



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, September 10, 2019

City of Cape Coral Council Chambers

5:30 PM

1. CALL TO ORDER

A. Chairman Michael Campbell

2. MOMENT OF SILENCE:

A. Chairman Michael Campbell

3. PLEDGE OF ALLEGIANCE:

A. Chairman Michael Campbell

4. ROLL CALL:

A. Chairman Michael Campbell, Vice-Chair Tami Traiger, Vanessa Metzger, Dr. Guido Minaya, Susan Mitchell, Jennifer Nelson, Dist 4, Angela Ticich, Kristifer Jackson or Robert Miniaci

5. APPROVAL OF MINUTES:

A. Approval of Minutes of the Regular Governing Board Meeting on August 13, 2019

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of Regular Governing Board Meeting Agenda of September 10, 2019

7. PUBLIC COMMENT:

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

8. CONSENT AGENDA:

A. Request for Approval of Technology Upgrades Threshold 2019-2020 - Danielle Jensen, Director of Procurement

- B. Request for Approval of Changes to Facility Rental Agreement - Superintendent Jacquelin Collins
- C. Request for Approval of Teachers-Out-Of-Field Notification Letter - Superintendent Collins
- D. Request for Approval of Governing Board Meeting Dates 2020 - Superintendent Jacquelin Collins

9. SUPERINTENDENT REPORT:

- A. Superintendent Jacquelin Collins

10. CHAIRMAN REPORT:

- A. Chairman Michael Campbell

11. FOUNDATION REPORT:

- A. Gary Cerny, President

12. STAFF COMMENT:

- A. CSA Transportation Services Update - William Wolter, Director of Transportation
- B. Proposed EF Tours Mediterranean Trip - Summer 2020 with Oasis High School Students- Ashley Denton, Educator, Oasis High School

13. UNFINISHED BUSINESS:

- A. No Activity

14. NEW BUSINESS:

- A. Request for Approval of City of Cape Charter School Names(s) Rebranding Aligned with Renewal Process - Superintendent Collins
- B. Request for Approval of Senior Information Technology Systems Administrator Job Description and Salary Range - Superintendent Collins
- C. Request for Approval of FY 2018-19 Budget Amendment No. 2 - MaryAnne Moniz, Business Manager

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The Next Regular Governing Board Meeting will be held on Tuesday, October 8, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

17. ADJOURNMENT:

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

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

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

Item Number:	1.A.
Meeting Date:	9/10/2019
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 2.A.

Meeting Date: 9/10/2019

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.

Meeting
Date: 9/10/2019

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	9/10/2019
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell, Vice-Chair Tami Traiger, Vanessa Metzger, Dr. Guido Minaya, Susan Mitchell, Jennifer Nelson, Dist 4, Angela Ticich, Kristifer Jackson or Robert Miniaci

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 9/10/2019

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of Minutes of the Regular Governing Board Meeting on August 13, 2019

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
□ BOARD MINUTES Aug 12 2019	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

City Council Chambers
Tuesday, August 12, 2019 at 5:30p.m.

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, August 12, 2019 at City Council Chambers, Cape Coral FL 33990. Chairman Michael Campbell called the meeting to order at 5:31p.m.

2. Moment of Silence

Chairman Michael Campbell

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

Chairman Campbell

4. Board Member Roll Call

Present: Michael Campbell (C) Tami Traiger (VC), Vanessa Metzger, Dr. Guido Minaya, Susan Mitchell, Jennifer I. Nelson, District 4, Angela Ticich.

Parent Representatives: Kristifer Jackson (dais), Robert Miniaci, Oasis Middle

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

William Wolter, Director of Transportation - absent excused

MaryLynn McDaniels, Transportation Coordinator

Brent Richardson, Building Maintenance Supervisor

Vicki McAtee, City of Cape Coral, Human Resources Liaison

Leisa Orcutt, Human Resources Manager

Christine Hoffman, Payroll Supervisor

Lisa Betz, Charter School Bookkeeper

Jana Humenay, Charter School Cashier
 Dr Christina Britton, Principal Oasis High School
 Tod Baldwin, Assistant Principal, Oasis High School
 Tim Loughren, Assistant Principal, Oasis High School
 Donnie Hopper, Principal, Oasis Middle
 Brianne Romano, Assistant Principal, Oasis Middle
 MaryBeth Grecsek, Interim Principal Oasis Elementary
 Carrie Abes, Interim Assistant Principal, Oasis Elementary
 Kevin Brown, Principal, Christa McAuliffe Elementary
 Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary
 Health Sterk, Oasis Middle Educator, CSA TAC
 Mark Moriarty, Assistant City Attorney, City of Cape Coral

Officer A. Bianco, CCPD Detail

5. Approval of Previous Minutes

Motion made by Member Ticich, Second by Member Traiger to approve the Minutes of the June 11, 2019 Regular Governing Board meeting. *Unanimous*

6. Approval of Regular Meeting Agenda

Motion made by Member Nelson, Second by Member Mitchell to approve the Agenda for the Regular Governing Board Meeting on August 12, 2019. *Unanimous.*

7. Public Comment

Resident Shawna Pike commented on the newly routed Charter School Authority (CSA) buses and that she does not think they are safe or convenient for her children who attend the Charter Schools. She also wants a depot stop that will be near her child's aftercare program.

8. Consent Agenda

Motion made by Member Traiger, Second by Member Metzger to approve Items 8A-8G of the Consent Agenda. *Unanimous Motions Carried*

8A. *Approved.* City of Cape Coral Procurement Policies and Procedures Manual - MaryAnne Moniz, Business Manager and Danielle Jensen, Procurement Director

8B. *Approved.* City of Cape Coral Charter School Authority Wellness Policy - Danielle Jensen, Procurement Director

8C. *Approved* Unpaid Meals Policy - Danielle Jensen, Director of Food Services.

