



## **AGENDA**

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

**Tuesday, April 9, 2024**

**City of Cape Coral Council Chambers**

**5:30 PM**

**1. CALL TO ORDER**

A. Kristifer Jackson, Chair

**2. MOMENT OF SILENCE:**

A. Kristifer Jackson, Chair

**3. PLEDGE OF ALLEGIANCE:**

A. Kristifer Jackson, Chair

**4. ROLL CALL:**

A. Mykisha Atisele, Kristifer Jackson, Keith Long, Dist 6, Karen Michaels, Dr Guido Minaya, Charles Pease, Cathy Stout. Parent Representatives: Jennifer Hoagland/OHS, Gregor Schade/OMS, Jose Soto/OES, Caroline Rouzeau/OEN

**5. APPROVAL OF MINUTES:**

A. Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, March 12, 2024

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

A. Approval of the Agenda for the Regular Governing Board Meeting, April 9, 2024

**7. PUBLIC COMMENT:**

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

**8. CONSENT AGENDA:**

**9. SUPERINTENDENT REPORT:**

- A. Jacquelin Collins, Superintendent, Oasis Charter Schools
- B. Request for Approval of the City of Cape Coral Charter School Authority Strategic Plan 2024-2027

**10. CITY MANAGER REPORT:**

- A. Mark Mason, Director of Finance, City of Cape Coral

**11. COUNCILMEMBER REPORT:**

- A. Keith Long, District 6

**12. CHAIR REPORT:**

- A. Kristifer Jackson, Chair

**13. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**14. STAFF COMMENT:**

- A. No Activity

**15. UNFINISHED BUSINESS:**

- A. No Activity

**16. NEW BUSINESS:**

- A. Request for Approval to Piggyback the State of North Carolina Contract #2020000545 as the lead agency for the Charlotte Cooperative Purchasing Alliance for the hardware, installation, and software of the AtlasLED Paging System; and Authorize the Execution of the Statement of Work between the Charter School Authority and Disys Solutions, Inc. in the Amount of \$513,523.32 with a Contingency of \$26,476.68, to address any Unforeseen Items for a Project Total of \$540,000; and Authorize the Superintendent to Execute Purchase Order, Agreement, Statement of Work or related documents Pursuant to Article IV, Paragraph G (Lease Alterations, page 4) of the Master Lease Agreement, which is Pending City Council Approval. Dollar Amount \$540,000(Charter School General Fund)
- B. Request for Approval to Authorize the Engagement Letter for Professional Auditing Services to Mauldin & Jenkins, LLC for the annual financial audit for Fiscal Years (FY): FY2024 thru FY2026 with two optional two fiscal year renewal. The City of Cape Coral awarded Request for Proposal (RFP) #RCA2419KS for Professional Auditing Services to Mauldin & Jenkins, LLC by adopting Resolution 79-24 on March 20, 2024; and authorize the Superintendent or Designee to execute the engagement Letters, renewals, and purchase orders. Estimated Dollar Value: \$23,500 FY2024, \$24,300 for FY2025, and \$25,000 for FY2026, for a three-year total of \$72,800 (Single Audits will be conducted on as needed basis at the unit price stated in the engagement letter)

- C. Request for Approval and Adoption of the Adjusted Pay Ranges for the following Cape Coral Charter School Authority Employee Job Descriptions: Information Specialist, Media Specialist, Charter School Social Worker, Speech Language Pathologist, Athletic Director, Substitute Teachers, Long-Term Substitute Teachers, and Paraprofessional I
- D. Request for Approval and Adoption of the Adjusted City of Cape Coral Charter School Authority Employee MASTERS DEGREE ADD PAY for the following Job Class Codes which require advanced degrees: Principal(Code 1100), Assistant Principal (Code 1200), Guidance Counselor-Secondary (Code 2270), Guidance Counselor-Elementary (Code 2280), and Speech Language Pathologist

**17. FINAL BOARD COMMENT AND DISCUSSION:**

**18. TIME AND DATE OF NEXT MEETING**

- A. The next Regular Governing Board Meeting will be held on Tuesday, May 14, 2024, at 5:30p.m. at Oasis High School- Cafeteria, 3519 Oasis Blvd., Cape Coral 33914

**19. ADJOURNMENT:**

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

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting 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>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

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

**TITLE:**

Kristifer Jackson, Chair

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 2.A.**

**Meeting Date: 4/9/2024**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Kristifer Jackson, Chair

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 4/9/2024

**Item Type:** PLEDGE OF  
ALLEGIANCE:

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

**TITLE:**

Kristifer Jackson, Chair

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

Mykisha Atisele, Kristifer Jackson, Keith Long, Dist 6, Karen Michaels, Dr Guido Minaya, Charles Pease, Cathy Stout. Parent Representatives: Jennifer Hoagland/OHS, Gregor Schade/OMS, Jose Soto/OES, Caroline Rouzeau/OEN

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 5.A.**

**Meeting**

**4/9/2024**

**Date:**

**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, March 12, 2024

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**Description**

▢ GB MINUTES MARCH 12 2024

**Type**

Backup Material





# GOVERNING BOARD MINUTES

## *Regular Meeting*

### City of Cape Coral Charter School Authority Governing Board

City of Cape Coral City Council Chambers  
1015 Cultural Park Blvd., Cape Coral FL 33909

#### 1. Call to Order

Kristifer Jackson, Chair

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, March 12, 2024, at 5:34p.m., at City of Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33909.

#### 2. Moment of Silence

Chair Jackson

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

Chair Jackson

OHS JROTC Shark Battalion Cadet Captain Cadence Ely, Color Guard Commander, gave a brief explanation of flag etiquette while in chambers.

#### 4. Roll Call

Kristifer Jackson, Keith Long, Dist 6., Karen Michaels, Dr Guido Minaya, Charles Pease, Cathy Stout. Parent Representatives: Jennifer Hoagland, OHS/SAC, Gregor Schade, OMS, Jose Soto, OES, Jacquelin Collins, Superintendent

Absent: Mykisha Atisele, Caroline Rozeau, OEN

Also Present: Donnie Hopper, Principal, OMS

Marybeth Grecsek, Principal, OES

Amy Brown, CSA HR Manager

Mark Moriarty, Assistant City Attorney, CCC

Mark Mason, Finance Director and Interim Human Resources Director, CCC

Andrea Clark, Senior Accountant, CCC

Jennifer Koehn, Assistant Accounting Manager, CCC

Damon Grant, Assistant Public Works Director, CCC

Terry Schweitzer, CCC Public Works

Gary Cerny, Foundation President

Cape Coral Youth Council Members:

5. Approval of Minutes

*APPROVED UNANIMOUS* Motion made by Member Michaels, Second by Member Long to Approve the Minutes of the Charter School Authority Regular Governing Board Meeting held on Tuesday, February 13, 2024. *Unanimous.*

6. Approval of Regular Agenda Meeting

*APPROVED UNANIMOUS* Motion made by Member Michaels, Second by Member Long to Approve the Agenda of the Regular Governing Board Meeting, March 12, 2024. *Unanimous*

7. Public Comment

*No Activity*

8. Consent Agenda

Motion made by Member Minaya, Second by Member Michaels to Approve the Consent Items as Presented. *UNANIMOUS APPROVAL*

*8A APPROVED Request for Approval of the Cambridge University AICE Curriculum and Assessments Program Invoice - June 2024 GCE AS & A Level, ADIP in the Amount of \$149,094.70*

*8B APPROVED Request for Acceptance and Approval of the Students Against Violence Everywhere (SAVE) Promise Club Grant in the Amount of \$500.00, Which is to be Used to Purchase Materials to Successfully Create and Host Activities that Empower Oasis High School Students to Take an Active Role in School Safety and Prevention of Violence*

9. Superintendent's Report

Welcomed Youth Council and complimented them on their professionalism during their regular meetings. She recognizes that students are very concerned about school safety and security, so she invited Anthony Sizemore, Cape Coral Police Chief, to give an overview and professional opinion regarding response to active school threats and critical incidents.

- 9A. SCHOOL SAFETY & SECURITY- Anthony Sizemore, Police Chief, Cape Coral Police Department: Gave overview of SRO's history in schools, and the their span of control. Emphasized CCPD officers assigned to the city's schools are a specialized, highly qualified unit. Highlighted the SRO program is not built on the sentry model, instead officers are more flexible and have woven their community service and expertise into school cultures focusing on monitoring/surveillance, crisis prevention, and mitigating student incidents.

Youth Council Members expressed their gratitude and appreciation of their school's SRO teams and the safe atmosphere they create. They also very much appreciated Chief Sizemore's attendance and assurances at [tonight's] meeting.

Youth Council suggested the mandated school safety drills be more spontaneous and catch students/teachers off guard; currently students realize some drills are scheduled and may not be taking the practices as serious as they need to be.

Member Minaya asked about the Lee County Schools Guardian Program. Chief Sizemore said there were many parties involved in the original discussion of the program, how it would actually work, etc. However, he believes no one can do a proper and professional job like trained law enforcement.

- 9B. 2024 STEM DIVERSITY IN EDUCATION SUMMIT - SMITHSONIAN SCIENCE EDUCATION: The summit focused on building strategies for the recruitment and retention of a diverse and highly qualified science, technology, engineering and mathematics teaching force.
- 9C. ITEEA STEM SCHOOL OF EXCELLENCE AWARD & CONF- TN - MARCH 2024: All four principals attended the conference and brought back the School of Excellence awards from ITEEA. The team also visited Crosstown, a premiere charter school that is gaining traction because of their innovative teaching platforms and curriculum.
- 9D. LEARNING & THE BRAIN CONFERENCE- NYC - APRIL 2024: All four principals and teachers from each school will attend conf that addresses teaching strategies for the next generation of students, the “Alpha”, who are the product of gap learning deficiencies due to the COVID pandemic.
- 9E. AVID RAMPELLO K-8 MAGNET SCHOOL TOUR - TAMPA - MARCH : Focus is on learner mindset and academic achievement utilizing strategies for not only academic achievement but also student well-being and socio-emotional growth. All four principals and Dr Omundsen, STEM Director, attended.
- 9F: STRATEGIC PLAN UPDATE -Will come to the Board during the next regulr meeting for approval and implementation, including the establishment of select committees.
- 9G: OHS RECEIVED A REVISED “A” GRADE which means the school will receive school recognition money and will distribute the bonus among themselves as they see fit.

Member Minaya recommended reaching out to area HBCUs and HSIs for partnerships and business opportunities.

Youth Council Member Garcia, OHS, requested high school students have access to the school’s Makerspaces so that they can continue their studies and experimentations.

