedures for the purpose of:
  - a. identifying team participants by position and role;
  - b. designating the individuals (by position) who are responsible for gathering and investigating information; and
  - c. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

#### B. Responsibilities and Activities of Threat Assessment Teams

The responsibilities and activities of threat assessment teams include, but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. utilizing the Department's behavior threat assessment instrument developed pursuant to F.S. 1001.212;
3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;
4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;
5. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others, the threat assessment team will report its determination to the Superintendent;

The Superintendent shall immediately attempt to notify the student's parent or legal guardian. However, nothing in this paragraph shall preclude Authority personnel from acting immediately to address an imminent threat.

6. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat assessment team may obtain criminal history record information pursuant to F.S. 985.04(1);

Members of the threat assessment team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made

to the threat assessment team.

7. create procedures related to engaging behavioral health crisis resources.

### C. Sharing of Information

The Authority and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

### D. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the threat assessment team shall verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.

### E. Behavior Threat Assessment Instrument Training

All threat assessment team members must be trained on the Department's behavior threat assessment instrument in accordance with Florida law.

[DRAFTING NOTE: For the 2021-22 school year, each member of a threat assessment team must complete Office of Safe Schools-approved training on the Comprehensive School Threat Assessment Guidelines (CSTAG) model no later than December 31, 2021. Beginning with the 2022-23 school year, threat assessment teams at each school must be fully staffed and all team members must complete CSTAG training before the start of the school year. Those appointed to threat assessment teams after the start of the school year must complete CSTAG training within ninety (90) days of appointment.

### F. Office of Safe Schools Reporting

Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year, and shall utilize the threat assessment database developed pursuant to F.S. 1001.212.

1. The School Safety Specialist will report this information to the Office of Safe Schools. Additionally, the School Safety Specialist must report the following information utilizing the Florida Safe Schools Assessment Tool by October 1 of each year:
  1. For the 2021-2022 school year, the total number of threat assessments conducted, the number of transient threats, and the number of substantive threats; and,
  2. Beginning in the 2022-2023 school year, the number of threat assessments conducted, the number of transient threats, and the number of substantive threats as well as the gender, race, and grade level of all students assessed by the threat assessment team.

### **Referral to Mental Health Services**

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the Authority.

### **School Environmental Safety Incident Reporting**

The superintendent is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules promulgated by FL DOE.

Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

## **Student Crime Watch Program**

The Board shall implement a Student Crime Watch Program to promote responsibility among students and improve school safety. Through a Board resolution, the Board will require each school principal to distribute information (including a reference to Policy 8406) at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

## **Promotion of School Safety Awareness**

In furtherance of Policy 8406 (*Reports of Suspicious Activity and Potential Threats to Schools*), the Board shall promote the use of the Florida Department of Education's mobile suspicious reporting tool ("FortifyFL") on the Authority's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

## Records Related to Compliance with F.A.C. 6A-1.0018

The District and all school staff will retain records demonstrating that the requirements of F.A.C. 6A-1.008 are met and provide such records to the Office of Safe Schools upon request.

Revised 5/14/19

Revised 12/8/20

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Legal	F.A.C. 6A-1.0018
	F.S. 1006.07
	F.S. 1006.13
	F.S. 1006.1493
	Florida Safe Schools Assessment Tool
	Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)

Last Modified by Jacquelin Collins on September 3, 2021

Book	Policy Manual
Section	Parent/Student Rights and Safety Special Update REVISED
Title	SAFE-SCHOOL OFFICERS
Code	po8407 8/25/21 fsj 9/4/21 jc
Status	
Adopted	May 14, 2019
Last Revised	December 8, 2020

## 8407 - SAFE-SCHOOL OFFICERS

For the protection and safety of students, school personnel, visitors, and property, the Authority shall partner with local law enforcement agencies to establish or assign one or more safe-school officers at each school facility in the Authority, including charter schools.

A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (See, Policy 8210 - School Calendar).