8D. *Approved* NEOLA Policy "CASH POSITION ANALYSIS" - MaryAnne Moniz, Business Manager

8E. *Approved* NEOLA Policy "CAPITAL ASSETS" - MaryAnne Moniz, Business Manager

8F. *Approved* NEOLA Policy "REFUNDS" - MaryAnne Moniz, Business Manager

8G. *Approved* Personnel Movements June -August 2019 including Discussion of Chris Cann Leave of Absence Request - Superintendent Collins

9. Superintendent Report

The City of Cape Coral Charter Schools are off to a great start this year. Over the summer administrative teams participated in Safety and Threat Assessment drills to make sure our campuses are prepared and in compliance in case the unthinkable should ever occur. The City Planning Dept has requested that we hire an engineer to make sure that we follow the Code Enforcement requirements including window and door safety, etc. before putting up the Safety Guard Shack. All of these features must be in place and assessed in order for the structure to function and operate as it should so this is the hold up that could take as long as December to finally settle. In the meanwhile, a security guard has been put into the budget and this individual can be deployed throughout the campus until their station is ready. Other than that, all other access points have been secured. *Further Comment*

Transportation Services spent the summer rerouting our bus stops and making sure they align with the District stops. These stops are also now equipped with benches, and some even have lights, which the District has implemented as a safety initiative along with the City. Our transportation service is linked to a residence on a student's file; depot stops are not designed to be near a single family residence -- they serve multiple student addresses. Parents have been asked to continue to be responsible to get their children to and from all bus stops, especially the depots which can be upwards of 2-miles from a central point. *Further Comment*

System-wide Professional Development has included a leadership program based on the *Growing Leaders* which addresses the needs of GenZ. This generation of students and their parents require a more vigilant approach to both education and attention to individual growth and progression of student mindsets. Over the year each school will follow an academic-social-emotional learning progress plan that is tailored to their student groups. Our system's theme for the year is "Developing Leaders." All schools have applied for Title 4 Grants to purchase curriculums, technology, safety and security, etc. *Further Comment* .

CSA Branding is progressing as planned, We hired Spiro Associates to help us design our logos, correspondence and marketing. We will have something to show you at the next meeting before we head out with the first phase of external marketing. The advertising budget is on schedule and the process is long but worth it.

CME Portables are slated to go before the Hearing Examiner in early October or late November and hopefully a decision will be made and we can move forward. We still have the possibility to use that restricted money of \$1.67million if we have to but again, we are still waiting on a final answer and direction to extend the life of those portables.

Positive Media Coverage is how we started the year off and we'd like to keep it that way. Our first day of school was covered exclusively by ABC-7News from literally 6:00a.m. to 9:30 a.m. The news coverage was light and breezy and let the general public see how engaged our teachers and students are in anticipation of a good year ahead. Hopefully we will continue this relationship with the media and our amazing school system and community.

New Administrative Staff: Leisa Orcutt, Charter School Human Resources Manager, Lisa Betz, Charter School Bookkeeper and Jana Humaney, Charter School Cashier for Oasis Middle and Oasis High.

Vice Chair Traiger: Agreed positive press is important and she has heard from many parents how pleased they are. Do we have a Media Policy?

Superintendent Collins: Internally, Kathleen Paul-Evans is the PIO and will handle media. As far as the Board is concerned, last year you voted that if there is a media inquiry the Chairman is the person who will speak for the Board and all inquiries are to go to the Chairman and he is the only one to speak in an organized fashion.

Vice Chair Traiger: Thank you I wanted to make sure we have a policy in place because all of our names are attached to media articles and we need to make sure there is a process and means we can anticipate positive media relations. *Further Comment*

Chairman Campbell: Just to clarify: Information is to be distributed equally among the board members and shared only, not discussed. Then a more formal statement can come from the Chairman to the media. [entire Board shakes head affirmative]

10. Chairman Report

Thanked the Superintendent and school administrators for all the hard work they did this summer to prepare the schools for the new year, especially in regard to safety and security. It's obvious the system is putting student safety as a first priority. As far as the transportation services at this time -- it's still the first few weeks of school but as always we will continue to listen and act on parent concerns. Again, safety is the number one concern and we will continue to move at a pace that is safe and makes long-term sense for all the students.
Further Comment

11. Foundation Report

Gary Cerny, President: Congraulated CSA on a great start to an exciting new school year. Congratulated scholarship winners from last year. Over the summer had conversations with small and medium-size grant writers and fundraising entities to help make the Foundation run more efficient. System-wide grant program is a huge success and the Foundation is seeing many areas that are effected and receiving positive vibes; we hope to continue this throughout the year.

This year's events: We are currently raffling off Disney tickets. Flashback Dance Night - 1970s will be Ocotber 5th at Dixie Roadhouse. The Rally on the Green will be February 29, 2020 and the Lighthouse Awards are May 1st at the Yacht Club. Please come out to any of these events it's always a lot of fun and raises money for the kids. *Further Comment*

12. Staff Comment

Kevin Brown, Principal and Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary

This year's current enrollment is 769; the goal was 766. Test scores proved a lot of hard work by students and teachers equals success. We scored 513 points out of 700 which made us the third highest scoring school in Lee County. In ELA and Math scores alone, CME had an 81% point gain in the past two years. CME consistently performs higher than all other county schools year after year. Areas for growth include ELA as a testing focus, switching out teaching models and adding staff to work with math students, and committing students and teachers to a new growth mindset that addresses learning, social and emotional levels for student success. Thank you to Bridge Church who provided a cart and snacks for teacher morale. Portables have been refurbished and some teachers were even out there painting and making the modules a more pleasant place to learn. *Further Comment*

Vice Chair Traiger: Did we replace the carpets in those portables? Where did we leave off?

Brown: No, not at this time. There's no carpet replacement because we decided to move forward with other areas that also needed to be beef'd up. *Further Comment*

MaryBeth Grecsek, Interim Principal and Carrie Abes, Interim Assistant Principal, Oasis Elementary Thanked Carrie Abes for joining the OES Team and also the Watch D.O.G.S. Dads helping make the first few days a school carline a breeze and offered so much good cheer and positive vibes to an otherwise stressful day. OES held onto their "A" rating and it was all due to the hard work of teachers and students. This year was the most points earned ever for OES with 533; last year we were 472 which is about a 60 point gain. Historic goals prove that we are consistently overachieving by at least 10-15 points. One program we feel contributed to our success was the Renaissance Program that provided data and a strategic plan. We will add Safari Management which we purchased through Title 4. We look forward to having an amazing and productive year. *Further Comment*

