



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, July 14, 2020

City 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 Campbell, Vice-Chair Mitchell, Gunter Dist 1., Metzger, Minaya, Traiger. Parent Representatives: Hoagland, Jackson
- B. Request for Approval of Charter School Authority Governing Board Members who wish to remotely attend this meeting be allowed to participate, discuss, and vote on items appearing on today's Agenda dated July 14, 2020 - Vice Chair Mitchell

5. APPROVAL OF MINUTES:

- A. Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, June 9, 2020.

6. APPROVAL OF AGENDA REGULAR MEETING:

- A. Request for Approval of the Agenda of the Regular Governing Board Meeting on Tuesday, July 14, 2020

7. PUBLIC COMMENT:

- A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time. Members of the public can also submit comments on agenda items using "e-comment" forms found on the City of Cape Coral's City Clerk's Office website under "Agendas

and Videos" at www.capecoral.net. All e-comments should be received no later than 12:00p.m. the day of the meeting.

8. CONSENT AGENDA:

- A. Request for Approval of the Oasis Middle School Gymnasium Building Use Agreement Between the City of Cape Coral and the Cape Coral Charter School Authority - Superintendent Collins
- B. Request for Approval of Substitute Bus Driver Pay Increase - Leisa Orcutt, Director Human Resources
- C. Request for Approval of Charter School Authority Updated Employee Job Description Physical Requirements - Leisa Orcutt, Director Human Resources. To view supporting documents please go to the City of Cape Coral Charter School Authority website at: <http://www.capecharterschools.org>. Click Governing Board. Click Meetings. Scroll to July 2020. Click "CSA Job Description Physical Requirements"

9. SUPERINTENDENT REPORT:

- A. Request for Approval of the City of Cape Coral Oasis Charter Schools INSTRUCTIONAL CONTINUITY AND RETURN TO SCHOOL PLAN 2020-2021 - Superintendent Jacquelin Collins. To view school plans please visit the City of Cape Coral Charter School Authority website Homepage at: <http://www.capecharterschools.org/2020/7/reopening-plan>

10. CHAIRMAN REPORT:

- A. No Activity

11. FOUNDATION REPORT:

- A. No Activity

12. STAFF COMMENT:

- A. Presentations of the City of Cape Coral Oasis Charter Schools Reopening Plan 2020-2021: Kevin Brown, Principal, Oasis Elementary North, Marybeth Grecsek, Interim Principal, Oasis Elementary South, Donnie Hopper, Oasis Middle School, Dr. Christina Britton, Oasis High School

13. UNFINISHED BUSINESS:

- A. No Activity

14. NEW BUSINESS:

- A. Request for Approval of the Administrative Appointment of the Oasis Elementary South Interim Principal to Principal, Oasis Elementary South - Superintendent Collins

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The next Regular Governing Board Meeting will be held on Tuesday, August 11, 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:	7/14/2020
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: 7/14/2020

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: 7/14/2020

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:	7/14/2020
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Campbell, Vice-Chair Mitchell, Gunter Dist 1., Metzger, Minaya, Traiger. Parent
Representatives: Hoagland, Jackson

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.B.
Meeting Date:	7/14/2020
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Charter School Authority Governing Board Members who wish to remotely attend this meeting be allowed to participate, discuss, and vote on items appearing on today's Agenda dated July 14, 2020 - Vice Chair Mitchell

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 7/14/2020

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, June 9, 2020.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
BOARD MINUTES JUNE 9 2020	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

City Council Chambers
Tuesday, June 9, 2020 at 5:30p.m.

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, June 9, 2020 at City Council Chambers, Cape Coral FL 33990. Vice-Chair Susan Mitchell called the meeting to order at 5:41p.m.

2. Moment of Silence

Vice-Chair Mitchell

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

Vice-Chair Mitchell

4. Board Member Roll Call

4A. Present *en chamber*: Vice-Chair Susan Campbell, Gunter, District 1, Ticich, Traiger.