~~Further, the Governing Board will collaborate with charter school governing boards located in the Authority to facilitate access to all safe school officer options available pursuant to Florida law.~~

### Definitions

"Safe-School officer" means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

1. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.
2. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.
3. A school facility does not include:
  1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;
  2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;
  3. schools that provide only prekindergarten or adult education;
  4. technical centers under F.S. 1004.91; and
  5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

### Training

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

## School Resource Officers

The Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

- A. undergo criminal background checks, drug testing, and a psychological evaluation;
- B. abide by Board policies and consult with and coordinate activities through school principals; and
- C. complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. Such training must be designed to improve school resource officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

### Safe-School Officer Assignment Outside of the Regular School Day

**[SELECT ONE OPTION BELOW]**

~~[OPTION 1]~~ [ ]

~~In addition to during the regular school day, Safe-School officers shall be assigned as follows:~~

~~1. Before and After the Regular School Day~~

~~[ ] No fewer than one Safe-School officer shall be assigned to be present at each school site when \_\_\_\_\_.~~

~~[ ] \_\_\_\_\_.~~

~~2. Summer School~~

~~[ ] No fewer than one Safe-School officer shall be assigned at each school site during summer school on days when students are in attendance.~~

~~[ ] \_\_\_\_\_.~~

~~3. Extra-curricular Activities~~

~~[ ] No fewer than one Safe-School officer shall be assigned to be present during extra-curricular activities when \_\_\_\_\_.~~

~~[ ] \_\_\_\_\_.~~

~~4. School Sponsored Events~~

~~No fewer than one Safe-School officer shall be assigned to the following school-sponsored events:~~

- ~~1. Graduation;~~
- ~~2. Grad-night or other similar graduation night activities;~~
- ~~3. Prom;~~

4. Homecoming dances;

5. [ ] \_\_\_\_\_;

6. [ ] \_\_\_\_\_;

~~The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events.~~

~~In developing the procedures, the Superintendent must consider the requirements of this policy and factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.~~

~~[END OF OPTION 1]~~

OR

[OPTION 2]x.]

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

[END OF OPTION 2]

### **Notification of Incidents Involving Safe-School Officer Discipline, Dismissal or Discharge of a Firearm Discipline and Firearm Discharge**

#### 1. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notice the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Cape Coral Police Department \_\_\_\_\_ County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes. the occurrence of the following:

#### 2. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

#### 3. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Cape Coral Police Department immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.; and

4. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

**~~Notification of Incidents Involving Safe-School Officer Discipline and Firearm Discharge~~**

~~The Superintendent is responsible for notifying the Cape Coral Police Department immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:~~

- ~~A. a Safe-School Officer is dismissed for misconduct or disciplined; and~~
- ~~B. a Safe-School Officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.~~

Revised 12/8/20

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Legal                      F.A.C. 6A-1.0018  
                                    F.S. 30.15  
                                    F.S. 1006.12

Last Modified by Jacquelin Collins on September 3, 2021

**Item Number: 8.B.**  
**Meeting Date: 9/14/2021**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Request for Approval of the Oasis Charter Schools' Teachers-Out-of-Field Notification School Year 2021-2022 - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ TEACHER OUT OF FIELD SEP 2021-2022	Backup Material



Oasis High School

3519 Oasis Blvd. Cape Coral, Florida 33914



Cambridge Assessment  
International Education

Cambridge International School

September 1, 2021

Dear Oasis Families,

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis High School are certified to teach, or eligible for certification, but may be assigned one or more classes outside their areas of certification. Please be assured that all teachers at Oasis High School are taking the appropriate steps to comply with the statutory regulations. We appreciate your continued support, please contact the school if you have any questions.