Donnie Hopper, Principal and Brianne Romano, Assistant Principal, Oasis Middle School Greetings from the *Home of the Iguanas!* Hopper gave a welcome and introduction to new AP, Brianne Romano. Current enrollment is 843 with students on the waiting list; that puts us at capacity. We were budgeted at 840. The Middle School had a 68% rating this year for a 12-year "A" school rating. In Math we increased from 68% to 77%; science from 60% - 62%; Civics from 81%-84% blowing it away with the highest score in the District and Algebra from 71% to 90% gain. Outstanding jobs! All areas except ELA gained which will be our focus next year. District-wide Trafalgar, Oasis Middle, then Cypress Lake make the top three. Next year we will focus on ELA both reading and writing portions. We have purchased WriteScore which has students write an essay and submit it online for scoring. Attendance is also a huge focus for us next year. Students who miss out on valuable instruction time because of absences that can otherwise be avoided is an area we want to address with parents because it is so impactful to their student's entire learning. *Further Comment*

Dr Christina Britton, Principal and Tod Baldwin, Assistant Principal and Tim Loughren, Assistant Principal, Oasis High School

We are the only "A" high school in the Cape. High schools are graded based on 10 components; we have been rated #1 in the District in terms of career and college readiness, and graduation rate. Our ELA goals have gone down in the last two years and we are going to correct this. However, Math gains are from 46% to 52%. We went up and down with overall gains by about 10 points from last year. This coming year we are hoping that we can land on a graduation rate of 100%. *Further Comment*

Vice Chair Traiger: What communication and planning is going on to make sure that the Algebra handover from the middle to the high school is taking place to keep those score high and the learning curve to match?

Britton: The OHS math teachers went over to the OMS teachers and had conversations and book exchanges to go over what was done with the incoming freshman.

Member Minaya: How many students do we have in Dual Enrollment this fall?

Britton: The last time I checked I think it was about 22?

Danielle Jensen, Director of Procurement and Food Service: Provided department update.

William Wolter, Director of Transportation: Provided department update.

Brent Richardson, Building Maintenance Supervisor: Deptment Update read by Superintendent Collins

13. Unfinished Business

No Activity

14. New Business

Approved. Motion made by Member Nelson, Second by Member Minaya to approve the Cape Coral Charter School Authority Adopted Operating Budget FY 2020-2022- Mary Anne Moniz, Business Manager

See Slide presentation - changes are reflected in red ink.

15. Final Board Comment and Discussion

Metzger: Great start to a new school year. Bus stops without benches - are we notifying the county so they can get missing benches in place? Do we have an update on Mr Cann? *Further Comment*

Superintendent: All stops have been vetted and they are most likely working toward completion of all stops with benches and lights. Mr Cann walked into our offices the other day and he appears to be doing well. You just approved his Request for Leave of Absence *Further Comment*

Minaya: Congratulations to all four schools, especially on the transfer and transition of data and information from school to school. This is our "secret sauce" to have students move son effortlessly from building to building and with such continuous improvement. Again, job well done. *Further Comment*

Ticich: I saw our buses running routes and practicing on Saturday and was very happy to know we are doing this type of training. It seems we are off to a great school year, and did well in testing last year. *Further Comment.*

Campbell: I echo everyone's thoughts. Great last year and great year ahead. I like Dr Minaya's comment "secret sauce." He's right and I'm also going to use that line, too! *Further Comment*

Traiger: I attended the system's Back to School Day and it was fabulous, and set the tone for the year. It's so wonderful when you gather everyone together and everyone has the same focus and understanding. *Further Comment*

Mitchell: I also attended the Back to School Day with teachers and staff; it was eye opening impactful. Also, great job on all the school scores. *Further Comment*

Nelson: I'm super proud of all ya'll and super proud of the transportation department's progress. This year I am also looking forward to helping Council come up with some solutions to help the schools sustain themselves. *Further Comment*

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, September 10, 2019 at 5:30 p.m. in City Council Chambers.

17. Adjournment

The Governing Board adjourned at 7:03p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Executive Assistant to the Superintendent

City of Cape Coral Charter School Authority

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	9/10/2019
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of Regular Governing Board Meeting Agenda of September 10, 2019

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A. Meeting Date: 9/10/2019 Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

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

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 8.A. Meeting Date: 9/10/2019 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Technology Upgrades Threshold 2019-2020 - Danielle Jensen, Director of Procurement

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ TECH THRES 2019	Backup Material

Cape Coral Charter School Authority
Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Jacquelin Collins, Superintendent
FROM: Danielle Jensen, Director of Procurement and Food Services
DATE: August 30, 2019
SUBJECT: 2019-20 Technology Upgrades Threshold

As a part of the continuing goal to reach one-to-one student electronic devices and provide our staff and students with updated technology, the Charter School will be evaluating and purchasing various technology products during the 2019-20 school year.

The Charter School has allocated \$288,000 for the technology upgrades for this school year. The first plan is to update teacher workstations at OES, OHS, and CME to be consistent with the direction the City's ITS department has provided. OMS updated their workstations last school year. In addition, the Charter School will need to purchase additional Chromebooks for students. The first purchase will be for 200 Lenovo Chromebooks at the high school. Both elementary schools and the middle school will decide on the exact number of Chromebooks based on their fundraising efforts this fall.

The Charter School will also start the upgrade to the Smartboard technology. Currently, evaluation of two options is being considered, for example Dell versus Promethean. Costs are the materially the same, therefore the focus is on evaluating the features each brand provides. The remaining technology upgrades will be to ensure security software is purchased and installed at all schools, as well as Windows 10. Fundraising and budget allocations will allow the purchases.

The charter school will use various competitively bid contracts to purchase these items. The Charter School will use a Florida state contract WN08AGW to purchase the Dell computers from Dell and the City of Tamarac contract to purchase the HP monitors from Office Depot. Lenovo Chromebooks will be purchased using Florida's NASPO contract. SmartBoards will either be purchased with Lee County School contract N177281RC or Florida state contract WN08AGW depending if the purchase is for Promethean or Dell, respectively.

The charter school is requesting the school board's approval to allow the superintendent, Jacquelin Collins to approve the purchase orders for each of these projects. Throughout the year, as the funds become available, the purchases for each vendor may exceed fifty thousand which requires the board's approval since it is over the \$50,000.00 threshold.

The Charter School will only purchase these items off of the stated competitively bid contracts and will stay within the budget reallocations after all fundraising is complete. With your approval, purchase orders will start to be issued for the first wave of technology upgrades.