Virtual Attendance: Minaya

Absent Excused: Campbell, Metzger. Parent Representatives: Hoagland, Jackson

4B. *Motion* made by Member Traiger, Second by Member Ticich to approve Charter School Authority Governing Board Members who wish to virtually attend this meeting be allowed to continue to participate, discuss and vote on items appearing on today's agenda dated June 9, 2020. *Unanimous*

Also Present: Jacquelin Collins, Superintendent
Dr Christina Britton, Principal, Oasis High (Virtual)
Donnie Hopper, Principal, Oasis Middle
Kevin Brown, Principal, Oasis Elementary North
Kelly Weeks, Assistant Principal, Oasis Elementary North
MaryBeth Grecsek, Interim Principal, Oasis Elementary South
Danielle Jensen, Director of Procurement and Food Services (Virtual)
Leisa Orcutt, Director Human Resources (Virtual)
Dr John Omundsen, Educator Oasis STEM Initiative
Lori McLain, Educator, Oasis STEM Initiative
Heath Sterk, Educator, Oasis Middle School
Amanda Sterk, Parent, Oasis Middle School
Eden Sterk, Student Oasis Middle School
Cape Coral Residents (two anonymous)
Dolores Menendez, City Attorney
Mark Moriarty, Assistant City Attorney, City of Cape Coral
Officer Zalenski, CCPD Detail

5. Approval of Previous Minutes

Motion made by Member Gunter, Second by Member Ticich to approve the Minutes of the Regular Governing Board meeting on June 9, 2020. *Unanimous*

6. Approval of Regular Meeting Agenda

Motion made by Member Traiger, Second by Member Gunter to approve the Agenda for the Regular Governing Board Meeting on June 9, 2020. *Unanimous.*

7. Public Comment

Mr and Mrs Heath and Amanda Sterk, Parents, Oasis Middle School

Miss Eden Sterk, Student, Oasis Middle School

Mr/Mrs Sterk want their middle school daughter to be able to take Oasis High School classes.

This status is allowed in the Lee County School District but requires the cooperation between the school principal and actual classroom availability that does not displace, impede or disrupt the education of current high school students who need specific courses in order to satisfy graduation requirements.

8. Consent Agenda

Motion made by Member Gunter, Second by Member Traiger to approve the following items 8A-8B *by Consent. Unanimous; Motion Passed*

8A. Request for Approval to Purchase Orders Over \$100,000 Threshold - Danielle Jensen, Director of Procurement **APPROVED**

8B. Request for Approval to Modify the Charter School Substitute Teacher Contract to Include Removal from the Active Substitute List After Declining Consecutive Assignments - Leisa Orcutt, Director Human Resources **APPROVED**

9. Superintendent Report

A. Presentation of Charter School Authority STEM Initiative School Year 2020-21 - Lori McLain, Oasis Educator

B. Superintendent Collins outlined a possible COVID-19 Phase 1/2 - Schools Reopening in August and asked the Governing Board if they would be willing to have a Special Meeting in July to discuss details of the plan, and any other administrative purchases or actions that may be part of the plan's implementation.

10. Chairman Report

No Activity

11. Foundation Report

Gary Cerny, President - No Activity

12. Staff Comment

Lori McLain, Educator, Oasis Middle School (See Superintendent's Report)

13. Unfinished Business

No Activity

14. New Business

14A. *Motion made by Member Minaya, Second by Member Traiger to Approve. Unanimous.* Request for Approval of the Charter School Authority FY 2021-2023 Proposed Operating Budget - MaryAnne Moniz, Business Director

15. Final Board Comment and Discussion

Vice-Chair Traiger Thanked everyone for great school year even though COVID-19 disrupted the year OCS students and educators made the best of the situation and really seemed to have some successes.

Member Minaya Agreed it was a very good year, all things considered and the development of pandemic task forces and a Schools Reopening plan is much anticipated in July.

Member Mitchell Looks forward to hearing the Schools Reopening Plan and hopes the Superintendent and principals will consider what parents think of using PPE upon student's return.

Member Gunter, District 1 Thanked all Governing Board members for a good year and is impressed how the charter schools managed the remaining part of the year under COVID-19 and virtual classrooms. He is also glad the Superintendent is putting a Schools Reopening Plan together, which he would like to hear about in July.

Member Ticich Thanked the Superintendent and staff for all their hard work over the school year, especially during the COVID-19 outbreak. She is very impressed with the virtual teaching and virtual classrooms in general, but wishes all students could be back together for the social-emotional growth schools provide. Ticich also praised Superintendent Collins for her leadership and focus on the students, teachers and staff well-being.