Joan Campbell (American Sign Language)

Carrie Guffy (Theatre)

Jessica McKelvie (Robotics-Engineering)

Anthony Todd (English)

Margaret Reading (Biology)

The following teachers are working toward their ESOL certification requirements:

Paige Howell

Dr. Gabe Jolivet

Andrew Salyer

Thank you,

Christina M. Britton- Principal

---

HOME OF THE SHARKS



**START HERE. GO EVERYWHERE.**

September 14, 2021

Dear Parents and Guardians,

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis Middle School are certified to teach, or eligible for certification, but may be assigned one or more classes outside their areas of certification. Please be assured that all teachers at Oasis Middle School are taking the appropriate steps to comply with the statutory regulations. We appreciate your understanding and continued support; you may contact the school if you have any questions.

<u>TEACHER'S NAME</u>	<u>SUBJECT OUT-OF-FIELD</u>
Cynthia Heimberg	English Language Arts

The following teachers are working toward completion of their ESOL certification requirements:

Kathleen Ford  
Tyler Omundsen

Sincerely,

Donnie Hopper  
Principal

**FOUR  
SCHOOLS,  
ONE  
VISION**

239.945.1999

239.540.7677

TheOasisAdvantage.com

3507 Oasis Blvd., Cape Coral, FL 33914



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

September 14, 2021

Dear Oasis Parents and Guardians,

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis Elementary North are certified to teach, or eligible for certification, but may be assigned one or more classes outside their areas of certification. Please be assured that all teachers at Oasis Elementary North are taking the appropriate steps to comply with the statutory regulations. We appreciate your understanding and continued support; you may contact the school if you have any questions. Thank You

**TEACHER NAME**

**AREA OUT OF FIELD**

Nichole Moore – Gifted

Gifted

**The following teachers are working toward completion of their ESOL certification requirements:**

Deanna Arocho

Jennifer Williams

**FOUR  
SCHOOLS,  
ONE  
VISION**

239.283.4511 

239.282.0376 

TheOasisAdvantage.com 

2817 SW 3rd Lane, Cape Coral, FL 33991 



August 2, 2021

Dear Parents and Guardians,

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis Elementary South are certified to teach, or eligible for certification, but may be assigned one or more classes outside their areas of certification. Please be assured that all teachers at Oasis Elementary South are taking the appropriate steps to comply with the statutory regulations. We appreciate your understanding and continued support; you may contact the school if you have any questions.

**TEACHER NAME**

Feury, Gena  
Plana, Nicole  
Tann, Virginia  
Vallozzi, Jennifer

**AREA OUT OF FIELD**

Gifted  
Gifted  
Gifted  
Gifted

The following teachers are working toward completion of their ESOL certification requirements:

**TEACHER NAME**

Altini, Janet  
Brown, Jennifer  
Diecidue, Anamaria  
Foster, Stefanie  
Gault, Kimberly  
Nelson, Kori  
Schafer, Susan  
Swazuk, Meghan

**TEACHER NAME**

Tann, Virginia  
Taylor, Kaylise  
Taylor, Laney  
Thompson, Cynthia  
Ticich, Angela  
Velasco, Andrea  
Wilson, Samantha

Sincerely,

A handwritten signature in black ink, appearing to read "MaryBeth Grecsek".

MaryBeth Grecsek  
Principal

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>9/14/2021</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

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

**TITLE:**  
Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 10.A.**  
**Meeting Date: 9/14/2021**  
**Item Type: CHAIRMAN REPORT:**

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

**TITLE:**

Chairman Dr. Guido Minaya

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 11.A.**  
**Meeting Date: 9/14/2021**  
**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:** 9/14/2021  
**Item Type:** STAFF COMMENT:

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

**TITLE:**

Oasis STEM Innovation - Dr. John Omundsen, Oasis Director of STEM Education

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 13.A.**  
**Meeting Date: 9/14/2021**  
**Item Type: UNFINISHED BUSINESS:**

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

**TITLE:**

Discussion of Lee Virtual Franchise Opportunities for Oasis Charter Schools - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 14.A.**  
**Meeting Date: 9/14/2021**  
**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 Charter School Authority  
Director Of Food Service and Transportation- Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ DIR FS TRANSP JOB	Backup Material