Item Number: 8.B.
Meeting Date: 9/10/2019
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Changes to Facility Rental Agreement - Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
☐ Facility Rental 2019	Backup Material

Facility Rental Guidelines



Cape Coral Charter
School Authority

Cape Coral, Florida

Exhibit A

SCHEDULE OF FEES

(Checks made payable to the Cape Coral Charter School Authority)

STANDARD RATES – Subject to a daily maximum rate of 8 hours

Type of Facility	Hourly Rate (3 hour minimum)
Basic Classroom	\$25
Cafeteria (without use of kitchen)	\$75
Cafeteria (with use of kitchen)	\$100
Small Multi-Purpose Room	\$25
Media Center/Special Purpose Classroom	\$50
Gymnasium	\$100
Parking Lot/Airnasium	\$25

PREFERRED RATES

1. Preferred rates shall be one-half (1/2) of the standard rental rates, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.
2. Preferred renters providing both before school and after school programs on the same day shall have the total hours of use for the day rounded to the quarter hour interval for purposes of determining the rental rate charges.
3. For preferred renters, the maximum fee for a multi-day event will not exceed three thousand dollars (\$3,000). Multi-day events can last no longer than nine (9) months.

OTHER FEES AND REQUIREMENTS

- A. Custodial fees are \$35 per hour. They will be charged when:
 1. Custodians are required to work outside their normal duty hours;
 2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.

FOR APPROVAL

Exhibit A

SCHEDULE OF FEES

(Checks made payable to the Cape Coral Charter School Authority)

STANDARD RATES – Subject to a daily maximum rate of 8 hours

Type of Facility	Hourly Rate
Basic Classroom	\$25
Cafeteria (without use of kitchen)	\$25
Cafeteria (with use of kitchen)	\$100
Small Multi-Purpose Room	\$25
Media Center/Special Purpose Classroom	\$25
Gymnasium	\$100
Parking Lot/Airnasium	\$25

*The maximum fee for a multi-day event will not exceed three thousand dollars (\$3,000). Multi-day events can last no longer than nine (9) months.

*Fee schedule for external/Internal Oasis coaches – please contact the Athletic Director.

OTHER FEES AND REQUIREMENTS

- A. Custodial fees are \$35 per hour. They will be charged when:
 - 1. Custodians are required to work outside their normal duty hours;
 - 2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.
 - 3. There is a documented lack of proper care and cleanliness of premises; determined by the administrator.
- B. If the renter requests staff (other than custodial) to be present or if the administration determines that additional staff must be on site, an additional fee of \$35.00 per hour will be charged when:

- B. If the renter requests staff (other than custodial) to be present or if the administration determines that additional staff must be on site, an additional fee of \$20.00 per hour will be charged when:
1. Staff are required to work outside their normal duty hours;
 2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.
- C. If special set ups are required for cafeteria or multi-purpose rooms, an additional fee of \$120 shall be charged.
1. If scoreboard operators are required, an additional fee of \$16.00 per hour will be charged.
 2. Cafeteria Guidelines: Any use of school food service kitchen facilities by any non-school group shall be subject to the recommendation of the Principal and the approval of the Superintendent or Designee and shall, if approved, require the presence of the Manager or the Manager's designee and be subject to the staff fee.

FOR APPROVAL

1. Staff are required to work outside their normal duty hours;
 2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.
- C. If special set ups are required for cafeteria or multi-purpose rooms, an additional fee of \$120 shall be charged.
1. If scoreboard operators are required, an additional fee of \$16.00 per hour will be charged.
 2. Cafeteria Guidelines: Any use of school food service kitchen facilities by any non-school group shall be subject to the recommendation of the Principal and the approval of the Superintendent or Designee and shall, if approved, require the presence of the Manager or the Manager's designee and be subject to the staff fee at \$35.00 per hour.

FOR APPROVAL

Facility Rental Agreement for Oasis Internal/External Coaches

Current Oasis Coaches who run and operate travel teams and/or clubs and charge fees to participants (for profit), are subject to the following fees:

1. If all student participants are Oasis students (Tier 2)
2. If one or more players are not Oasis students (Tier 1)

*Coaches running for profit camp must provide \$1 million in general liability insurance naming the charter school as an additional insured.

Fundraisers:

Current Oasis coaches who run camps as fundraisers in which 100% of gross receipts are retained by or provided to the Cape Coral Charter School Authority (NO CHARGE).

TIER	FEE
1	\$45/hr
2	\$20/hr

Item Number: 8.C. Meeting Date: 9/10/2019 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Teachers-Out-Of-Field Notification Letter - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
TEACH OUT OF FIELD 20192020	Backup Material



Christa McAuliffe
Elementary School
2817 SW 3rd Lane
Cape Coral, FL
33991

Phone:
(239) 283-4511

Fax:
(239) 282-0376

August 1, 2019

Dear CME Parents:

RE: Notice to Parents Effective August 12, 2019

This notice is to inform you that the following teachers are teaching outside of their primary area of certification this school year. If you would like further information, please contact me at 239-283-4511.

Out of Field

Trisha Bissler - ESOL

Tiffany Lanzzone - ESOL

Jennifer Williams - ESOL

Lisett Hernandez - Gifted

Sincerely,

Kevin Brown

Kevin Brown
Principal

Oasis High School
3519 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 541-1167

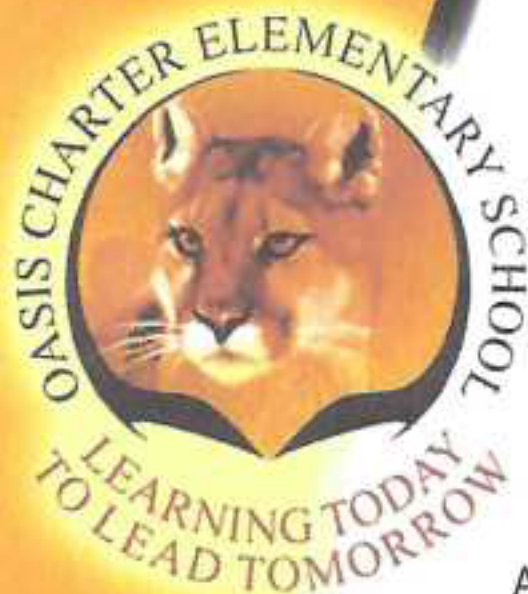
Oasis Middle School
3507 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 945-1999

Oasis Elementary School
3415 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 542-1577

Charter School
Governing Board
3519 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 424-6100

www.CapeCharterSchools.org





Oasis Elementary
School
3415 Oasis Blvd.
Cape Coral, FL
33914

Phone:
(239) 542-1577
Fax:
(239) 549-7662

August 29, 2019

Dear Parent/Guardian:

This notice is to inform you that the following teachers are teaching outside of their primary area of certification this school year. If you would like further information, please contact me at (239) 542-1577.