Member Ticich also announced she will be leaving the Governing Board effective immediately and before her term ends, in order to pursue working with the charter schools in another capacity that doesn't conflict with her position on the governing board. She thanked everyone for their patience and collaborations before wishing everyone a safe and healthy summer.

16. Time and Date of Next Regular Meeting

The City of Cape Coral Charter School Authority will hold a Special Meeting on July 14, 2020 at 5:30p.m. in Council Chambers . This meeting will be held to discuss the COVID-19 Reopening of Schools Plan and other administrative actions that may be part of the Reopening Plan.

The next Regular Governing Board Meeting will be held on Tuesday, August 11, 2020 at 5:30 p.m. in City Council Chambers.

17. **Adjournment**

The Governing Board adjourned at 6:46p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	7/14/2020
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Agenda of the Regular Governing Board Meeting on Tuesday, July 14, 2020

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A. Meeting Date: 7/14/2020 Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

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SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 8.A.
Meeting Date: 7/14/2020
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Oasis Middle School Gymnasium Building Use Agreement Between the City of Cape Coral and the Cape Coral Charter School Authority - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

	Description	Type
▢	OMS GYM BLDG USE AGREEMENT JULY 2020	Backup Material

USE AGREEMENT BETWEEN THE CITY OF CAPE CORAL AND THE CAPE CORAL CHARTER SCHOOL AUTHORITY

This AGREEMENT made and entered into as of this ____ day of _____, 2020, by and between the CITY OF CAPE CORAL, FLORIDA, a municipal corporation organized and operating pursuant to the laws of the State of Florida, hereinafter referred to as "CITY", and the CAPE CORAL CHARTER SCHOOL AUTHORITY, hereafter referred to as "Charter School".

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

SECTION I. USE OF THE GYMNASIUM BUILDING

1. The CHARTER SCHOOL may use the Gymnasium building and offices located at 3507 Oasis Blvd., Cape Coral, Florida, during a school day as set forth herein. Use of the Gymnasium building shall be as follows:
 - a. CHARTER SCHOOL shall have exclusive control of the Gymnasium activity area, Room 114 – Data Room, Room 187 – Storage Room, and the Boy's and Girl's Locker Rooms during school hours. In addition, CHARTER SCHOOL shall be solely responsible for scheduling of events during school hours. School hours shall be the annual published school hours or until the conclusion of classes, whichever is earlier, on school days when classes are in session for students.
 - b. At all times, CHARTER SCHOOL shall have exclusive control of the following rooms located in the Gymnasium building:

Room 184 – Ticket Office;
Room 189 - Storage;
Room P-E Storage;
Boy's Coaches' Office; and
Girl's Coaches' Office.
2. CITY shall have exclusive control of the Gymnasium activity area, Room 114 – Data Room, Room 187 – Storage, and the Boy's and Girl's Locker Rooms before and after school hours and on the weekends. In addition, CITY shall be solely responsible for scheduling of events before and after school hours and on the weekends.
3. At all times, CITY shall have exclusive control of the following rooms located in the Gymnasium building:

Room 186 – Office;
Room 188 – Storage Room;

Concession Room;
Concession Storage;
Room 185 – Office; and
Storage Room.

SECTION II. SCHEDULING

1. No later than thirty (30) days prior to the first day of each school year, CHARTER SCHOOL shall provide CITY with a schedule of the usage requirements other than during the course of a school day for the Gymnasium building for the months of August through December of the school year. No later than December 1st of each year, CHARTER SCHOOL shall provide CITY with a schedule of the usage requirements other than during a school day for the Gymnasium building for the months of January through May of the school year. The parties agree that representatives shall meet monthly to coordinate the scheduling of the Gymnasium building and classroom usage.
2. CHARTER SCHOOL shall provide CITY with thirty (30) days advance notice of any planned changes or modification to the schedule for use of the Gymnasium building. CITY shall exert reasonable efforts to accommodate such schedule changes, however, CITY, in its sole discretion, may deny said change or modification to the schedule. If the change or modification is approved by CITY, CHARTER SCHOOL shall provide CITY with alternative space of comparable size and suitability, subject to CITY'S approval, including use of the cafeteria area and/or classrooms, within which to conduct CITY'S activities. In the event CITY rejects the alternative space provided, the change or modification shall be denied.
3. Neither party will unreasonably withhold permission for scheduling or use of the Gymnasium.