Member Michaels requested a critical incident communication plan includes a central online hub that parents and guardians can access to help manage the flow of information. She also requested Superintendent Collins to look into repeated rumors of thefts from student gym lockers.

**10. City Manager's Report**

Mark Mason, Director of Financial Services, Interim Director, Human Resources, City of Cape Coral

The City will accept a new contract for auditing services. The contract with CLA expired after almost 15 years of service.

Upcoming school breaks will allow facilities teams to get into the schools and complete projects including new carpeting, new doors, etc.

**11. Council Member Report: *Keith Long, Dist 6 gave overview of new report segment. Thanked Youth Council for their attendance. Gave football sports complex update that a new date is underway for another joint meeting regarding funding, etc.***

*Minaya: The Cape is 25% of Lee County's population and within the next five years will grow 20-25,000 students. Is there any chance we could consider another charter school? Long said he can bring the suggestion to Council for possible discussion.*

**12. Chairman's Report**

Kristifer Jackson, Chair

- Thanked Youth Council Members for attending tonight's meeting and their dedication to their schools and peers.
- Asked Long about the possibility of matching funds to get the football sports complex off the ground.
- Recapped the BUDGET WORKSHOP dates and times.
- Review of this month's set of bylaws been postponed for discussion until the Next Regular Meeting on April 9<sup>th</sup>.
- Strategic Plan Committee Selections for Strategic Plan and Finance Committees. Jackson will chair Strategic Plan Committee; Jackson asked Long to chair the Finance Committee. Long will ask Council if this is a conflict or allowed. He will get back with an answer by the next governing board meeting. Charles Pease agreed to chair the Finance Committee if Long is unable and/or declines. *Active Discussion*

### 13. Foundation Report

Jennifer Hoagland, Treasurer

- Putt-Putt Partee Fun Night on Friday, March 8 at Tropical Breeze Family Fun Park from 5-9p.m. was the largest in three years with 300+ attendees variety of entertainment and food. Raised over \$9,000 with online auction. Thanked all sponsors.
- Oasis High Class of 2024 Scholarship Applications open. The deadline is March 29<sup>th</sup>. There will be two awards categories: Academic and Trades. The app process has been made so much easier and user-friendly.
- Club Grants are still open until March 21 by end of day.
- The Lighthouse Awards has a new date: Friday, April 5, 2024 at La Venezia Ballroom from 6-10p.m. Invitations have gone out.
- During the next meeting the Foundation will share a year-end report of the grant totals they have awarded the charter schools 2023-2024.

### 14. Staff Comment

*Dr. John Omundsen, Director Oasis STEM Innovation*  
*[Slide Presentation]*

### 15. Unfinished Business

*No Activity*

### 16. New Business

**15A. APPROVED UNANIMOUS** Motion made by Member Long, Second by Member Pease to Recognize and Accept the Florida Department of Education 2023-2024 Local Capital Improvement (LCI) Revenue Payment to the City of Cape Coral Oasis Charter Schools in the Total Amount of \$909,511.00. The Specific Calculations for each City of Cape Coral Oasis Charter Schools Amounts to: Oasis Elementary South \$239,316.00; Oasis Elementary North \$222,724.00; Oasis Middle School \$229,761.00 and Oasis High School \$217,710.00. *Unanimous.*

Superintendent's Background: New legislation requires the sponsoring school districts to replace overtime PECO funding with local capital improvement revenue. This means moving forward the District will give us the funds and not the State. This year we only received both PECO funding and the first 20% from Lee County local capital improvement revenues. Now we have an extra \$909,000 that was not budgeted but we would like to do something with the funds (which can not go directly toward teacher pay). Projects the Superintendent prefers to use the funds to purchase:

Purchase of an upgraded intercom/paging system which is a safety and security issue

Refurbishment of the Oasis High School gym floor over the summer

The OEN Portables Project went \$500,000 over budget and needs to be completed

Purchase of an additional "Shark" van for smaller transports and will also cut driver costs

Active Discussion

Mark Mason thinks the funding formula may yield even more funds in the future. Collins wants to have a discussion about how the funds will be appropriately used. Active Discussion

Long would appreciate Mason providing an update on the Lease Agreement provision that was previously under discussion regarding the half cent sales tax. Active Discussion

**17. Final Board Comment and Discussion**

**Chair Jackson:** Glad the Youth Council had a good experience tonight and that coming to the meeting was helpful and educating. Jackson is proud of them and their leadership. Thanked JROTC for providing flag etiquette for the board, thanked all board members for their dialogue and dedication. Thanked Finance Director for input. Glad Member Long, Dist. 6 will be giving monthly report. Thanked Chief Sizemore more taking the time from his busy schedule to updated us and answer questions.

**Vice Chair Michaels:** No Comment

**Member Atisele:** Absent

**Member Long, Dist 6:** No Commnet

**Member Minaya:** No Comment

**Member Pease:** No Comment

**Member Stout:** No Comment

**Parent Representative Hoagland/OHS:** No Comment

**Parent Representative Schade/OMS:** No Comment

**Parent Representative Soto/OES:** No Comment

**Parent Representative Rouzeau/OEN:** Absent

Youth Council expressed gratitude and appreciation joining the board today and seeing the board in action. They would be delighted to return next year and make this an annual visit.

**18. Time and Date of Next Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, April 9, 2024 at 5:30p.m., at Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral 33990

**19. Adjournment**

The Governing Board Regular Meeting adjourned at 8:13p.m.

Respectfully Submitted,

Kathleen Paul-Evans, Governing Board Secretary

Cape Coral Charter School Authority Governing Board

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	4/9/2024
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

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

**TITLE:**

Approval of the Agenda for the Regular Governing Board Meeting, April 9, 2024

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 4/9/2024 <b>Item Type:</b> PUBLIC COMMENT:
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**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:	9.A.
Meeting Date:	4/9/2024
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**

Jacquelin Collins, Superintendent, Oasis Charter Schools

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

Item Number:	9.B.
Meeting Date:	4/9/2024
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**  
Request for Approval of the City of Cape Coral Charter School Authority Strategic Plan 2024-2027

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
▣ STRATEGIC PLAN 2024-2027 FINAL	Backup Material



# STRATEGIC PLAN 2024-2027

“START HERE. GO EVERYWHERE.”

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# Superintendent's Message

## Jacquelin Collins, 2017-Present

On behalf of the City of Cape Coral Oasis Charter Schools, our charter school administration and community of stakeholders are proud to present the system's Strategic Plan 2024-2027.

Our strategic plan is a collaborative and living document that articulates our system's outstanding commitment to academic achievement, continuous system improvement, and community engagement.

As a long standing and successful K-12 municipal charter school system, Oasis understands the power of community partnerships and innovation as a means for uniqueness and sustainability. Therefore, we are confident our plan provides specific strategies to measure and safeguard our premiere educational experience which has been in operations since 2005.

Your continued interest and support of the Oasis Charter Schools is valued and appreciated. Please continue the journey with us as we successfully embrace the challenges the next three years will certainly bring to our award-winning system.

# ACCREDITATION & ACCOUNTABILITY



## A+ ACCREDITED

Oasis Charter Schools is a K-12 municipal charter school system that is a partner with the City of Cape Coral, and operates under a state performance charter with the School District of Lee County, Florida. The charter schools are accredited by COGNIA and received both their prestigious Circle of Excellence and School System of Distinction awards.



## GRADE "A" SYSTEM

Our charter system includes two elementary schools, along with a middle school, and high school with a 99% graduation rate. All four schools are graded "A" by the Florida Department of Education based on outstanding student performance on state standardized assessments.



## CERTIFIED EDUCATORS

Oasis Charter Schools teachers are certified by the State of Florida Department of Education. In addition, many Oasis educators also have subject matter expert credentials.

## OASIS MISSION

Our mission is to create a K-12 system that educates students to be responsible, critical thinkers who are prepared to successfully compete in a dynamic global workforce.

## OASIS VISION

Oasis Charter Schools believes that everyone can succeed in a nurturing and secure learning environment with support from diverse and meaningful community partnerships.







# OASIS CORE VALUES



## STUDENT -FOCUSED

Oasis Charter Schools believe student achievement is the result of high expectations, and the implementation of a rigorous curriculum that stimulates students' natural curiosity, creativity, collaboration, and critical thinking.



## ENGAGING LEARNING ENVIRONMENTS

Oasis provides a unique learning environment and a community atmosphere where accountability, integrity, and collaboration are valued, and diverse perspectives are encouraged to promote overall student success.



## MEANINGFUL COMMUNITY PARTNERSHIPS

By encouraging diverse and significant community partnerships, Oasis Charter Schools enrich our students' academic life, and socio-emotional well-being, which helps uphold our reputation for producing high-performing students, and workforce ready citizens.

# OASIS CHARTER SCHOOLS IS A HIGH-PERFORMING FLORIDA CHARTER SCHOOL SYSTEM

## WE ARE SCHOOLS OF EXCELLENCE

Designated in school year 2022-2023.  
For at least two of the last three  
school years, Oasis' percentage of  
possible points earned in the school  
grade calculation is in the 80th  
percentile or higher for schools  
comprised of the same grade  
groups, i.e., elementary, middle and  
high school and combination.

Designated March 2024.  
For the last three years all Oasis schools  
received an "A" school grade from the  
Florida Department of Education.  
All Annual Financial Reports received  
unqualified audit opinions, and  
no school experienced any emergency  
financial conditions.

# Oasis Charter Schools Strategic Plan Overview

“Start Here. Go Everywhere.”

## STRATEGY 1: STUDENT ACHIEVEMENT

Oasis Charter Schools will cultivate academic achievement using a rigorous and aligned curriculum that will provide all students the opportunity to master knowledge and expand their learning.

## STRATEGY 2: CONTINUOUS IMPROVEMENT

Oasis Charter Schools will identify, recruit, and retain high caliber educators by offering a competitive salary, shared educator values, and opportunities for professional development.

## STRATEGY 3: COMMUNITY ENGAGEMENT

Oasis Charter Schools will nurture alliances with community partners who share the same vision and commitment to meeting the workforce needs of tomorrow's dynamic business leaders.

# STRATEGIC GOAL # 1: STUDENT ACHIEVEMENT

OASIS CHARTER SCHOOLS WILL  
CREATE AN ALIGNED AND RELEVANT  
ACADEMIC ACHIEVEMENT PLAN THAT  
WILL PROVIDE STUDENTS WITH THE  
OPPORTUNITY TO MASTER  
KNOWLEDGE AND EXPAND  
LEARNING.