# Charter School Director of Food Service and Transportation

Class Code:  
166100

CITY OF CAPE CORAL

Established Date: September 1, 2021  
Revision Date:

Bargaining Unit: NON-BARGAINING POSITION

## **SALARY RANGE**

\$36.06 - \$46.88 Hourly  
\$75,000 - \$97,500 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 Superintendent, provides leadership in the planning, development, implementation, and daily operations of the assigned departments in a safe and cost-effective manner that supports the goal of the Charter School Authority. Provides managerial leadership in areas such as Transportation and Food Service to include the National School Lunch Program. This position supports the Governing Board Policy, State Statutes and Federal Regulations as they pertain to the Charter School System. Performs related work as required. This is a 12-month position.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Direct and coordinate the planning, development, implementation, and evaluation of the National School Lunch Program for City of Cape Coral Charter School Authority.
- Plan and manage the National School Lunch Program's budget including revenue forecasting and allocation of resources to ensure the program is self-supporting.
- Assure compliance with local, state, and federal rules and laws and NEOLA policy pertaining to all aspects of food service program operations.
- Hire, train and supervise assigned personnel; conduct annual performance appraisals and make recommendations for appropriate employment action; verify payroll.
- Plan and manage the Transportation Department budget including revenue forecasting and allocation of resources to ensure the department is operating efficiently and within budget constraints.
- Direct and oversees the operations of the Charter School Authority's transportation department, to include routing, scheduling, and maintenance of its fleet.
- Manage the inspection, maintenance, and repair of school buses with the City of Cape Coral's Fleet Department.
- Assure compliance with all local and state rules and NEOLA policy pertaining to the safe and efficient operations of the Charter School Authority fleet.
- Coordinate with school principals, staff, and stakeholders concerning the safe and orderly operation of the departments.
- Provide oversight of respective department priorities and projects that assist in achieving the objectives of the system's strategic plan.
- Inspect and analyze operations regularly within departments to continuously improve procedures, services, and support to schools to standardize work processes.

- Prepare and/or oversee the preparation and of all required department reports and records that accurately represent the departments' activities and maintain appropriate department records for retention and/or destruction.
- Serve as the contact for the School District of Lee County the Florida Department of Transportation, and the Florida Department of Education for all transportation matters.
- Provide technical expertise, information, and assistance to the Superintendent regarding assigned departments.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university,
- Five (5) years successful experience in management and financial reporting, to include five (5) years' experience with the National School Lunch Program's policies and procedures.  
Three (3) year supervisory experience in logistics, business management and/or related work.
- Must possess a valid state driver's license with the ability to obtain a valid Florida driver's license within 30 days of hire.
- Current Food Safety Manager Certification
- Bi-lingual skills encouraged.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the Florida Department of Agriculture and Consumer Services' regulations as they relate to child nutrition programs, including food service, purchasing, record retention, safety and sanitation, warehouse, and delivery services.
- Knowledge of State Board of Education regulations, state statutes, federal laws, and United States Department of Agriculture (USDA) regulations as they relate to child nutrition programs, food service, records retention, safety, sanitation, and property control.
- Ability to work with and lead diverse groups of people.
- Excellent oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Ability to respond to parent, student, staff needs and requests professionally and effectively for services or assistance.
- Ability to establish and maintain effective working-relationships with supervisor, support staff, and other departments position interacts with.
- Supports the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Ability to organize self, prioritize tasks and maintain a high level of energy in a fast-paced environment to provide efficient services.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Ability to perform duties with consistent courtesy and tact in the best interest of the employer and the public.