SECTION III. TERM

The term of this Agreement shall commence on August 1, 2020 and end on July 30, 2025. The CITY may terminate this Agreement with or without cause upon the giving of at least thirty (30) days' prior written notice to the CHARTER SCHOOL of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that any expenses incurred by the CITY as a result of the CHARTER SCHOOL'S use of the Gymnasium building up to the date of termination shall be due and payable within thirty (30) days following termination.

SECTION IV. MAINTENANCE AND UTILITIES

1. Each party shall be responsible for the proportionate share of the cost of maintenance and utilities for the Gymnasium building based on that party's usage which shall be calculated on an annual basis.

2. If the CHARTER SCHOOL damages (beyond normal wear and tear) the Gymnasium building or leaves excessive trash in the Gymnasium building, the CHARTER SCHOOL will be responsible for the cost of repair of the damages and removal of the trash, or the CITY may charge the CHARTER SCHOOL for those expenses.

SECTION V. ALTERATIONS

CHARTER SCHOOL shall not make any alterations, improvements or additions, either structural or non-structural, to the Gymnasium building without first obtaining the written consent of the CITY.

SECTION VI. INSURANCE

CHARTER SCHOOL shall provide the CITY with certificates of insurance for general liability and workers compensation which shall designate the City of Cape Coral both as an additional insured and as a certificate holder.

SECTION VII. INDEMNIFICATION

Each party agrees to assume liability for the negligent acts of its officers, employees, and agents in the performance of this agreement, and will defend all claims, causes of action, damages, suits, or other actions which any person may pursue based on the negligent or willful acts of that party's officers, employees, or agents alleged to have occurred during the performance of this agreement. CITY and CHARTER SCHOOL assume no liability beyond that allowed by §768.28, Florida Statutes.

SECTION VIII. GOVERNING LAW AND ATTORNEYS FEES

This Agreement shall be interpreted, construed and governed according to the laws of the State of Florida. Venue for any action shall be in Lee County, Florida. The prevailing party in a litigation arising out of this Agreement shall be entitled to recover a reasonable attorneys fee from the non-prevailing party.

SECTION IX. SEVERABILITY

If any section, paragraph, term or provision of this agreement is determined to be illegal, invalid, or unconstitutional, or in violation of any bond covenants of the CITY in effect on the date of this Agreement, by any court of competent jurisdiction, such determination shall have no effect on any other section, paragraph, term or provision hereof, all of which shall remain in full force and effect for the term of this Agreement.

IN WITNESS WHEREOF, the City and Charter School hereto have set their hands and seals on the date and year indicated above.

WITNESSES:

CITY OF CAPE CORAL

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

**THE CAPE CORAL CHARTER
SCHOOL AUTHORITY**

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

Item Number: 8.B.
Meeting Date: 7/14/2020
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Substitute Bus Driver Pay Increase - Leisa Orcutt, Director Human Resources

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ sub driver pay increase july 2020	Backup Material



CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: May 1, 2020

CHARTER SCHOOL SUBSTITUTE BUS DRIVER

Class Code:
CHS17900

SALARY RANGE

\$14.40 Hourly
\$29,952.00 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Superintendent, provides safe and efficient transportation for students in a safe and cost-effective manner that supports the goals of the Charter Schools. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Obeys all traffic laws.
- Observes all mandatory safety regulations for school buses.
- Maintains discipline when students are on bus and reports undisciplined students to the school authority.
- Adhere to assigned schedule.
- Responds to dispatch requests.
- Checks bus daily for mechanical defects and for fuel and oil levels.
- Maintain bus in a clean and orderly condition.
- Notifies the proper authority in case of mechanical failure or lateness.
- Picks up and discharges students only at authorized stops.
- Exercises responsible leadership on all school trips.
- Transports only authorized persons.
- Reports all accidents and completes required accident reports and required safety testing.
- Enforces regulations against smoking, vaping or eating on the bus.
- Attends all required safety and training sessions, including special needs training. Completes all required paperwork.
- Attends parent and school conferences as requested.
- Attends assigned area meetings.
- Conducts required bus evacuation drills.
- Work closely with and cooperate with other employees.
- Complies with all requirements of Transportation Department directives, Charter School Governing Board policies, and regulations of the State Board of Education.
- Exhibit professionalism to include attendance, attitude, attire, and other directives per Charter School policy.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Valid drivers' license for past five (5) years with proof of safe driving record.
- Valid Florida CDL Class B license with appropriate endorsements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and follow oral and written communication skills.
- Ability to read, write, and follow oral and written instructions.
- Ability to work with diverse groups of people.
- Ability to interact positively with students and maintain discipline in a positive manner.
- Demonstrates thorough knowledge of the methods and procedures pertaining to the specific duties of a school bus operator.
- Ability to use independent judgement in routine/stable situations.
- Demonstrates considerable knowledge of local geography and of the location of roads and streets within the municipality.
- Demonstrates considerable knowledge of the basic operating characteristics and service checks for school buses.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Consistent demonstration of defensive driving techniques and the safety precautions applicable to student transportation.
- Demonstrates ability to exercise independent judgement and performs duties with consistent courtesy and tact in the best interest of the public.
- Ability to work under stressful conditions as required.
- Demonstrates the ability to establish and maintain effective working relationships with students, parents and colleagues as necessitated by work assignments.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- General knowledge of report and record keeping principles and techniques.

REPORTS TO: Transportation Supervisor or designee.

EXERTION TYPE:

- Heavy work. Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

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

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	50%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	50%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	100%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	100%
Grasping	Applying pressure to an object with the fingers and palm.	100%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	20%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	20%
Reaching	Extending hand(s) and arm(s) in any direction.	50%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	100%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	90%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

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

Fee-Based Program Administrative Support Staff	F-2.01	-	-	\$8.46 to \$12.00	06/25/2019
GUEST TEACHERS					
Teacher, Guest (Tier I)	T-1.10	-	-	\$10.99	12/11/2018
Teacher, Guest (Tier II)	T-1.10	-	-	\$12.36	12/11/2018
Teacher, Guest (Tier III)	T-1.10	-	-	\$14.14	12/11/2018
Teacher, Guest (Tier IV)	T-1.10	-	-	\$14.83	12/11/2018
Teacher, Guest (Tier V)	T-1.10	-	-	\$15.55	12/11/2018
Teacher, Guest (Long-Term) (Level I)	T-1.11	-	-	\$18.54	12/11/2018
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	-	\$23.23	12/11/2018
INSTRUCTORS					
Instructor, Adult and Career Education (Short Course)	T-1.01	-	-	\$26.85	11/07/2018
Instructor, Adult and Career Education (Short Course with an Advanced Degree)	T-1.01	-	-	\$29.85	11/07/2018
Instructor, Adult and Career Education (Short Course [Criminal Justice Officer Training])	T-1.01	-	-	\$49.25	11/07/2018
Instructor, Environmental Education (Field Event)	S-35.60	-	-	\$14.29	12/11/2018
INTERNS					
Accomplished Intern, Teacher	-	-	-	-	-
Intern, Paraprofessional to Teacher	-	-	-	\$10.00	-
Intern, School Psychologist	I-1.01	-	-	-	11/07/2018
Student Intern, Communications	I-1.02	-	-	\$8.46	01/22/2019
Student Intern, Transportation	I-1.03	-	-	\$8.46	01/22/2019
SUBSTITUTES					
Bus Operator (Substitute)	-	-	-	\$14.40	-
Bus Attendant (Substitute)	-	-	-	\$10.37	-
Custodian (Substitute)	-	-	-	\$10.78	-
Worker, Food and Nutrition Services (Substitute)	-	-	-	\$10.76	-
OTHER CASUAL EMPLOYEES					
AVID Tutor	-	-	-	\$10.00	-
Other Personnel Services	-	-	-	\$8.46	-
Student Employee	-	-	-	\$8.46	-



Charter School Substitute Bus Driver

Class Code:
CHS179100

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: May 8, 2009
Revision Date: Jul 10, 2013

SALARY RANGE

\$13.00 Hourly
\$1,040.00 Biweekly
\$2,253.33 Monthly
\$27,040.00 Annually

GENERAL STATEMENT OF JOB:

Under the supervision of the Charter School Superintendent, ensures the safe and efficient transportation for students in the absence of the regular full time bus driver. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Obeys all traffic laws.