# Oasis Elementary NORTH Explorers

Est. 2005



U.S. News & World  
Report Best  
Elementary Schools,  
Florida



FLDOE School of  
Excellence



ITEEA STEM School  
of Excellence



CS100 School  
Committment to  
Science

# STRATEGIC GOAL # 1: STUDENT ACHIEVEMENT

## 1.1 ALIGN K-12 CURRICULUM

Oasis will articulate and implement an aligned k – 12 curriculum that is clear, relevant, measurable, and sustainable.

## 1.3 INTEGRATE RESILIENCE LEARNING

Oasis will incorporate resilience learning objectives in all curriculum plans to encourage flexible thinking and build student inner reserves.

## I.2 DEVELOP INNOVATIVE CURRICULUM

Oasis will develop and implement innovative, instructional platforms to increase learning and promote higher academic performance.

## 1.4 DEVELOP PROFESSIONAL TEACHING CORPS

Oasis will develop educator training programs that focus on innovative and systemic teaching practices that support our vision and mission.





# Oasis Elementary SOUTH

Panthers

Est. 2005



U.S. News & World  
Report Best  
Elementary Schools,  
Florida



FLDOE School of  
Excellence

xxxxparagraph text



#3 Ranked  
Elementary in Lee  
County, FL



#39 Charter  
Elementary School  
in Florida



# STRATEGIC GOAL # 2: CONTINUOUS IMPROVEMENT

OASIS CHARTER SCHOOLS WILL  
IDENTIFY, RECRUIT, AND RETAIN HIGH  
CALIBER EDUCATORS BY OFFERING A  
COMPETITIVE SALARY, SHARED  
EDUCATOR VALUES, AND  
OPPORTUNITIES FOR PROFESSIONAL  
DEVELOPMENT.



# Oasis Middle School Gators

Est. 2006



U.S. News & World  
Report Best Middle  
Schools, Florida



FLDOE School of  
Excellence, "A"  
School - Since 2009



#1 Ranked Middle  
School in Lee  
County, FL



Rank #189/ 3,076  
Middle Schools in  
Florida



ITEEA STEM School  
of Excellence and  
ITEEA STEM  
Program of  
Excellence

# STRATEGIC GOAL # 2: CONTINUOUS IMPROVEMENT

## 2.1

### RECRUIT & RETAIN QUALIFIED STAFF

Oasis will develop and implement strategic hiring metrics for the recruitment and retention of diverse educators who are highly qualified, and reflect the system's culture, mission and vision.

## 2.3

### REFINE EDUCATOR EVALUATION PROCESS

Oasis will invest in a defined and efficient teacher evaluation process to yield a superior, accomplished, and satisfied workforce.

## 2.2

### EDUCATOR DEVELOPMENT

Oasis will support initiatives that focus on new teacher development and competencies through mentoring and coaching strategies.

## 2.4

### DEVELOP WORKFORCE PATHWAYS

Oasis will develop alliances with community business partners to create workforce ready pathways.





# Oasis High School Sharks

Est. 2007



U.S. News & World  
Report Best High  
Schools, Florida



ITEEA STEM School  
of Excellence



99% Graduation Rate  
75% AICE Pass Rate  
\$2,712,700 Academic  
Scholarships (2023)



#2 Best High School  
Cape Coral, Florida



#1 National Rank  
JROTC Cyberpatriot  
Team

# STRATEGIC GOAL # 3: COMMUNITY ENGAGEMENT

OASIS CHARTER SCHOOLS WILL  
NURTURE ALLIANCES WITH  
COMMUNITY PARTNERS WHO SHARE  
THE SAME VISION AND COMMITMENT  
TO MEETING THE NEEDS OF DYNAMIC  
BUSINESS LEADERS.





# STRATEGIC GOAL # 3: COMMUNITY ENGAGEMENT

## 3.1 BRAND EXPANSION

Oasis will elevate the brand within the local community and extend brand awareness on a local and national level.

## 3.3 INCREASE VOLUNTEER OPPORTUNITIES

Oasis will develop parent and guardian volunteer opportunities to increase brand ownership and sustain generational community presence.

## 3.2 CULTIVATE ECONOMIC ALLIES

Oasis will partner with key business and community organizations that share the same vision and commitment to workforce competency.

## 3.4 DEVELOP FUNDING SUPPORT

Oasis will identify and participate in fundraising activities that will ensure the system's sustainability.





# Oasis STEM Innovation

Est. 2007

- ✓ All Oasis Charter Schools students are exposed to a STEM-based curriculum.
- ✓ Each school has a dedicated STEM MAKERSPACE
- ✓ Since 2020 Oasis SI has received over \$700,000 in grants and private funding.
- ✓ Oasis STEM is a member of the RIST FAMILY FOUNDATION of Community Investments
- ✓ Oasis STEM Innovation is three of Florida's six schools, and three of 28 K-12 Schools nationwide, recognized for STEM Program Excellence.





# GOVERNANCE & PARTNERSHIPS



## GOVERNING BOARD

The Cape Coral Charter School Authority Governing Board approves policies and student-related initiatives. The seven voting members are appointed to 2-year terms by the Cape Coral City Council.



## SCHOOL DISTRICT OF LEE COUNTY, FL

The District is our charter sponsor. Together we share strictly enforced Florida Department of Education curriculum standards, and uphold State of Florida educator professional development and training.



## CITY OF CAPE CORAL

The City of Cape Coral is our municipal partner. Oasis and City department directors combine key financial and human resources personnel to create an efficient and impactful community ecosystem.





# CITY OF CAPE CORAL OASIS CHARTER SCHOOLS

## OASIS ELEMENTARY SOUTH

3415 Oasis  
Bld  
Cape Coral, FL  
33914

(239) 542-1577



## OASIS ELEMENTARY NORTH

2817 SW 3rd  
Lane  
Cape Coral,  
FL  
33991

239) 283-4511



## OASIS MIDDLE SCHOOL

3507 Oasis  
Bld  
Cape Coral,  
FL 33914

(239) 945-1999



## OASIS HIGH SCHOOL

3519 Oasis  
Bld  
Cape Coral,  
FL 33914

(239)541-1167



# Connect With Us



## MAILING ADDRESS

3519 Oasis Boulevard, 2nd Floor Cape Coral, FL 33914

## E-MAIL ADDRESS

<https://www.capecharterschools.org>

## TELEPHONE/ FAX NUMBER

(239) 424-6100/ (239) 541-1039

**Item Number: 10.A.**

**Meeting**  
**Date:** 4/9/2024

**Item Type:** CITY MANAGER  
REPORT:

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

**TITLE:**

Mark Mason, Director of Finance, City of Cape Coral

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

Item Number:	11.A.
Meeting Date:	4/9/2024
Item Type:	COUNCILMEMBER REPORT:

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

**TITLE:**  
Keith Long, District 6

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>12.A.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>CHAIR REPORT:</b>

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

**TITLE:**

Kristifer Jackson, Chair

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



**Item Number: 13.A.**

**Meeting Date: 4/9/2024**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 14.A. <b>Meeting Date:</b> 4/9/2024 <b>Item Type:</b> STAFF COMMENT:
--

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

**TITLE:**  
No Activity

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 15.A.**

**Meeting Date: 4/9/2024**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

No Activity

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>16.A.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Request for Approval to Piggyback the State of North Carolina Contract #2020000545 as the lead agency for the Charlotte Cooperative Purchasing Alliance for the hardware, installation, and software of the AtlasLED Paging System; and Authorize the Execution of the Statement of Work between the Charter School Authority and Disys Solutions, Inc. in the Amount of \$513,523.32 with a Contingency of \$26,476.68, to address any Unforeseen Items for a Project Total of \$540,000; and Authorize the Superintendent to Execute Purchase Order, Agreement, Statement of Work or related documents Pursuant to Article IV, Paragraph G (Lease Alterations, page 4) of the Master Lease Agreement, which is Pending City Council Approval. Dollar Amount \$540,000(Charter School General Fund)

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
DSI TECH INTERCOMM PAGINGSYS	Backup Material



44670 Cape Court, Suite 100  
Ashburn, VA 20147  
Phone: (888) 286-3896  
Fax: (703) 802-0798  
Cage Code: 674Q4  
DUNS: 962751918  
FEIN: 27-2586114

Quote Type:

CONTRACT# 2020000545

Project Name:

Cape Coral Oasis Schools Paging System

**BILL TO**

City of Cape Coral Oasis Charter Schools  
3519 Oasis Blvd  
Cape Coral, FL 33914

**SHIP TO**

City of Cape Coral Oasis Char  
3519 Oasis Blvd  
Cape Coral, FL 33914

PREPARED BY	PREPARED FOR	PHONE #	EMAIL ADDRESS
Maryam Aurakzai	John Carrington		<a href="mailto:jcarrington@capecoral.gov">jcarrington@capecoral.gov</a>

ITEM #	PRODUCT DESCRIPTION	QTY	LIST PRICE
SCHOOL:			
ELEMENTARY SCHOOL NORTH			
SSF-SPF-BLD	Software Provisioning	1	\$ -
SSF-SYR-BLD-2	InformaCast Fusion Building Term 5 Year(s)	1	\$ -
IPTA-IFS	InformaCast Fusion Server Appliance	1	\$ -
SS-PS-JB-1	JumpStart	1	\$ -
PROFESSIONAL SERVICES	DSI Professional Services	1	\$ -

SCHOOL:			
ELEMENTARY SCHOOL SOUTH			
SSF-SPF-BLD	Software Provisioning	1	\$ -
SSF-SYR-BLD-2	InformaCast Fusion Building Term 5 Year(s)	1	\$ -
IPTA-IFS	InformaCast Fusion Server Appliance	1	\$ -
SS-PS-JB-1	JumpStart	1	\$ -
PROFESSIONAL SERVICES	DSI Professional Services	1	\$ -

SCHOOL:			
OASIS MIDDLE SCHOOL			

SSF-SPF-BLD	Software Provisioning	1	\$	-
SSF-5YR-BLD-2	InformaCast Fusion Building Term 5 Year(s)	1	\$	-
IPTA-IFS	InformaCast Fusion Server Appliance	1	\$	-
SS-PS-JB-1	JumpStart	1	\$	-
PROFESSIONAL SERVICES	DSI Professional Services	1	\$	-

SCHOOL:				
OASIS HIGH SCHOOL				
SSF-SPF-BLD	Software Provisioning	1	\$	-
SSF-5YR-BLD-2	InformaCast Fusion Building Term 5 Year(s)	1	\$	-
IPTA-IFS	InformaCast Fusion Server Appliance	1	\$	-
SS-PS-JB-1	JumpStart	1	\$	-
PROFESSIONAL SERVICES	DSI Professional Services	1	\$	-