NAME	OUT OF FIELD
Altini, Janet	Gifted
Arroyo, Esmeralda	ESOL
Brook, Maria Teresa	Gifted
Calabrese, Nicole	ESOL
Foster, Stefani	ESOL
Gutierrez, Stacy	Gifted
Ordway, Jamie	Gifted

Sincerely,

MaryBeth Grecsek
Interim Principal
Oasis Elementary School

Oasis High School
3507 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 945-1999

Oasis Middle School
3507 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 945-1999

Christa McAuliffe
Elementary School
2817 SW 3rd Lane
Cape Coral, FL 33901
Phone:
(239) 283-4511

Charter School
Governing Board
3415 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 542-1577

www.CapeCharterSchools.org





Oasis Middle School
3507 Oasis Blvd.
Cape Coral, FL 33914

Phone:
(239) 945-1999
Fax:
(239) 540-7677

August 28, 2019

Dear Parents/Guardians,

This notice is to inform you that the following teachers are teaching outside of their primary area of certification this school year. If you would like further information, please contact me at (239) 945-1999.

TEACHER NAME
AREA OUT OF FIELD

Karen Brown
Language Arts

Gary Cameron
Science

Saverna DeRose
Language Arts

Alison Grant
Language Arts

Jennifer Hattemer
Technology

Katie Hendershot
Language Arts

Kelly Henry-Herbst
STEM

Stacy Picklesimer
STEM

Lauren Sheffield
Math

Sincerely,


Donnie Hopper
Principal

Oasis High School
3507 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 541-1167

Christa McAuliffe
Elementary School
2817 SW 3rd Lane
Cape Coral, FL 33991
Phone:
(239) 283-4511

Oasis Elementary School
3415 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 542-1577

Charter School
Governing Board
3415 Oasis Blvd.
Cape Coral, FL 33914
Phone:
(239) 424-6100

www.CapeCharterSchools.org





Oasis High School
3519 Oasis Blvd. Cape Coral, Florida 33914



Cambridge Assessment
International Education

Cambridge International School

August 28, 2019

Dear Oasis Families,

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

Deanna Brock – Language Arts
Joan Campbell – American Sign Language
Jeffrey Carstens - Biology
Sherri Dahl - Art

The following teachers are working toward their ESOL certification requirements:

Patrick McCarthy	Jennifer Lear
Sara Mitchell	Janiris Lee
Bridget Lukomski	Lisa Alexander
Iskra Sanchez	Stephanie Bloch
Michael Sullivan	Gabrielle Thompson
Leslie Webb	Tomika Breese
Kelah Hendon	Joseph DeMattia
Barbara Hess	Alison Kinch
Patrick Velez	

Thank you,

A handwritten signature in black ink, appearing to read "Christina M. Britton", written in a cursive style.

Christina M. Britton
Principal

HOME OF THE SHARKS

Item Number: 8.D. Meeting Date: 9/10/2019 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Governing Board Meeting Dates 2020 - Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ BOARD MEETING DATES 2020	Backup Material



Jacquelin Collins, Superintendent

City of Cape Coral Charter School Authority
GOVERNING BOARD MEETINGS – 2020

All meetings will be held on the second Tuesday of the
month at 5:30p.m. in City Council Chambers,
1015 Cultural Park Blvd. Cape Coral, Florida 33990

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020

June 9, 2020

July – The Governing Board is in recess.

August 11, 2020

Item Number:	9.A.
Meeting Date:	9/10/2019
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 10.A.
Meeting Date: 9/10/2019
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 11.A.

Meeting Date: 9/10/2019

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, President

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A. Meeting Date: 9/10/2019 Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

CSA Transportation Services Update - William Wolter, Director of Transportation

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
☐ CSA Transpo Letter	Backup Material



26 August 2019

Dear Charter School Families,

During the first three weeks of the school year our Transportation Department's first priority has been to assign a bus to every student requesting a route. If your family is still waiting for a bus assignment and/or you are experiencing travel delays, please accept our apologies.

By now you are aware bus assignments are linked to only the residences on file. Requests for specialized drop-offs at other organizations, daycares, or businesses will not be honored with the exception of our City-owned Bill Austen Youth Center, which offers an after care program similar to the ones currently held on our campuses, and is based on bus seat availability.

Over the summer we carefully rerouted all of our bus routes for better coverage of most of the city's sectors, as well as looked into route timeliness, and cost efficiency. In addition, to address safety concerns we joined in a collaborative agreement with The City of Cape Coral, and the Lee County School District, to align our buses with the District's semi-permanent bus stops. You should know many of these stops are scheduled for additional safety initiatives including street lights, and raised benches. In the meanwhile, parents are still expected to be at the bus stop at least 10 minutes before the scheduled bus pick-up time, and 10 minutes after a scheduled pick up time, in case of travel delays, etc.

Another item to keep in mind is that although we have limited transportation resources, as a courtesy, the Charter School Authority provides "depot" stops for our families. These depot stops are targeted bussing areas that are centralized between multiple residences. By virtue of the way they are established, each depot stop requires parents to transport their student(s) from homes, to the designated stop and back; depots are not designed to be within walking distance of a student's residence.

As always, we appreciate your patience and cooperation. If you have filled out a transportation request form and still need an assignment, we will get to your file as soon as possible. Otherwise, please remember safety and reliability are the top two goals our Transportation Department consistently works to achieve. Your patience and cooperation at this time is greatly appreciated.