Observes all mandatory safety regulations for school buses.

Maintains discipline when students are on bus and reports undisciplined students to the school authority.

Keeps assigned bus clean.

Keeps to assigned schedule.

Checks bus daily for mechanical defects and for fuel and oil levels.

Notifies the proper authority in case of mechanical failure or lateness.

Picks up and discharges students only at authorized stops.

Exercises responsible leadership on all school trips.

Transports only authorized persons.

Reports all accidents and completes required accident reports.

Enforces regulations against smoking and eating on the bus.

Attends all required safety and training sessions including special needs training.
Completes required paperwork.

Works closely with and cooperates with other employees

Additional Job Functions:

Complies with all requirements of Transportation Department directives, Charter School Governing Board policies, and regulations of the State Board of Education.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Possession of valid Driver's License for 5 years with proof of safe driving record. Must currently hold valid Florida CDL Class B license with appropriate school bus endorsement.

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

Has ability to interact positively with students, and maintain discipline in a positive manner.

Has thorough knowledge of the methods and procedures pertaining to the specific duties of a school bus operator.

Has thorough knowledge of procedures, equipment and supplies employed in the transport of students.

Has considerable knowledge of local geography and of the location of roads and streets within the municipality.

Has considerable knowledge of the basic operating characteristics and service checks for school buses.

Has considerable knowledge of defensive driving techniques and the safety precautions applicable to student transportation.

Is able to use independent judgment in fairly routine/stable situations.

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

Is able to work under stressful conditions as required.

Is able to understand and follow oral and written instructions.

Is able to establish and maintain effective working relationships with students, parents and colleagues as necessitated by work assignments.

Is able to comprehend, interpret and apply regulations, procedures and related information.

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

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Must be physically able to drive and operate a bus. Tasks involve some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds and occasionally heavy objects up to 100 pounds + with the assistance of other employees and/or equipment as appropriate; and operate a vehicle in which manipulative skills and hand-eye coordination are important ingredients for safe and/or productive operations.

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 signals, people, vehicles, or numerical information.

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

Language Ability: Requires the ability to read route schedules, operational manuals, reports, logs, etc.

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 only limited standardization exists.

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

Numerical Aptitude: Requires the ability to add and subtract.

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately.

Manual Dexterity: Must have excellent 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. Must be adaptable to performing under stress and when confronted with emergency 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 may require exposure to extreme heat/cold or extreme weather conditions.

Item Number: 8.C. Meeting Date: 7/14/2020 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Charter School Authority Updated Employee Job Description Physical Requirements - Leisa Orcutt, Director Human Resources. To view supporting documents please go to the City of Cape Coral Charter School Authority website at:
<http://www.capecharterschools.org>. Click Governing Board. Click Meetings. Scroll to July 2020. Click "CSA Job Description Physical Requirements"

SUMMARY:

"Please go online to view this material at: <http://www.capecharterschools.org>. Click Governing Board. Click Meetings. Scroll to July 2020. Click "CSA Job Description Physical Requirements" Thank You

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	9.A.
Meeting Date:	7/14/2020
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the City of Cape Coral Oasis Charter Schools INSTRUCTIONAL CONTINUITY AND RETURN TO SCHOOL PLAN 2020-2021 - Superintendent Jacquelin Collins. To view school plans please visit the City of Cape Coral Charter School Authority website Homepage at: <http://www.capecharterschools.org/2020/7/reopening-plan>

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 10.A. Meeting Date: 7/14/2020 Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 11.A.

Meeting Date: 7/14/2020

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A.
Meeting Date: 7/14/2020
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Presentations of the City of Cape Coral Oasis Charter Schools Reopening Plan 2020-2021:
Kevin Brown, Principal, Oasis Elementary North, Marybeth Grecsek, Interim Principal, Oasis
Elementary South, Donnie Hopper, Oasis Middle School, Dr. Christina Britton, Oasis High School

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 13.A.