<b>Additional Comments or Special Instructions</b>          
--

**Wire Transfer Information:**

JP Morgan Chase Bank, N.A.  
4 New York Plaza, Floor 15, Mailcode: NY1-E050  
New York, NY 10004-2413  
Routing/Transit #: 021000021 (NY)  
Lockbox Account #: 329381377

**ACH Information:**

Routing/Transit #: 021000021 (NY)

**Remittance:**

DISYS Solutions Inc (DSI)  
44670 Cape Court, Suite 100  
Ashburn, VA 20147

Maryam Aurakzai

Authorized by

If you have  
Maryam Aurakzai



Quote

Quote Date	02/19/24
Expiration Date	04/29/24
Quote Number	02192024-1

ter Schools
-------------

SHIP	TERMS	
Best Way	NET30	

UNIT PRICE	TOTAL	MANUFACTURER/DISTI
\$ 250.00	\$ 250.00	InformaCastQ-54595
\$ 5,580.00	\$ 5,580.00	InformaCastQ-54595
\$ 1,061.25	\$ 1,061.25	InformaCastQ-54595
\$ 1,875.00	\$ 1,875.00	InformaCastQ-54595
\$ 5,000.00	\$ 5,000.00	
SUBTOTAL	\$ 13,766.25	

\$ 250.00	\$ 250.00	InformaCastQ-54595
\$ 5,580.00	\$ 5,580.00	InformaCastQ-54595
\$ 1,061.25	\$ 1,061.25	InformaCastQ-54595
\$ 1,875.00	\$ 1,875.00	InformaCastQ-54595
\$ 5,000.00	\$ 5,000.00	
SUBTOTAL	\$ 13,766.25	


\$ 250.00	\$ 250.00	InformaCastQ-54595
\$ 5,580.00	\$ 5,580.00	InformaCastQ-54595
\$ 1,061.25	\$ 1,061.25	InformaCastQ-54595
\$ 1,875.00	\$ 1,875.00	InformaCastQ-54595
\$ 5,000.00	\$ 5,000.00	
<b>SUBTOTAL</b>	<b>\$ 13,766.25</b>	

\$ 250.00	\$ 250.00	InformaCastQ-54595
\$ 5,580.00	\$ 5,580.00	InformaCastQ-54595
\$ 1,061.25	\$ 1,061.25	InformaCastQ-54595
\$ 1,875.00	\$ 1,875.00	InformaCastQ-54595
\$ 5,000.00	\$ 5,000.00	
<b>SUBTOTAL</b>	<b>\$ 13,766.25</b>	

SUBTOTAL	\$ 55,065.00
TAX RATE	0.000%
TAX	\$0.00
S & H	\$0.00
OTHER	\$0.00
<b>TOTAL</b>	<b>\$55,065.00</b>

2/19/2024

Date

For any questions regarding this quote, please contact Maryam Aurakzai @ 571-707-3615 or maryam.aurakzai@dsitech.com



44670 Cape Court, Suite 100  
Ashburn, VA 20147  
Phone: (888) 286-3896  
Fax: (703) 802-0798  
Cage Code: 674Q4  
DUNS: 962751918  
FEIN: 27-2586114

Quote Type:

CONTRACT# 2020000545

Project Name:

Cape Coral Oasis Schools Paging System - OPTION 1

**BILL TO**

City of Cape Coral Oasis Charter Schools  
3519 Oasis Blvd  
Cape Coral, FL 33914

PREPARED BY	PREPARED FOR	PHONE #
Pankaj Sharma	John Carrington	

ITEM #	PRODUCT DESCRIPTION	QTY
SCHOOL:		
ELEMENTARY SCHOOL NORTH		
IP-SDMF	8" IN-WALL POE+ IP LOUDSPEAKER ENDPOINT WITH MICROPHONE, LCD DISPLAY, AND LED FLASHERS MOUNTING HARDWARE SOLD SEPARATELY	41
IP-SEA-SD	SURFACE MOUNT SLANTED ENCLOSURE FOR IP-8SCM, IP-SDM, IP-SDMF, IP-SDH, IP-SDM, IP-SDMFLED ANGLED ENCLOSURE FOR IP ADDRESSABLE SPEAKERS WITH DISPLAYS / WHITE	41
IP-DDS	POE+ DUAL SIDED WALL OR CEILING SURFACE MOUNT LCD DISPLAY & LOUDSPEAKERS	2
IP-APX	POE+ INDOOR/OUTDOOR WEATHER RESISTANT CONSTANT DIRECTIVITY IP HORN WITH ROTATING BELL & MOUNT 60 X 40 CONSTANT- DISPERSION PATTERN ACROSS THE CONTROLLED FREQUENCY BAND OF 1.25-10 KHZ	7
FAP42T	4" COAXIAL CEILING SPEAKER SYSTEM- 70V/100V 16W TRANSFORMER & 8OHM BYPASS, WHITE(PRiced EA, BUY 2'S) COMBINES SUPERIOR COAXIAL LOUDSPEAKER PERFORMANCE WITH WIDE DISPERSION AND EASY INSTALLATION	11
IP-DD	POE+ IP COMPLIANT IP DUAL SIDED LCD DISPLAY ENDPOINT	6
DPA602	2CH/4CH 600W NETWORKABLE POWER AMPLIFIER WITH DSP, 2 X 300W @ 70V, 4 X 150W @ 4OHM / 1RU CONFIGURABLE FOR: 2 X 300W @ 70V, 4 X 150W @ 4OHM, OR 1 X 300W @ 70V WITH 2 X 150W @ 4OHM	1
DSI Professional Services	Installation and Cabling	1

SCHOOL:	
---------	--

<b>ELEMENTARY SCHOOL SOUTH</b>		
<b>IP-SDMF</b>	8" IN-WALL POE+ IP LOUDSPEAKER ENDPOINT WITH MICROPHONE, LCD DISPLAY, AND LED FLASHERS MOUNTING HARDWARE SOLD SEPARATELY	45
<b>IP-SEA-SD</b>	SURFACE MOUNT SLANTED ENCLOSURE FOR IP-8SCM, IP-SDM, IP-SDMF, IP-SDH , IP-SDM, IP-SDMFLED ANGLED ENCLOSURE FOR IP ADDRESSABLE SPEAKERS WITH DISPLAYS / WHITE	45
<b>IP-APX</b>	POE+ INDOOR/OUTDOOR WEATHER RESISTANT CONSTANT DIRECTIVITY IP HORN WITH ROTATING BELL & MOUNT 60 X 40 CONSTANT-DISPERSION PATTERN ACROSS THE CONTROLLED FREQUENCY BAND OF 1.25-10 KHZ	6
<b>FAP42T</b>	4" COAXIAL CEILING SPEAKER SYSTEM- 70V/100V 16W TRANSFORMER & 8OHM BYPASS, WHITE(PRICED EA, BUY 2'S) COMBINES SUPERIOR COAXIAL LOUDSPEAKER PERFORMANCE WITH WIDE DISPERSION AND EASY INSTALLATION	15
<b>IP-DD</b>	POE+ IP COMPLIANT IP DUAL SIDED LCD DISPLAY ENDPOINT	8
<b>DPA602</b>	2CH/4CH 600W NETWORKABLE POWER AMPLIFIER WITH DSP, 2 X 300W @70V, 4 X 150W @ 4OHM / 1RU CONFIGURABLE FOR: 2 X 300W @70V, 4 X 150W @ 4OHM, OR 1 X 300W @ 70V WITH 2 X 150W @ 4OHM	1
<b>DSI Professional Services</b>	Installation and Cabling	1

<b>SCHOOL:</b>		
<b>OASIS MIDDLE SCHOOL</b>		
<b>IP-SDMF</b>	8" IN-WALL POE+ IP LOUDSPEAKER ENDPOINT WITH MICROPHONE, LCD DISPLAY, AND LED FLASHERS MOUNTING HARDWARE SOLD SEPARATELY	54
<b>IP-SEA-SD</b>	SURFACE MOUNT SLANTED ENCLOSURE FOR IP-8SCM, IP-SDM, IP-SDMF, IP-SDH , IP-SDM, IP-SDMFLED ANGLED ENCLOSURE FOR IP ADDRESSABLE SPEAKERS WITH DISPLAYS / WHITE	54
<b>IP-APX</b>	POE+ INDOOR/OUTDOOR WEATHER RESISTANT CONSTANT DIRECTIVITY IP HORN WITH ROTATING BELL & MOUNT 60 X 40 CONSTANT-DISPERSION PATTERN ACROSS THE CONTROLLED FREQUENCY BAND OF 1.25-10 KHZ	14
<b>FAP42T</b>	4" COAXIAL CEILING SPEAKER SYSTEM- 70V/100V 16W TRANSFORMER & 8OHM BYPASS, WHITE(PRICED EA, BUY 2'S) COMBINES SUPERIOR COAXIAL LOUDSPEAKER PERFORMANCE WITH WIDE DISPERSION AND EASY INSTALLATION	15
<b>IP-DD</b>	POE+ IP COMPLIANT IP DUAL SIDED LCD DISPLAY ENDPOINT	8
<b>DPA602</b>	2CH/4CH 600W NETWORKABLE POWER AMPLIFIER WITH DSP, 2 X 300W @70V, 4 X 150W @ 4OHM / 1RU CONFIGURABLE FOR: 2 X 300W @70V, 4 X 150W @ 4OHM, OR 1 X 300W @ 70V WITH 2 X 150W @ 4OHM	1
<b>DSI Professional Services</b>	Installation and Cabling	1

<b>SCHOOL:</b>		
<b>OASIS HIGH SCHOOL</b>		
<b>IP-SDMF</b>	8" IN-WALL POE+ IP LOUDSPEAKER ENDPOINT WITH MICROPHONE, LCD DISPLAY, AND LED FLASHERS MOUNTING HARDWARE SOLD SEPARATELY	43
<b>IP-SEA-SD</b>	SURFACE MOUNT SLANTED ENCLOSURE FOR IP-8SCM, IP-SDM, IP-SDMF, IP-SDH , IP-SDM, IP-SDMFLED ANGLED ENCLOSURE FOR IP ADDRESSABLE SPEAKERS WITH DISPLAYS / WHITE	43
<b>IP-APX</b>	POE+ INDOOR/OUTDOOR WEATHER RESISTANT CONSTANT DIRECTIVITY IP HORN WITH ROTATING BELL & MOUNT 60 X 40 CONSTANT-DISPERSION PATTERN ACROSS THE CONTROLLED FREQUENCY BAND OF 1.25-10 KHZ	3
<b>FAP42T</b>	4" COAXIAL CEILING SPEAKER SYSTEM- 70V/100V 16W TRANSFORMER & 8OHM BYPASS, WHITE(PRICED EA, BUY 2'S) COMBINES SUPERIOR COAXIAL LOUDSPEAKER PERFORMANCE WITH WIDE DISPERSION AND EASY INSTALLATION	18