Sincerely,


Jacquelin Collins
Superintendent

www.CapeCharterSchools.org

Charter School
Administration
3519 Oasis Blvd.
Cape Coral, FL 33914

Phone: (239) 424-6100
Fax: (239) 541-1039

Oasis High School
3519 Oasis Blvd.
Cape Coral, FL 33914
Phone: (239) 541-1167
Fax: (239) 541-1590

Oasis Middle School
3507 Oasis Blvd.
Cape Coral, FL 33914
Phone: (239) 945-1999
Fax: (239) 540-7677

Christa McAuliffe
Elementary School
2817 SW 3rd Lane
Cape Coral, FL 33991
Phone: (239) 283-4511
Fax: (239) 282-0376

Oasis Elementary School
3415 Oasis Blvd.
Cape Coral, FL 33914
Phone: (239) 542-1577
Fax: (239) 549-7662



Item Number: 12.B.
Meeting Date: 9/10/2019
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Proposed EF Tours Mediterranean Trip - Summer 2020 with Oasis High School Students- Ashley Denton, Educator, Oasis High School

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ OHS MEDI TRIP 2020	Backup Material

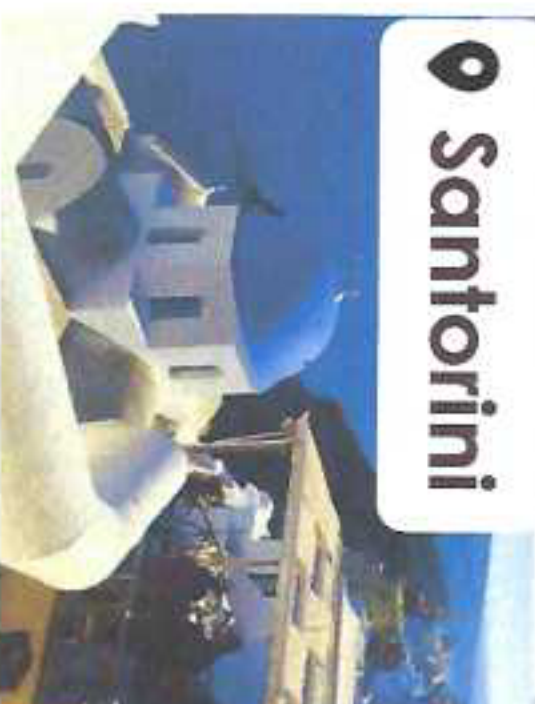
EF Tour – Summer 2020 Trip

Splendors of the Mediterranean

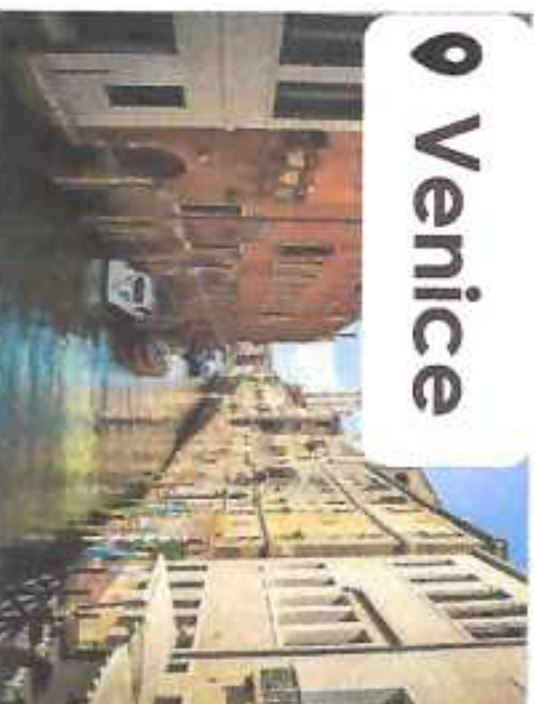
Highlights:

- 18 Days
 - June 19 – July 6th 2020
 - (+/- 4 days)
 - Fly out of RSW
- Cost - \$5,760 Students
 - \$6,820 – Adults
- Travellers: 7 students
 - Goal – 12 students for an extra chaperone

📍 Santorini



📍 Venice



📍 Athens



📍 Rome



Item Number: 13.A.

Meeting Date: 9/10/2019

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	14.A.
Meeting Date:	9/10/2019
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of City of Cape Charter School Names(s) Rebranding Aligned with Renewal Process - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ Renewal Process	Backup Material

Charter Periods for the 4 Schools of the Cape Coral Charter School Authority

#4143, Oasis Charter Elementary:	7/01/05 to 6/30/20
#4151, Christa McAuliffe Charter Elementary:	7/01/05 to 6/30/20
#4171, Oasis Charter Middle School:	7/01/06 to 6/30/21
#4181, Oasis Charter High School:	7/01/07 to 6/30/22

Overview of Renewal Procedures

Charter schools that have been successful in their operations, including meeting their student performance goals and implementing sound financial management, may apply for renewal of their charter. This page describes the procedure for submitting a renewal application.

Procedural changes

From time to time, actions by the Florida State Board of Education, the Florida Legislature, or the School Board of Lee County may result in modifications to the charter renewal process. This page may be updated to reflect such changes.

Process for allowing a charter to expire

At least 120 days before the scheduled end of a charter school contract, the Governing Board should submit written notification to the sponsor that it will allow the charter to expire without renewal.

Process for seeking charter renewal

At least 120 days before the scheduled end of a charter school contract, the charter school should submit a written request to the sponsor seeking renewal for a specified period of time, or notify the sponsor that it will allow the charter to expire without renewal.

MARCH 30, 2020

Documents required to request charter renewal

Schools seeking charter renewals should submit all of the following documents:

(A) REQUEST FOR RENEWAL: A written request to the sponsor seeking renewal for a specified period of time. The request for renewal must include the title, full name, mailing address, telephone number, and e-mail address of the designated contact person. Notices, questions, and other correspondence related to the renewal application will be directed to this contact person.

(B) STATEMENT OF ELIGIBILITY FOR RENEWAL: Written documentation showing how each of the criteria established in §1002.33(7)(a)(1-16), F.S. have been met, and verifying that none of the causes for termination established in §1002.33(8)(a), F.S. exist;

(C) PLANS FOR RENEWAL: A description of any planned variation from the current approved application or current approved renewal plan. If the changes in any section are numerous or substantial, then the entire section with revisions should be submitted. If no changes at all are planned for a given section, then simply stating that no changes will be made is sufficient for that section. If there is a section in the list below that did not appear in the most recent application or renewal submitted by the school, and that section is applicable to this school, then that section should be completed in full for this renewal application.

Note that any changes described in renewal plans should be reasonable, orderly, and logically-connected to the school's performance to date. Renewal plans may not describe a substantially new school, but only an improved version of the existing school.