**REPORTS TO:** Superintendent

**EXERTION TYPE:**

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling, 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 or hands 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 the whole hand as in handling.	70%
<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.	10%
<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 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%



**Item Number: 14.B.**  
**Meeting Date: 9/14/2021**  
**Item Type: NEW BUSINESS:**

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

**TITLE:**

Request for Approval of the Job Description and Pay Range for Charter School Authority  
Transportation Dispatcher- Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ TRANSP0 DISPATCH SEP 21	Backup Material



CITY OF CAPE CORAL  
Established Date: September 7, 2021

# Charter School Transportation Dispatcher

Class Code:7383-  
School Bus Driver

Bargaining Unit: NON-BARGAINING EMPLOYEE

## **SALARY RANGE**

\$16.45 - \$24.99 Hourly

## **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, and Charter School Authority standards. Support successful and efficient school and extracurricular transportation services for students through daily interaction with transportation coordinator, bus drivers, principals, assistant principals, parents, and students. This is a 180-day position.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist transportation coordinator with coordination of assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.
- Dispatch drivers and vehicles and communicate with them via telephone or two-way radio.
- Perform a high volume of verbal transmission in a clear, calm, and concise manner.
- Monitor and document bus operator check-ins for AM/mid-day/PM runs.
- Notify drivers of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
- Obtain and relay information and assist bus operators in emergency situations.
- Assist with placement of new students on buses and advise drivers of new or dismissed students.
- Transmit route information to unassigned regular and temporary substitute drivers.
- Communicate with drivers about problems or concerns they have with parents, students, teachers, and co-workers.
- Secure substitute drivers when regular drivers are absent.
- Maintain and monitor a two-way radio system for purpose of communicating with drivers.
- Maintain a daily log of bus operations, and activities including breakdowns, and calls to police, parents, schools, and administration.
- Forward route and safety concerns as reported by bus drivers and/or parents to appropriate Transportation personnel.

- Utilize industry standard computer application software for tracking and recordkeeping.
- Analyze situations accurately and exercise good judgement in taking effective action.
- Operate standard office, word processing and data processing equipment.
- Assist in answering department phones and taking messages.
- Perform miscellaneous clerical duties as needed.
- Performs the duties and responsibilities as a school bus driver when needed.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Three (3) years of transportation or dispatching experience, school transportation system experience preferred.
- CDL license with P/S endorsement.
- Bilingual skills encouraged.
- Experience as a school bus driver preferred.

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Clear and concise oral and written communication skills, organizational and management skills.
- Knowledge of the geographical area.
- Knowledge of pertinent regulations, policies, and procedures for the functional area of assignment.
- Knowledge of and experience with industry-standard equipment, materials, practices, computers, and applications.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy.
- Ability to handle a high volume of communications in a short time.
- Ability to read maps and routes.
- Ability to perform job duties calmly and in accordance with established procedures in stressful situations requiring quick action.
- Ability to sit and listen attentively to radio transmissions for a prolonged period.

**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. Tasks may involve extended periods of visual concentration.

**OTHER PHYSICAL REQUIREMENTS:**

<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 or hands 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.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	90%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without corrections. 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.	10%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers	90%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	90%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending 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.	50%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	10%



**Item Number: 14.C.**  
**Meeting Date: 9/14/2021**  
**Item Type: NEW BUSINESS:**

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

**TITLE:**

Request for Approval of the Job Description and Pay Range for Charter School Authority  
Transportation Coordinator- Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ TRANSP COORD SEP 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: September 10, 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. This is a 12-month position.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Recognizes and recommends needed changes for improving routes and loading areas and initiates such practices when authorized.
- Designs and prepares bus routes and schedule to meet Charter School Authority needs efficiently and effectively through collaborative planning, organizing, implementing, communicating, and evaluating.
- 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 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.
- Performs the duties and responsibilities as a school bus driver when needed.

(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
- Excellent computer skills and/or office management preferred.
- CDL with P/S endorsement preferred.

**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 interact 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.

**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. Tasks may involve extended periods of visual concentration.

**MINIMUM STANDARDS REQUIRED:**

<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 or hands 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.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	90%

<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without corrections. Ability to receive detailed information through oral communications, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest of 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.	10%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	90%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending 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.	50%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	10%



<b>Item Number:</b>	<b>16.A.</b>
<b>Meeting Date:</b>	<b>9/14/2021</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, October 12, 2021 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**