IP-DD	POE+ IP COMPLIANT IP DUAL SIDED LCD DISPLAY ENDPOINT	14
DPA602	2CH/4CH 600W NETWORKABLE POWER AMPLIFIER WITH DSP, 2 X 300W @70V, 4 X 150W @ 4OHM / 1RU CONFIGURABLE FOR: 2 X 300W @70V, 4 X 150W @ 4OHM, OR 1 X 300W @ 70V WITH 2 X 150W @ 4OHM	1
DSI Professional Services	Installation and Cabling	1

IP-ZCM1RMK	SINGLE POE+ IP ADDRESSABLE IP-TO-ANALOG GATEWAY WITH INTEGRATED AMPLIFIER AND RACK MOUNT KIT / 1RU - INCLUDES (1) IP-ZCM W/(1) PA702-RMK	14
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#### Additional Comments or Special Instructions

222202

#### Wire Transfer Information:

JP Morgan Chase Bank, N.A.  
4 New York Plaza, Floor 15, Mailcode: NY1-E050  
New York, NY 10004-2413  
Routing/Transit #: 021000021 (NY)  
Lockbox Account #: 329381377

#### Remittance:

DISYS Solutions  
44670 Cape Court  
Ashburn, VA 20146

#### ACH Information:

Routing/Transit #: 021000021 (NY)

Pankaj Sharma  
Authorized by

## Quote

Quote Date	03/26/24
Expiration Date	05/30/24
Quote Number	03262024 Option1 AtlasIED

### SHIP TO

City of Cape Coral Oasis Charter Schools  
3519 Oasis Blvd  
Cape Coral, FL 33914

EMAIL ADDRESS	SHIP	TERMS
<a href="mailto:jcarring@capecoral.gov">jcarring@capecoral.gov</a>	Best Way	NET30

LIST PRICE	UNIT PRICE	TOTAL
\$ -	\$ 1,145.75	\$ 46,975.75
\$ -	\$ 83.75	\$ 3,433.75
\$ -	\$ 1,390.00	\$ 2,780.00
\$ -	\$ 900.00	\$ 6,300.00
\$ -	\$ 112.50	\$ 1,237.50
	\$ 1,275.00	\$ 7,650.00
\$ -	\$ 1,244.33	\$ 1,244.33
		\$ 48,275.00
	<b>SUBTOTAL</b>	<b>\$ 117,896.33</b>

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\$ -	\$ 1,145.75	\$ 51,558.75
\$ -	\$ 83.75	\$ 3,768.75
\$ -	\$ 900.00	\$ 5,400.00
\$ -	\$ 112.50	\$ 1,687.50
	\$ 1,275.00	\$ 10,200.00
\$ -	\$ 1,244.33	\$ 1,244.33
		\$ 22,802.00
	<b>SUBTOTAL</b>	<b>\$ 96,661.33</b>

\$ -	\$ 1,145.75	\$ 61,870.50
\$ -	\$ 83.75	\$ 4,522.50
\$ -	\$ 900.00	\$ 12,600.00
\$ -	\$ 112.50	\$ 1,687.50
	\$ 1,275.00	\$ 10,200.00
\$ -	\$ 1,244.33	\$ 1,244.33
		\$ 33,642.00
	<b>SUBTOTAL</b>	<b>\$ 125,766.83</b>

\$ -	\$ 1,145.75	\$ 49,267.25
\$ -	\$ 83.75	\$ 3,601.25
\$ -	\$ 900.00	\$ 2,700.00
\$ -	\$ 112.50	\$ 2,025.00

	\$ 1,275.00	\$ 17,850.00
\$ -	\$ 1,244.33	\$ 1,244.33
		\$ 28,853.00
	<b>SUBTOTAL</b>	<b>\$ 105,540.83</b>

\$ -	\$ 899.50	\$ 12,593.00
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SUBTOTAL	\$ 458,458.32
TAX RATE	0.000%
TAX	\$0.00
S & H	\$0.00
OTHER	\$0.00
<b>TOTAL</b>	<b>\$458,458.32</b>

Inc (DSI)  
 1st, Suite 100  
 147

3/26/2024

Date

If you have any questions regarding this quote, please contact  
 Pankaj Sharma @ 571-707-3610 or Pankaj.Sharma@dsitech.com

**Cape Coral Oasis Charter School**  
**Paging Solution**  
**References**  
**4/1/24**

Loudoun County Schools  
Mike Stevens  
Lead Communications Engineer Office  
Of Communications Engineering  
571-252-1444  
[Michael.stevens@lcps.org](mailto:Michael.stevens@lcps.org)

Douglas County School System  
770-651-2347  
[dana.jones@dcssga.org](mailto:dana.jones@dcssga.org)

Northern Virginia Community College  
Allen Sinner Director of Technology  
703-323-3278  
[asinner@nvcc.edu](mailto:asinner@nvcc.edu)

Gloucester 57  
Eric Beach Director of IT  
757-371-3269  
[ebeach@gloucester.gov](mailto:ebeach@gloucester.gov)

Camden County Schools  
John Thrower Technology Director  
(912)729-8326  
[jtrower@camden.k12.ga.us](mailto:jtrower@camden.k12.ga.us)

Tyson Foods  
Doug Sessions Director of Technology  
(479)856-9089  
[Doug.Sisson@tyson.com](mailto:Doug.Sisson@tyson.com)

Richmond Public Schools  
Land Burcham Network Administrator  
804-698-3655  
[aburcham@rvaschools.net](mailto:aburcham@rvaschools.net)

Delta Airport Consultants  
Courtney Beamon President  
804-382-2717  
[cbeamon@deltaairport.com](mailto:cbeamon@deltaairport.com)

Albemarle County  
David Burnett Network Administrator  
434-293-0444  
[dburnett@albermarle.org](mailto:dburnett@albermarle.org)

Norfolk State University  
Jermaine Johnson Network Administrator  
757-823-2868  
[jmjohnson@nsu.edu](mailto:jmjohnson@nsu.edu)

Longwood University  
Michael Mariannino Network Administrator  
434-315-3881  
[marianinno@longwood.edu](mailto:marianinno@longwood.edu)

Wythe County Schools  
Charles Odum Director of Technology  
276-228-5481  
[codum@wythek12.org](mailto:codum@wythek12.org)

Revision

City of Cape Coral Oasis Schools Paging Project

	Classrooms <u>IP-SDMF</u>	Exterior <u>APX</u>
Elementary North	41	7
Elementary South	45	6
Middle School	54	14
High School	<u>43</u>	<u>3</u>
	183	30

310

Cat 6

70 volt not Cat 6

Gateways  
Amplifiers

14 2 Gyms, 4 Café, 4 Amplifiers, 4 Froi  
4

All additional equipment

3/19/2024

Hallways	Clocks/No Speakers	Clocks With Speakers
<u>FAP</u>	<u>DD</u>	<u>IP-DDS</u>
11	6	2
15	8	
15	8	
<u>18</u>	<u>14</u>	
59	36	2

nt Office Audio Input for Music



<b>Item Number:</b>	<b>16.B.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**  
Request for Approval to Authorize the Engagement Letter for Professional Auditing Services to Mauldin & Jenkins, LLC for the annual financial audit for Fiscal Years (FY): FY2024 thru FY2026 with two optional two fiscal year renewal. The City of Cape Coral awarded Request for Proposal (RFP) #RCA2419KS for Professional Auditing Services to Mauldin & Jenkins, LLC by adopting Resolution 79-24 on March 20, 2024; and authorize the Superintendent or Designee to execute the engagement Letters, renewals, and purchase orders. Estimated Dollar Value: \$23,500 FY2024, \$24,300 for FY2025, and \$25,000 for FY2026, for a three-year total of \$72,800 (Single Audits will be conducted on as needed basis at the unit price stated in the engagement letter)

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description		Type
▣	NEW AUDITOR MAULDIN & JENKINS APR 2024	Backup Material



March 5, 2024

Board of Directors  
Cape Coral Charter School Authority  
P.O. Box 150027  
Cape Coral, Florida 33915-0027

Attention: Mark C. Mason, CPA, Financial Services Director

We are pleased to confirm our understanding of the services we are to provide for the Cape Coral Charter School Authority (the "Authority") for the years ended September 30, 2024 through 2026.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities and each major fund, including the disclosures, which collectively comprise the basic financial statements, of the Authority as of and for the year then ended. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Budget Comparison Schedule and notes.
3. Schedule of the Authority's Proportionate Share of the Net Pension Liability –FRS.
4. Schedule of Authority Contributions – FRS.
5. Schedule of the Authority's Proportionate Share of the Net Pension Liability – HIS.
6. Schedule of Authority Contributions – HIS.

We have also been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide

an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal and/or State Awards, as applicable.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

1. Introductory section.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or on each major state project in accordance with the Florida State Single Audit Act and the *Department of Financial Services* State Projects Compliance Supplement, as applicable.

**Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

According to GAAS, significant risks include the risk of management's override of internal controls. Accordingly, we have considered this item as a significant risk.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to

secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

**Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority of Cape Coral, Florida's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

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The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.



Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that

includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You acknowledge the Authority will not utilize Mauldin & Jenkins, LLC to store documents, data, or records on behalf of the Authority in accordance with the "Hosting Services" (see ET section 1.295.143) interpretation of the AICPA Code of Professional Conduct. The Authority is solely responsible for maintaining its own data and records.

In that regard, SuraLink is used solely as a method of transferring data to Mauldin & Jenkins, LLC and is not intended for the storage of the Authority's information. All information you will provide through SuraLink is a copy and you will maintain original documents and data as part of your records.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Florida Auditor General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at an agreeable time and to issue our reports no later than September 30, 2024. Wade P. Sansbury is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for these services will be \$23,500, \$24,300, and \$25,000 for the years ended September 30, 2024, 2025 and 2026 respectively. If Single Audits are necessary (either federal or state) additional charges will be applied per major program (\$5,500, \$5,750, and \$6,000 for the years ended September 30, 2024, 2025, and 2026). Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the Authority Council for the Authority of Cape Coral, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA, Partner

RESPONSE:

This letter correctly sets forth the understanding of the Cape Coral Charter School Authority.

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

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

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

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

APPROVED AS TO FORM:

By:  \_\_\_\_\_

City Attorney's Office

Date: 3/9/2024

**Item Number: 16.C.**  
**Meeting Date: 4/9/2024**  
**Item Type: NEW BUSINESS:**

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

**TITLE:**

Request for Approval and Adoption of the Adjusted Pay Ranges for the following Cape Coral Charter School Authority Employee Job Descriptions: Information Specialist, Media Specialist, Charter School Social Worker, Speech Language Pathologist, Athletic Director, Substitute Teachers, Long-Term Substitute Teachers, and Paraprofessional I

**SUMMARY:**

Information Specialist

SY24/25 Updated Hourly Pay Range: \$17.50-\$24.50

Media Specialist

SY24/25 Updated Hourly Salary Range: \$50,000-\$55,125

School Social Worker

SY24/25 Updated Salary Range: \$53,800-\$75,320

Speech Language Pathologist

SY24/25 Updated Salary Range: \$65,000-\$91,000

Athletic Director

SY24/25 Updated Salary Range: \$55,000-\$77,000

Substitute Teachers, Long-Term Substitute Teachers

SY24/25 Updated Hourly Pay Range: \$17.00

Substitute Paraprofessional I

SY24/25 Updated Hourly Range: \$16.50

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
▢ PAY RANGES APRIL 2024	Backup Material



CITY OF CAPE CORAL  
Established Date: Jan 9, 2005  
Revision Date: Apr 22, 2002  
Proposed Revision: Apr 9, 2024

## Charter School Information Specialist

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

Class Code:  
99048

### **SALARY RANGE**

~~\$15.00 — \$20.15 Hourly~~  
~~\$31,200.00 — \$41,912.00 Annually~~

**\$17.50 – 24.50 Hour**

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of a Principal or Assistant Principal, accurately maintains all school-based data sets related to input, export, error correction and production files, reports and forms necessary for tracking, progress reporting, state and local FTE reporting and scheduling of students, and to assist with general office routines in support of the daily operation of the Charter School. Performs related work as required.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Utilizes school and district databases.

Creates, maintains and verifies completeness of cumulative files and permanent records for each student.

Coordinates and transmits data with district Management Information Systems and School SIS (Student Information System).

Utilizes discretion and confidentiality in accessing, inputting and compiling data and printing student information, reports and records, including attendance and grades when required.

Inputs bell schedules, updates student records and demographic data, produces calendars and schedules on SIS.

Processes and maintains data for participation/eligibility in federal and state programs.

Inputs referral, health and discipline data and special program information as directed by Charter School staff into SIS.

Applies corrections as indicated by FTE error/edit reports to support accurate FTE reporting during periodic state surveys.

Correlates and verifies accuracy of all required data elements between systems for compilation and upload to mainframe.



Maintains electronic and paper files for audit requirements as mandated by the Department of Education (DOE).

Develops spreadsheets as required by staff and administration to support data analysis, funding impact and program development.

Applies knowledge of state rules for data collection and reporting in the FTE process, including guidelines and codes for English for Speakers of Other Languages (ESOL) and Exceptional Student Education (ESE).

Operates various types of office equipment, i.e. computers, facsimile machines and copiers.

Completes daily backup of data files.

#### ADDITIONAL JOB FUNCTIONS

Assumes other office duties as needed.

Assists with attendance and enrollment procedures.

Attends training and meetings as required.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; with demonstrated technology training and experience in data entry, retrieval interpretation and processing. School experience preferred.

#### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has general knowledge of modern office practices and procedures.

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

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

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

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

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

**MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

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

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

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks are generally performed without exposure to adverse environmental conditions.

2024 MARKET REVIEW						
Survey Job Title: Information Specialist						
Job Summary:	<p>Under the general supervision of a Principal or Assistant Principal, accurately maintains all school based data sets related to input, export, error correction and production files, reports and forms necessary for tracking, progress reporting, state and local FTE reporting and scheduling of students, and to assist with general office routines in support of the daily operation of the Charter School. Performs related work as required. <b>MINIMUM QUALIFICATIONS:</b> High school diploma or GED; with demonstrated technology training and experience in data entry, retrieval interpretation and processing. <b>OTHER JOB REQUIREMENTS:</b> None. <b>PREFERRED QUALIFICATIONS:</b> School experience.</p>					
Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority <b>Public Sector</b>				\$ 15.00	\$ 17.58	\$ 20.15
School District of Lee County	Information Specialist (Elementary)	Market rate		\$ 16.60		
Charlotte County Public Schools	Data Management Technician			\$ 21.30		
School District of Lee County	Information Specialist (Secondary)	Market rate		\$ 17.07		
Collier County Schools	Specialist I, Student Relations	non-bargaining schedule		\$ 21.00	\$ 25.20	\$ 29.40
Hendry County	Property and Student Records Clerk			\$ 16.16		
Averages:						
		75th Percentile Market Data:		\$ 21.00	\$ 25.20	\$ 29.40
		Median Market Data:		\$ 17.07	\$ 25.20	\$ 29.40
		Average Market Data:		\$ 18.43	\$ 25.20	\$ 29.40
	City of Cape Coral to 75th Percentile Market Data			-40%	-43%	-46%
	City of Cape Coral to Median Market Data			-14%	-43%	-46%
	City of Cape Coral to Average Market Data			-23%	-43%	-46%



CITY OF CAPE CORAL  
Established Date: Jan 20, 2023  
Proposed Revision: Apr 9, 2024

## Charter School Media Specialist

Class Code:  
CHS18000

Bargaining Unit: NON-BARGAINING EMPLOYEE

### **SALARY RANGE**

~~\$47,500.00 – \$50,700.00 Annually~~

**\$50,000 - \$55,135 Annually**

### **GENERAL STATEMENT OF JOB:**

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

Under the general direction of the principal or designated supervisor provides each student with an enriched media environment containing a wide variety and range of materials that will invite intellectual probing and growth. Aids all students in acquiring the skills needed to take full advantage of the media center.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Evaluate, select, and requisition various educational media; solicit teacher recommendations.
- Assist teachers in the utilization of books and other educational media.
- Inform teachers and other staff concerning newly acquired materials.
- Maintain a catalog of school-owner and centrally owned educational media and instruct teachers and students on use of the catalog.
- Supervise receipt, distribution, and retrieval of education media on temporary loan to the school.
- Work with teachers in planning assignments likely to lead to extended use of the media center and provisions of special collections.
- Supervise conduct of students using media Center facilities.
- Help students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments.
- Present and discuss materials with a class studying a particular topic if invited by the teacher.
- Counsel with and give reading guidance to students who have special reading problems or unusual intellectual interests.
- Arrange frequently changing book-related displays and other media exhibits likely to interest the media center's patrons.
- Assist in the development and implementation of the school's comprehensive plan.
- Supervise media aides in the performance of their duties.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the System's interest in increasing student achievement by always working with the educational interests of students in mind.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.

- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited institution.
- Valid Florida teaching certificate in educational media specialist or must obtain certification within the first year of employment.
- Proven experience successfully managing business/department functions and staff preferred.
- Industry certification preferred.
- Lean Six Sigma Certification preferred.

#### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

- Clear and concise oral and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of and experience using multiple project management tools and methodologies.
- 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 communicate technical information to technical and non-technical personnel.
- Ability to deliver high-quality customer service in a timely and professional manner.

#### **MINIMUM STANDARDS REQUIRED:**

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

<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 in the amount of balancing exceeds that needed or ordinary locomotion and maintenance of body equilibrium.	30%
<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.	30%
<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 legs and spine.	60%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	80%

<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<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.	50%
<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 knees to come to a rest on knee or knees.	40%
<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.	40%
<b>Pulling</b>	Using upper extremities to exert force to draw, haul, or tug objects in a sustained fashion.	40%
<b>Pushing</b>	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	40%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	30%
<b>Standing</b>	Particularly for sustained periods of time.	50%
<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.	40%
<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.	80%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	



CITY OF CAPE CORAL  
Established Date: Jul 1, 2018  
Revision Date: Nov 21, 2022  
Proposed Revision: Apr 9, 2024

## Charter School Social Worker

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

Class Code:  
CS 179705

### **SALARY RANGE**

~~\$47,500.00 — \$50,700.00 Annually~~

**\$53,800.00 - \$75,320.00 Annually**

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Superintendent, the School Social Worker works to strengthen the school systems' mission by providing services which enhance home, school, and community partnerships. Social Workers actively address barriers that interfere with student performance and achievement by providing services and assistance to families in accessing appropriate community resources. Social Workers are often involved in helping students and families with attendance, learning, and behavior concerns.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Serve as a liaison between home, school, and community.
- Advocate for children ensuring that students' and families' rights are observed.
- Interview students and parents to discuss issues related to non-attendance and develop a plan of action.
- Assist the school in following school board regulations for excessive absences and truancy; attend truancy intervention meetings and court proceedings.
- Serve on the Child Study Team at each school to assist students experiencing attendance, academic, social, emotional, and/or health problems.
- Participate in staffing's with local school personnel, parents, and appropriate community agency staff to provide coordinated evaluation and planning.
- Conduct home visits as a method to access the family and offer support in response to school referrals.
- Provide individual and/or group counseling in response to school-wide crises.
- Conduct parent interviews to acquire social developmental information as needed for special education referrals.
- Analyze data to implement best practices.
- Utilize community resources to serve family and student needs.
- Encourage an understanding of, and sensitivity to, multicultural values and traditions.
- Maintain complete, up-to-date, and accurate records as required by law, policy, and administrative regulation.
- Collaborate with community agencies and other resources to meet student needs; refers families to agencies when appropriate.



- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services.
- Adhere to the National Association of Social Workers (NASW) Professional Code of Ethics.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- May be required to operate a motor vehicle in performance of assigned tasks.
- Performs other related duties and assignments as required.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Social Work from an accredited college or university.

Must possess a valid Florida Professional Educator Certificate in School Social Work.

Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

School Threat Assessment training must be completed within one (1) year of hire or promotion.

### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge in:**

Federal, state, and local employment laws, requirements, and regulations as they relate to job functions, specifically including Florida Statutes Title XLVIII and Title X, or the means by which to access such.

Research methods and techniques and methods of presentation.

Advanced modern office support functions.

Report and record maintenance principles and techniques.

Business English, grammar, punctuation and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.

Industry-standard computer applications.

#### **Skill in:**

Written, verbal, electronic, and visual communications for effective expression and clarity.

Customer relations.

Operation of various computer or other electronic devices and applications used, e.g., word processors, spreadsheet programs, and databases.

Organization, prioritization, and time management.

**Ability to:**

Learn City Charter, Charter School policies, and other regulatory documents as required to complete tasks and assignments.

Relate and respond to a diverse range of people beyond giving and receiving instructions, to include applying consistent respect, courtesy and tact in considerable public contact and/or in delicate or confrontational situations.

Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state and federal government agencies.

Adapt to performing under frequent deadlines, re-prioritization of tasks and assignments, and in response to emergencies.

Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.

Read and interpret various materials, ranging from moderate to complex terminology, associated with job functions.

Add, subtract, multiply and divide, calculate decimals and percentages; understand and perform advanced mathematical skills, e.g., graphs, tables.

Exercise high level of discretion due to the sensitive and confidential nature of information processed.

Analyze and interpret problems, and draw conclusions.

Perform duties independently with minimal supervision and review.

Written, verbal, electronic, and visual communications for effective expression and clarity.

Work with diverse group of people.

**MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks are essentially sedentary, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

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

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

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/spatial aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors or shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).

**Environmental requirements:** Tasks are generally performed without exposure to adverse environmental conditions.

## 2024 MARKET REVIEW

Survey Job Title: Social Worker						
Job Summary:		Under the general supervision of the Superintendent, the School Social Worker works to strengthen the school systems' mission by providing services which enhance home, school, and community partnerships. Social Workers actively address barriers that interfere with student performance and achievement by providing services and assistance to families in accessing appropriate community resources. Social Workers are often involved in helping students and families with attendance, learning, and behavior concerns.				
Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority <b>Public Sector</b>				\$ 250.00	\$ 258.42	\$ 266.84 190 day (\$250 - 266.84)
School District of Lee County	Social Worker	TALC		\$ 293.42		196, 206 or 216
Charlotte County Public Schools	School Counselor	Instructional Pay Scale		\$ 255.81	\$ 348.16	214 days
Collier County Schools	Licensed Mental Health Professional			\$ 272.65	\$ 381.71	204 days, \$270-\$378 per d
Hendry County	Mental Health Specialist	Instr. Support		\$ 390.51		11 month position
Averages:						
75th Percentile Market Data:				\$ 317.69	\$ 373.32	
Median Market Data:				\$ 283.03	\$ 364.93	
Average Market Data:				\$ 303.10	\$ 364.93	
City of Cape Coral to 75th Percentile Market Data				-27%		-40%
City of Cape Coral to Median Market Data				-13%		-37%
City of Cape Coral to Average Market Data				-21%		-37%



CITY OF CAPE CORAL  
Established Date: Jun 11, 2008  
Revision Date: Jun 9, 2007  
Proposed Revision: Apr 9, 2024

## **Charter School Speech-Language Pathologist**

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

Class Code:  
99093

### **SALARY RANGE**

~~\$42,000.00 — \$73,200.00 Annually~~

**\$65,000 - \$91,000 Annually**

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Principal and/or Superintendent, provides assessment, diagnostic, therapeutic and instructional support services for speech-language impaired students in order to meet requirements for provision of individual educational programs with students with disabilities as mandated by District, State and Federal requirements and regulations. Aids in the efficient operation of the school or department by coordinating and communicating with Administration, other instructional and support staff, parents and students. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Administers in-depth diagnostic evaluations for disorders of language, articulation, voice and fluency and provides reports.

Schedules meetings and contacts parents, teachers and administrators for the purpose of eligibility staffing, Individual Educational Plan meetings and conferences.

Participates in eligibility and placement committee staffing meetings.

Develops individual educational plans for students on caseload and revises plan annually.

Provides speech-language therapy for eligible students as prescribed by individual educational plan.

Collaborates with classroom teachers.

Develops therapy schedule that provides optimum conditions for instruction based on individual student needs.

Prepares materials for use in therapy.

Develops daily lesson plans.

Keeps attendance log and therapy progress notes.

Provides quarterly reports and annual progress reports for each student on caseload.

Reports compliance data and scheduling information to data processor.

Conducts reevaluations as required.

Provides consultation services and support for classroom teachers.

Maintains accurate and complete reports as required by District, State and Federal regulations.

Develops and implements communication boards and augmentative communication systems, programs voice output devices and provides training in use.

Provides support for reading initiatives.

Attends in-service training for maintenance and development of skills.

Conducts in-depth hearing screenings, reports results and makes appropriate referrals further follow-up and intervention.

Conducts speech-language and hearing screenings for students experiencing academic and behavioral problems.

Participates in Child Study Team meetings; participates in development of pre-referral classroom interventions.

Performs other duties as assigned by principal.

Performs related work as required. (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 the position.)

**MINIMUM QUALIFICATIONS:**

1. Master's degree or higher with graduate major in speech-language pathology.
2. Valid Florida teacher certification and/or valid license in speech-language pathology.
3. Experience with industry-standard computer applications.
4. Such alternatives to the above qualifications as the Governing Board may find acceptable.

**ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

Is able to work with diverse groups.

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

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

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

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

### **MINIMUM STANDARDS REQUIRED:**

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

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

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

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging



ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.

## 2024 MARKET REVIEW

**Survey Job Title:** Speech Language Pathologist

**Job Summary:**

Under general supervision of the Principal, provides assessment, diagnostic, therapeutic and instructional support services for speech-language impaired students in order to meet requirements for provision of individual educational programs with students with disabilities . Performs related work as required. **MINIMUM QUALIFICATIONS:** Master's degree or higher with graduate major in speech-language pathology; Valid Florida teacher certification and/or valid license in speech-language pathology; Experience with industry-standard computer applications; Such alternatives to the above qualifications as the Governing Board may find acceptable.. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Educational background.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum with SUPPS	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Other Districts	Speech Language Pathologist			\$ 42,000.00	\$ 57,600.00	\$ 73,200.00
SDLC	Speech Language Pathologist			\$ 65,250.00		
Charlotte County Schools	Speech & Language Pathologist			\$ 53,939.20	\$ 63,347.20	\$ 72,755.20
Collier County Schools				\$ 59,500.00	\$ 65,550.00	\$ 71,600.00
Hendry County Schools	Speech Language Pathologist			\$ 59,838.00	\$ 70,664.50	\$ 81,491.00
Averages:						
75th Percentile Market Data:				\$ 61,191.00	\$ 68,107.25	\$ 77,123.10
Median Market Data:				\$ 59,669.00	\$ 65,550.00	\$ 72,755.20
Average Market Data:				\$ 59,631.80	\$ 66,520.57	\$ 75,282.07

City of Cape Coral to 75th Percentile Market Data	-46%	-18%	-5%
City of Cape Coral to Median Market Data	-42%	-14%	1%
City of Cape Coral to Average Market Data	-42%	-15%	-3%



CITY OF CAPE CORAL  
Established Date: Feb 12, 2013  
Revision Date: Jan 18, 2018  
Proposed Revision: Apr 9, 2024

## Charter School Athletic Director

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

Class Code:  
CS138000

### **SALARY RANGE**

~~\$40,000.00 — \$57,000.00 Annually~~

**\$55,000 - \$77,000 Annually**

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the ~~Supervisor, Athletics and Physical Education~~ or High School Principals, establishes and monitors all activities and athletic programs in the school system. Performs related work as required.

**Individuals assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Establishes and monitors eligibility procedures for athletic and activity participants. (This includes FHSAA eligibility, physicals, insurance forms or insurance waivers, parental consent, and student grade reports.) Student eligibility must be determined prior to student conditioning before a sport season.

Adheres to school policies and procedures.

Makes arrangements for participant physicals; and recruits a team doctor and athletic trainers. Arranges for a physician or athletic trainer to be present at home football games and informs the principal who the person is. Confirms that a physician or athletic trainer will be present at any away football game, provided by the hosting school.

Establishes procedures for scheduling activity/athletic contest and events. (This shall include completing contracts, publishing schedules, and scheduling and requesting team transportation.) If a senior recognition is to take place at a game, that date and time shall be published on the schedule. Principal and Webmaster will be notified immediately if a change has been made in a schedule. If a game or practice is cancelled, students and coaches are to be notified immediately.

Arranges school-sponsored transportation to practices and competitions, making sure students do not drive themselves or get transported by unauthorized persons.

Makes the necessary arrangements for home contests such as: field preparation, lining the field, securing officials, down marker crews, ticket takers and sellers, scoreboard operators, announcers, ambulance service, necessary arrangement for visiting teams, assist in supervising the activity, and handle inappropriate fan behavior. Local police security should be scheduled for all home football games and basketball games if high attendance is expected. Principal should be notified of the

officer's name prior to the end of the school day. Athletic Director should be present at all home contests in our gym and for all football games, home and away. Presence at other competitions can be flexibly scheduled with principals.

Create and secure a clear, written agreement with the Cape Coral Parks and Recreation Department for Storms Complex, Jim Jeffers, Cape Coral Sports Complex, and BMX Park for the issuing of keys, security plans, rain plans, lightning shelter plan for both home and away teams. AD will monitor and issue lightning meters and review safety procedures with all coaches. Announcers will be provided with the inclimate weather program that will be read before each game.

Supervises the financial affairs of the Activity/Athletic programs, which includes procedures for athletic budgeting, equipment purchases, ticket sales, maintenance and security of facilities and equipment, and fundraisers.

Works with the bookkeeper and follows established internal accounting procedures in collecting money and purchasing.

Abides by and enforces School Board and FHSAA policies on tobacco, alcohol, and drugs.

Stresses good sportsmanship, leadership, respect for school, our school system, respect for teachers, administrators, and adults, fair play, and academic success.

Reports, in writing, all violations/removals (player/coach) to the Principal by the following morning.

Assists the Principal and Head Coach in organizing a coaching staff and identifying coaching responsibilities and expectations. Coaches must be approved by principals prior to offering position and hire.

Provides each coach and lay coach (volunteer) with appropriate information concerning FHSAA rules, certification procedures, coaching and rules clinics, student transportation guidelines, and district/regional meetings. Reports the results to the Principal in writing. Requires documentation of all coaches' certifications before season begins.

Establishes written guidelines for Activity/Athletic awards, with approval of the principal, publishes the guidelines, makes arrangements for their presentation, and organizes and supervises awards banquets and/or ceremonies. Will coordinate with principal on pep rallies.

Will maintain the schools' athletic manual.

Coordinates all Activities/Athletic programs with booster clubs and other organizations which include the following: financial agreements, concessions, programs, and parking. Attends all related meetings, and reports, in writing, to the Principal all dates, projects, and concerns; and receives permission from the Principal prior to implementation of any project.

Attends staff meetings and serves on staff committees as deemed necessary.

Establishes and maintains cooperative relationships with others.

Checks out, collects, and maintains an athletic inventory of uniforms and equipment. Reconditions all athletic equipment that is of questionable quality (helmets, shoulder pads, etc.) each year to meet state and national safety codes. Checks other athletic equipment and facilities in order to provide maximum safety to participants, coaches, and spectators.