I. Educational Plan

1. Mission, Guiding Principles and Purpose
2. Target Population and Student Body
3. Educational Program Design
4. Curriculum Plan
5. Student Performance, Assessment and Evaluation (Note: This section must be updated in all renewal applications. For each year of the proposed charter, the application must present annual measurable educational goals and objectives that set high standards for student performance. These goals must be unambiguous (*i.e.*, each goal must be written in a way that it will always be objectively clear as to whether or not the goal was achieved). Applicants are encouraged to use SMART goals criteria.)
6. Exceptional Students
7. English Language Learners
8. School Culture and Discipline
9. Supplemental Programming

II. Organizational Plan

10. Governance
11. Management and Staffing
12. Human Resources and Employment
13. Professional Development
14. Student Recruitment and Enrollment
15. Parent and Community Involvement

III. Business Plan

16. Facilities

17. Transportation
18. Food Service
19. School Safety and Security
20. Budget
21. Financial Management and Oversight
22. Action Plan

(D) JUSTIFICATION FOR RENEWAL: A written case for renewal based on the service of the school and the performance of its students during the previous charter period. This case must be based on actual, specific, quantifiable performance data (school grades or performance ratings, subgroup performance, graduation rate, re-enrollment rate, etc.) and make a compelling argument for the continuation of the school.

Related authorities

The renewal process is governed by §1002.33, F.S., School Board Policy 2.28, and related process documentation and flow charts.

- Florida Statutes 1002.33 (Web Page)
- School Board Policy 2.28 (PDF)
- Renewal Process Document (PDF)
- Renewal Flow Chart (PDF)

Submittal requirements

Applications for renewal and all related documents must be presented in reviewable format and must include two printed, collated, and unbound copies and one complete digital copy.

The printed copies and the digital copies must be faithful copies of each other.

The digital copy may be provided on a CD, DVD, or flash drive; or may be posted in an online depository to which the District has access. At this time, the District cannot accept files on other digital media.

The digital copy must contain the entire application in a single, searchable, unprotected file in PDF or Microsoft Word format, except that financial appendices may be presented as separate PDF, Word, or Excel format files.

Digital media is not retained and will not be returned.

The submittal documents should include a table of contents and page numbers. If appendices are attached, appendices should be clearly labeled.

Submit complete applications for renewal and documentation to the following address:

Superintendent of Schools
The School District of Lee County
Lee County Public Education Center
2855 Colonial Boulevard
Fort Myers, FL 33966-1012
(239) 337-8301

Information and assistance

If you have any questions or need further information, please contact the Department of Grants & Program Development at (239) 337-8115.

Item Number:	14.B.
Meeting Date:	9/10/2019
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Senior Information Technology Systems Administrator Job Description and Salary Range - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

	Description	Type
▣	SENIOR ITS JOB DESCRIPTION AND SALARY	Backup Material



Senior IT Systems Administrator

Cape Coral Charter School Authority
Established Date: September 10, 2019
Revision Date:

SALARY RANGE

\$68,800 - \$95,891.79

GENERAL STATEMENT OF JOB:

Under the general direction of the Cape Coral Charter School Authority Superintendent, this position is responsible for designing, installing, configuring, modifying, supporting, and operation of the Cape Coral Charter School Authority's computer/network systems and related infrastructure with the highest level of performance as an expert in the system administration of computers and their complex operating systems. This position provides and performs specialized and advanced administration and maintenance on the network operating systems and applications that interface to the Local Area Network/Wide Area Network. This position is responsible for providing 24/7 support for all Cape Coral Charter Schools' computer/network systems.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Administers and supports core Microsoft technologies including a multi-domain Active Directory structure.

Performs daily system monitoring, verifying the availability of all hardware, server resources, systems and key processes, and verifying the completion of scheduled jobs from backup systems.

Maintains the capability of repairing and recovering from hardware or software failures using various recover/snapshots/backup application tools.

Oversees specialized configuration, testing, implementation, support and maintenance of all applications for optimum performance.

Designs and defines system architecture for new or existing software or hardware implementations.

Plans and/or schedules installations of new server hardware or software and associated supporting peripherals.

Develops documentation on new or existing systems; develop and direct tests to ensure systems meet documented user requirements.

Plans and tests new software/firmware releases and software products, and coordinates installation and upgrades of projects. Monitors, tracks, and compares system performance using software-based testing, monitoring and analysis tools.

Determines system specifications; input/output processes and working parameters for hardware/software compatibility; implement new revisions of software to maintain current release and security OS patches.

Diagnose technical and operational software problems on installed systems with resolution within defined SLA's (Service Level Agreements); diagnose and solve hardware problems, working with the appropriate vendors as applicable.

Mentors and cross-trains ITS team members on existing and new technologies as needed.

Works with ITS team members to provide end user training and support to ensure all users can utilize all features of application software.

Provides 24/7 emergency service as required for ITS high-availability operations.

Completes ITS-related public records requests and internal investigations.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required by management to meet the needs of the Cape Coral Charter School Authority.

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

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Information Technology and five (5) years of related experience; or
- Associate degree from an accredited college or university in Information Technology or related field, and nine (9) years of related experience.
- Specifically including a minimum of three (3) years of experience implementing and administering Windows Server 2003, 2008 and 2012 (including AD, GP, DNS, DHCP, HTTP, FTP, SSH, SMTP, etc.).
- MCMS (Microsoft Certified Solution Associate) and VMware Certification preferred.
- Must possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to efficiently prioritize and organize competing work demands with little oversight and perform under pressure.

Must demonstrate strong analytical, reasoning and problem-solving skills.

Is skilled in the operation, administration, configuration maintenance and support of software applications. Able to assist in the use and functionality.

Ability to respond to customer requests, inquiries, and complaints; and use discretion when handling confidential information.

Ability to provide 34-hour, 7 days per week response to the Cape Coral Charter School Authority's high-availability operations.

Ability to maintain proficiency by updating job knowledge through participating in educational opportunities, reading professional publications and/or participating in professional organizations.

Knowledge of information threats, vulnerabilities and exposures.

Knowledge of risk assessment and analysis methodologies (including measurability, repeatability and documentation), and security controls and countermeasures.

Knowledge of regulatory requirements and their potential business impact from an information security standpoint.

Ability to analyze resources and trends to enable planning for long-term performance and server expansion.

Has considerable knowledge of business mathematics and basic accounting principles and practices.

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

Ability to issue and follow oral and written instructions.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 50 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, writing 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 Cape Coral Charter School Authority policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds. Requires the ability to utilize and comprehend standard construction terminology.