Meeting Date: 7/14/2020

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:	7/14/2020
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Administrative Appointment of the Oasis Elementary South Interim Principal to Principal, Oasis Elementary South - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:


RECOMMENDED ACTION:

ATTACHMENTS:

	Description	Type
▯	GRECSEK APPT INTERIM PRINCIPAL TO PRINCIPAL JULY 2020	Backup Material



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

TO: Cape Coral Charter School Authority Governing Board
FROM: Jacquelin Collins, Superintendent 
DATE: July 8, 2020
SUBJECT: Administrative Appointment – Principal, Oasis Elementary South

BACKGROUND:

The Governing Board approved Marybeth Grecsek as the *Interim Principal* for Oasis Elementary South on June 11, 2019 by unanimous vote. She received this temporary promotion after the school's former principal, Chris Cann, suffered a severe stroke and was hospitalized and later put on administrative medical leave for the following year.

RECOMMENDATION:


Over the course of the last school year in her capacity as the Interim Principal, Ms. Grecsek has successfully guided the OES teachers and staff toward greater school performance. She also gained the respect and confidence of OES students and their parents/guardians. During her annual performance evaluation Marybeth was given high scores for her performance, innovation, and quality outcomes.


Because she consistently demonstrates these excellent characteristics and more, with the Governing Board's approval, I would like to officially appoint Marybeth Grecsek as the Principal of Oasis Elementary South, effective immediately. Thank You

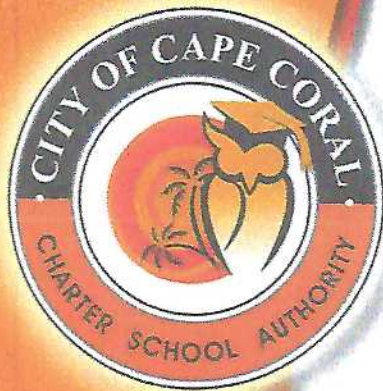
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ONE
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239.424.6100 

239.541.1039 

TheOasisAdvantage.com 

3519 Oasis Blvd., Cape Coral, FL 33914 



May 10, 2019

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

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

Dear Mr. Chairman and
Charter School Authority Governing Board Members,

As you are aware, our Oasis Elementary School principal and friend, Chris Cann suffered a medical setback last month. Sadly, this change in his medical status has resulted in an unknown date of his return to duty.

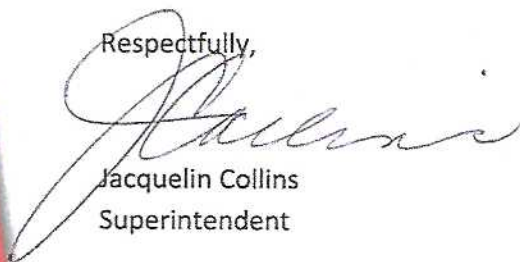
Unfortunately, this means until we hear any definitive news from his medical team, we can only continue to keep Chris and his family in our thoughts and prayers, hoping for a speedy and full recovery.

In the meanwhile, in an effort to continue serving our students and their families without interruption, I have appointed Marybeth Grecsek as *Interim Principal* of Oasis Elementary. I have asked Marybeth to carry us through the end of this school year, as well as lead us during the upcoming school year 2019-2020.

You should know Ms. Grecsek is committed to our students, families, and the staff. I am confident that she will continue to successfully manage any challenges that may arise during the school year. I have asked the OES teachers and staff to trust in her expertise, and rely on her direction and guidance. Marybeth's top priority is to create productive, safe, and enriched classrooms for everyone.

If you have any questions or concerns, please do not hesitate to contact me either by e-mail or phone.

Respectfully,



Jacquelin Collins
Superintendent

**BOARD
APPROVED**

JUN 11 2019

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

M- Nelson, 2nd- Mitchell
Unanimous

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

www.CapeCharterSchools.org



Item Number:	16.A.
Meeting Date:	7/14/2020
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, August 11, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:



ADDENDUM
GOVERNING BOARD REGULAR MEETING
City of Cape Coral Charter School Authority
Tuesday, July 14, 2020 at 5:30 p.m.
Council Chambers

ADDENDUM

14A. NEW BUSINESS

Request for the Approval of the Administrative Appointment of the Oasis Elementary South Interim Principal to Principal, Oasis Elementary South - Superintendent Collins

The Agenda for the Regular Meeting of the City of Cape Coral Charter School Authority Governing Board on Tuesday, July 14, 2020 has been revised on Monday, July 13, 2020.

Chairman: Michael Campbell Date: 7/13/2020