Attends all county-wide Activities/Athletic Directors' meetings when necessary and reports the results to the coaches and Principal in writing.

Schedules and attends coaches meetings.

Promotes cooperation between and in all sports.

#### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

May be required to operate a motor vehicle in performance of assigned tasks.

Should be an expert in use of and troubleshooting of the PA system in the gymnasium.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree required. Must hold a valid Florida teacher certification covering appropriate area of responsibility. Must have two (2) years teaching, coaching and/or athletic management experience. Must possess a valid state driver's license and obtain a Florida driver's license within 30 days of hire or promotion.

Alternatives to the above qualifications can be made by the Board as they find appropriate and acceptable.

#### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has thorough knowledge of School Board and FHSA rules and regulations related to sports activities.

Has general knowledge of report, accounting, and record-keeping principles and techniques.

Holds valid First Aid, CPR/AED certification.

Has general knowledge of business mathematics.

Is skilled in both written and oral communications for effective expression and clarity. Is able to issue and follow oral and written instructions. Bilingual skills encouraged.

Is able to supervise activities on athletic fields, tracks, and gymnasiums.

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

Is able to analyze, organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

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

#### **MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.

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

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

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Requires the ability to utilize short- to long-term planning principles and techniques.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

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

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks are generally performed with some exposure to adverse environmental conditions, i.e., dirt, cold, rain, and fumes.

## 2024 MARKET REVIEW

**Survey Job Title:** Athletic Director

<b>Job Summary:</b>	Under the general supervision of the Supervisor, Athletics and Physical Education or Principals, establishes and monitors all activities and athletic programs in the school system. Performs related work as required.
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Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum	all contracts prorated to match CSA 210
Cape Coral Charter School Authority <b>Public Sector</b>	CS Athletic Director			\$ 40,000.00	\$ 48,500.00	\$ 57,000.00	210 day
School District of Lee County	Director, Athletics & Activities - HS			\$ 73,779.00	\$ 80,582.75	\$ 87,386.50	255 days (but used 206)
Charlotte County Public Schools	Athletic Director - HS			\$ 66,485.00	\$ 79,782.00	\$ 93,079.00	229 work days, 8/day
Collier County Schools	Supervisor, Interscholastic Athletics & Student Activities			\$ 74,636.10	\$ 89,562.90	\$ 104,489.70	250 days, 355.41 - 497.57 day, 7.5
Hendry County	Teacher	Supplement for AD		\$ 56,352.00	\$ 69,178.00	\$ 82,004.00	17 schools, 10 months
Averages:							
				75th Percentile Market Data:	\$ 73,993.28	\$ 82,827.79	\$ 95,931.68
				Median Market Data:	\$ 70,132.00	\$ 80,182.38	\$ 90,232.75
				Average Market Data:	\$ 67,813.03	\$ 79,776.41	\$ 91,739.80

City of Cape Coral to 75th Percentile Market Data	-85%	-71%	-68%
City of Cape Coral to Median Market Data	-75%	-65%	-58%
City of Cape Coral to Average Market Data	-70%	-64%	-61%





CITY OF CAPE CORAL  
Established Date: Aug 1, 2006  
Revision Date: Apr 22, 2022  
Proposed Revision: Apr 9, 2024

## Charter School Substitute Teacher

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

Class Code:  
10140

### **SALARY RANGE**

~~\$15.25 Hourly~~

**\$17.00 Hourly**

### **GENERAL STATEMENT OF JOB:**

Under general supervision of the Principal, ensures the continuation of learning in the absence of the regular classroom teacher.

Performs related work as required.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Reports to the principal or designee upon arrival to the school and reviews written expectations set by the school.

Maintains student behavior in class and other appropriate areas.

Maintains the established routines and procedures of the school and classroom.

Implements the lesson plan provided.

Consults with the principal or designee before initiating any procedures not specified in the lesson plans and substitute teacher's handbook.

Reports to Principal or designee at the end of the day and verifies that his or her attendance will or will not be required on the following teaching day.

Follows the policies, rules and procedures to which regular teachers are subject and which good practice dictates.

Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

High School diploma or equivalent and a minimum of sixty semester hours of college credit or Associates degree.

Educational background preferred.

Such alternatives to the above qualifications as the Charter School Board may find appropriate and acceptable.

**ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has some knowledge of report and record keeping principles and techniques.

Is skilled in oral communications for effective expression and clarity.

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

Is able to organize and review work for efficient results and accuracy.

Is able to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

**MINIMUM STANDARDS REQUIRED:**

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds.

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

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

Language Ability: Requires the ability to read a variety of materials relevant to police and fire operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

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

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide or as may be required of the grade level.

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

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

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions. Must be able to perform under stress when confronted with individuals acting under stress and in emergency situations involving life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.



## **Charter School Long Term Substitute Teacher**

Class Code:  
10130

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Nov 20, 2007  
Revision Date: May 13, 2014  
Proposed Revision: Apr 9, 2024

### **SALARY RANGE**

~~\$15.25 Hourly~~

**\$17.00 Hourly**

### **GENERAL STATEMENT OF JOB:**

Under general supervision of the Principal or designated administrator, ensures the continuation of learning in the absence of the regular classroom teacher.

Individual(s) assigned to this classification must have the ability to work a minimum of a continuous work day assignment for the number of days as identified in the Substitute Teacher Salary Schedule.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Reports to the principal or designee upon arrival to the school and reviews written expectations set by the school.

Grades papers and develops lesson plans as warranted by the type of assignment and duration.

Maintains student behavior in class and other appropriate areas.

Maintains the established routines and procedures of the school and classroom.

Implements the lesson plan provided.

Consults with the principal or designee before initiating any procedures not specified in the lesson plans and substitute teacher's handbook.

Reports to Principal or designee at the end of the day and verifies that his or her attendance will or will not be required on the following teaching day.

Follows the policies, rules and procedures to which regular teachers are subject and which good practice dictates.

Works cooperatively with other employees and volunteers.

Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

High School diploma or equivalent and a minimum of sixty semester hours of college credit or Associates degree.

Educational background preferred.

Such alternatives to the above qualifications as the Charter School Board may find appropriate and acceptable.

**ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has some knowledge of report and record keeping principles and techniques.

Is skilled in oral communications for effective expression and clarity.

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

Is able to organize and review work for efficient results and accuracy.

Is able to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

**MINIMUM STANDARDS REQUIRED:**

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds.

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

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

Language Ability: Requires the ability to read a variety of materials relevant to police and fire operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

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

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide or as may be required of the grade level.

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

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

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors or shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions. Must be able to perform under stress when confronted with individuals acting under stress and in emergency situations involving life-threatening situations.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.



## **Charter School Substitute Paraprofessional I**

Class Code:  
00140

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Sep 14, 2005  
Revision Date: Apr 21, 2011  
Proposed Revision: Apr 9, 2024

### **SALARY RANGE**

~~\$15.00 Hourly~~  
~~\$1,200.00 Biweekly~~  
~~\$2,600.00 Monthly~~  
~~\$31,200.00 Annually~~

**\$16.50 Hourly**

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. Performs related work as required.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Assists in the instructional process by working with individual students, small groups or in learning labs or field trips as directed.

Assists in the maintenance and utilization of software and hardware available in various student programs.

Prepares instructional materials as assigned.

Performs routine clerical and recordkeeping duties as directed.

Assists in providing for the safety of students.

Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.

Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.

### **ADDITIONAL JOB FUNCTIONS**

Participates in training programs when appropriate.

May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate

training.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED required; Bilingual skills encouraged.

**ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

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

Is able to follow written and oral instructions.

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

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

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

**MINIMUM STANDARDS REQUIRED:**

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

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to



issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.

<p><b>Job Summary:</b></p>	<p>Under general supervision of the Principal, ensures the continuation of learning in the absence of the regular classroom teacher.</p> <p>Long Term: Individual(s) assigned to this classification must have the ability to work a minimum of a continuous work day assignment for the number of days as identified in the Substitute Teacher Salary Schedule.</p>
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Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 15.25		
School District of Lee County	Guest Teacher			\$ 17.00		
Charlotte County Public Schools	Substitute			\$ 22.00		
Collier County Schools	Substitute			\$ 16.20		
Hendry County	Substitute			\$ 15.50		
Averages:						

75th Percentile Market Data:	\$ 18.25
Median Market Data:	\$ 16.60
Average Market Data:	\$ 17.68

City of Cape Coral to 75th Percentile Market Data	-20%
City of Cape Coral to Median Market Data	-9%
City of Cape Coral to Average Market Data	-16%

<b>Item Number:</b>	<b>16.D.</b>
<b>Meeting Date:</b>	<b>4/9/2024</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Request for Approval and Adoption of the Adjusted City of Cape Coral Charter School Authority Employee MASTERS DEGREE ADD PAY for the following Job Class Codes which require advanced degrees: Principal(Code 1100), Assistant Principal (Code 1200), Guidance Counselor-Secondary (Code 2270), Guidance Counselor-Elementary (Code 2280), and Speech Language Pathologist

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ MASTER DEGREE ADD PAY APRIL 2024	Backup Material

2024 MARKET REVIEW				
Survey Job Title: Degree Pay				
Survey Participant or Published Survey Cut	Comments	Masters	Education Specialist	Doctorate
Cape Coral Charter School Authority <b>Public Sector</b>		\$ 2,500.00	\$ 3,500.00	\$ 5,000.00
School District of Lee County	unable to locate	\$ 2,531.25	\$ 4,050.00	\$ 5,062.50
Charlotte County Public Schools				
Collier County Schools		\$ 3,500.00	\$ 4,000.00	\$ 5,000.00
Hendry County		\$ 2,100.00	\$ 2,600.00	\$ 3,100.00
Averages:				
	75th Percentile Market Data:	\$ 3,015.63	\$ 4,025.00	\$ 5,031.25
	Median Market Data:	\$ 2,531.25	\$ 4,000.00	\$ 5,000.00
	Average Market Data:	\$ 2,710.42	\$ 3,550.00	\$ 4,387.50
	City of Cape Coral to 75th Percentile Market Data	-21%	-15%	-1%
	City of Cape Coral to Median Market Data	-1%	-14%	0%
	City of Cape Coral to Average Market Data	-8%	-1%	12%

Item Number:	18.A.
Meeting Date:	4/9/2024
Item Type:	TIME AND DATE OF NEXT MEETING

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

**TITLE:**  
The next Regular Governing Board Meeting will be held on Tuesday, May 14, 2024, at 5:30p.m. at Oasis High School- Cafeteria, 3519 Oasis Blvd., Cape Coral 33914

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**