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; interpret graphs.

Form/spatial aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various types of information.

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

Manual Dexterity: Must be able to handle a variety of items such as computer paper, boxes, printers, and have minimal 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.

Item Number:	14.C.
Meeting Date:	9/10/2019
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of FY 2018-19 Budget Amendment No. 2 - MaryAnne Moniz, Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ BUDGET AMEND No 2 FY 2018-2019	Backup Material

**CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY**

FY 2018-19

BUDGET AMENDMENT NO. 2

September 10, 2019



FY 2018-19

BUDGET AMENDMENT NO. 2



- Required to modify the estimates of revenues and appropriations as previously Amended.
- Previously approved adjustments such as:
 - Transportation Costs
- Reclassification of accounts
 - Safety Initiatives
- Non-Budgeted Items
 - Best & Brightest
 - Safety Security Grant
 - Wellness Rewards
- Miscellaneous transfers between accounts
 - Transfers from Internal Funds
 - Transfers between General Fund Accounts



SUMMARY OF REVENUES

FY 2018-19 BUDGET AMENDMENT NO. 2



Sources (Revenues)	Adopted	Budget Amend #1	Adjustment	Budget Amend #2
Summary of Changes:	\$ 32,402,716	\$ 34,684,388	\$ 1,147,541	\$ 35,831,929

Budget Amendment No. 2 Adjustments

Balances Brought Forward:				
Use of Fund Balance (Assigned)	\$ 1,876,671	\$ 2,349,317	\$ (1,637,292)	\$ 712,025
Committed Fund Balance	778,490	233,289	(3,790)	229,499
Restricted Fund Balance	1,697,980	1,697,980	-	1,697,980
Unassigned/Operating Fund Balance	3,937,621	5,369,763	1,218,511	6,588,274

Revenue Categories:				
Intergovernmental	\$ 21,791,773	\$ 22,262,276	\$ 1,403,018	\$ 23,665,294
Capital Outlay (PECO)	1,515,652	1,695,185	(167,316)	1,527,869
Charges for Services	650,000	647,300	98,123	745,423
Miscellaneous Revenues	154,529	211,727	203,143	414,870
Transfers In	-	217,551	33,144	250,695

Total Adjustments: \$ 1,147,541 \$ 1,147,541

Total Budget Amendment No. 2: \$ 35,831,929

SUMMARY OF REVENUE CHANGES



- Balances Brought Forward
 - Use of Fund Balance (\$1.6m)
 - Increased Revenues/Reduced Expenditures
 - Committed Fund Balance (\$4k)
 - Safety Initiatives
 - Restricted Fund Balance (n/c)
 - Unassigned Fund Balance \$1.2m
 - Additional Revenues, Unused Funds, P.O. Rollovers
- Intergovernmental \$1.4m
 - FEFP \$1.1m
 - Best & Brightest \$243k
 - National School Lunch Program (\$55k)
 - Safety & Security Grant \$113k
- Capital – PECO (\$167k)
 - PECO More Charter Schools, FTE, Historically Declines at Year-End
- Charges for Services \$98k
 - Student Lunch Charges Increased \$92k
 - Transportation Charges \$6k
- Miscellaneous Revenues \$203k
 - Wellness Program \$30k
 - E-Rate \$31k for Meraki Access Points
 - Short-Term Investment Income \$113k
 - Misc. \$29k Bus Rentals, Custodial Services, Contributions/Donations
- Transfers In \$33K
 - Internal Fund Transfers



SUMMARY OF EXPENDITURES

FY 2018-19 BUDGET AMENDMENT NO. 2



Uses (Expenditures)	Budget		Adjustment	Budget
	Adopted	Amend #1		Amend #2
Summary of Changes:	\$ 32,402,716	\$ 34,684,388	\$ 1,147,541	\$ 35,831,929

Budget Amendment Number 2 Adjustments

Reserves:

Use of Fund Balance (Assigned)	\$ 400,953	\$ -	\$ -	\$ -
Committed Fund Balance	778,490	233,289	(3,790)	229,499
Restricted Fund Balance	1,697,980	1,697,980	-	1,697,980
Unassigned/Operating Fund Balance	3,536,688	5,369,763	1,787,960	7,157,723

Expenditure Categories:

Personnel	\$ 17,401,785	\$ 17,195,565	\$ (335,810)	\$ 16,859,755
Operating	7,332,047	8,449,093	(306,181)	8,142,912
Capital Outlay	949,434	1,433,339	(1,826)	1,431,513
Debt Service	305,359	305,359	7,188	312,547

Total Adjustments:	\$ 1,147,541	\$ 1,147,541		
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Total Budget Amendment No. 2:				<u>\$ 35,831,929</u>
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SUMMARY OF EXPENDITURE CHANGES



- Use/Assigned Fund Balance – No Change
- Committed Fund Balance
 - Decreased by \$4k for Safety Measures
- Restricted Fund Balance – No Change
- Unassigned Fund Balance \$1.8m
 - Increased due to increase in revenues and reduced expenditures
- Personnel (\$336k)
 - Salary savings due to vacancy of Curriculum Specialist (10 month Vacancy), OHS Paraprofessional II (12 month vacancy), and Transportation (ongoing shortage of bus drivers and 6 months vacancy of Transportation Coordinator)
 - Health Care – 22 employees were eligible for health care 8 enrolled
- Operating (\$306k)
 - Fiscal Service (City Charge Backs) not charged only the payroll (\$127k)
 - Insurance reflected an increase of \$68k for 1st quarter prepay of FY 2020
 - Outside Speech Pathologist replaced in-house (\$12k)
 - Fleet over an additional \$208k from previous Budget Amendment
 - Misc. Transfers
- Capital Outlay (\$2k)
- Other: Encumbrance Rollovers Into FY 2020 \$435k
 - Purchase of 2 new buses \$210k
 - OHS AC Unit \$180k
 - Spiro Marketing \$45k



FY 2018-19

BUDGET AMENDMENT NO. 2



Conclusion:

- Purpose of this Budget Amendment is to adjust revenues and appropriations as noted.
- Final Budget Amendment for FY 2018-19.
- Questions?
- In conclusion, staff recommends the Governing Board's approval of Budget Amendment No. 2.



Item Number:	16.A.
Meeting Date:	9/10/2019
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, October 8, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: