



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, March 10, 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. Michael Campbell, Tami Traiger, John Gunter, Dist 1 , Vanessa Meztger, Guido Minaya, Susan Mitchell, Angela Ticich, Robert Miniaci, Kristifer Jackson, Jennifer Hoagland

5. APPROVAL OF MINUTES:

A. Approval of Minutes of the Regular Governing Board Meeting on February 11, 2020

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of Regular Governing Board Meeting Agenda of March 10, 2020

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 to Purchase Two(2) 2021 IC Conventional 77-Passenger School Buses - Danielle Jensen, Director of Procurement

- B. Request for Approval of the Lunch Program Refund Policy - Danielle Jensen, Director of Procurement and Food Services
- C. Request for Approval of Payment for the Oasis High School Cambridge Assessments - MaryAnne Moniz, Business Manager

9. SUPERINTENDENT REPORT:

- A. Superintendent Jacquelin Collins

10. CHAIRMAN REPORT:

- A. Chairman Michael Campbell

11. FOUNDATION REPORT:

- A. Gary Cerny, Foundation President

12. STAFF COMMENT:

- A. No Activity

13. UNFINISHED BUSINESS:

- A. Request for Approval of Job Description and Salary Range for Charter School Authority Principals - Leisa Orcutt, Human Resources Manager
- B. Request for Approval of Job Description and Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Human Resources Manager
- C. Request for Approval of Job Description and Salary Range for Charter School Authority Teachers - Leisa Orcutt, Human Resources Manager

14. NEW BUSINESS:

- A. Request for Approval of Job Description and Salary Range for Charter School Authority Transportation BUSINESS OPERATIONS Supervisor - Leisa Orcutt, Human Resources Manager
- B. Request for Approval of Job Description and Salary Range for Charter School Authority Transportation Supervisor BUS OPERATIONS - Leisa Orcutt, Human Resources Manager

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The Next Regular Governing Board Meeting will be held on Tuesday, April 14, 2020 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990
- B. The City of Cape Coral Charter School Authority Budget Workshop #1 is Scheduled for Thursday, April 16, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

C. The City of Cape Coral Charter School Authority Budget Workshop #2 is Scheduled for Thursday, May 14, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, 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:	3/10/2020
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: 3/10/2020

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: 3/10/2020

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:	3/10/2020
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Michael Campbell, Tami Traiger, John Gunter, Dist 1 , Vanessa Meztger, Guido Minaya, Susan Mitchell, Angela Ticich, Robert Miniaci, Kristifer Jackson, Jennifer Hoagland

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 3/10/2020

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 February 11, 2020

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
□ BOARD MINUTES FEB 11 2020	Backup Material

GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

City Council Chambers

Tuesday, February 11, 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, February 11, 2020 at City Council Chambers, Cape Coral FL 33990. Vice Chair Tamisen Traiger called the meeting to order at 5:30p.m.

2. Moment of Silence

Vice Chair Traiger

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

Vice Chair Traiger

4. Board Member Roll Call

Present: Tami Traiger (VC), John Gunter, District 1, Vanessa Metzger, Dr Guido Minaya, Susan Mitchell. Parent Representatives: Jackson(CME/OES), Miniaci (OMS), Hoagland (OHS)

Absent Excused: Campbell, Ticich

Also Present: Jacquelin Collins, Superintendent

Dr Christina Britton, Principal, Oasis High

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

Heath Sterk, Educator, Oasis Middle

Cape Coral Residents (two anonymous)

Dolores Menendez, City Attorney

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Officer H. Digiovanni, CCPD Detail

5. Approval of Previous Minutes

Motion made by Member Gunter, Second by Member Minaya to approve the Minutes of the December 10, 2019 Regular Governing Board meeting. *Unanimous*

6. Approval of Regular Meeting Agenda

Motion made by Member Metzger, Second by Member Gunter to approve the Agenda for the Regular Governing Board Meeting on February 11, 2020. *Unanimous.*

7. Public Comment

No Activity

8. Consent Agenda

Approved. Motion made by Member Metzger, Second by Member Mitchell to approve the following items by Consent. *Unanimous; Motion Passed*

- A. *Request for Acceptance and Approval of the Charter School Authority Governing Board Chairman's Initials and Signature on the "Lee County School District Charter School Safety & Security Requirements Assurances 2019-2020" Readiness Checklist Superintendent Collins*
APPROVED
- B. *Request for Acceptance and Approval of an NFL Community Football Fields Grant that includes the Concept of a Joint-Use Agreement Between the City, the Oasis Charter Schools, and the Lee County Hawks Football & Cheer Organization - Superintendent Collins*
APPROVED

- C. Request for the Approval of a Proposed Oasis High School Summer 2021, 10-Day EF Tour to Madrid with Barcelona Extension - Ashley Denton, Educator, Oasis High School* **APPROVED**

9. Superintendent Report

Introduction and Comment on new campus security guard status. Chuck Veschaeve has processed 2,416 vehicles in the last month; he averages 102 cars a day between 8:30 a.m. and 3:30 p.m.

Discussed of the CAFR Annual Financial Statement to be presented by Chris Kessler from CliftonLarsonAllen, LLP on April 14, 2020.

Discussed Councilmember Gunter's tour of the Oasis Charter Schools and his sit-down with department directors regarding the status of charter school capital needs and projects.

Discussed Football Field Grant application and development of A Field Advisory Committee.

Discussed Governing Board need to have their fingerprints and current resumes to the Board Secretary by March 1, 2020.

Discussed Teacher In-Service Day; training included Kagan Strategies and Anxiety workshops.

Discussed Henderson/FAU STEM Tour on Feb 26 and the need to reach out to larger districts and corporate sponsors to forward the development of a STEM lab for our system.

Discussed Governing Board new member applications and that an appointment(s) will be made during the next City Council meeting on March 2, 2020.

10. Chairman Report

Vice Chair Traiger commented on what a spectacular year 2019 was and that she and the other Board members anticipate 2020 to be even more accomplished.

11. Foundation Report

Jennifer Hoagland, Treasurer for Gary Cerny, Pressident: Other than the Rally is on Saturday, February 29th, there is no comment for this meeting

12. Staff Comment

Dr. Christina Britton, Oasis High School:

Discussed enrollment, AICE Testing, STAR assessments and predictions for Math, ELA and Reading. [Slide Presentation]

13. Unfinished Business

No Activity

14. New Business

- A. Request for Approval of "Resolution 49-20: A Resolution of the City Council of the City of Cape Coral, Florida, Requesting Renewal by the School District of Lee County of the Charter for the Cape Coral Charter School North (Christa McAuliffe Elementary) for a Term of 15 years, and Directing the City Manager to work with the Charter School Governing Board and the School Board of Lee County to Provide Required Documentation; Providing an Effective Date." Superintendent Collins *Motion made by Member Minaya, Second by Member Gunter. APPROVED UNANIMOUS*
- B. Request for Approval of "Resolution 50-20: A Resolution of the City Council of the City of Cape Coral, Florida Requesting Renewal by the School District of Lee County of the Charter for Cape Charter School South (Oasis Elementary) for a Term of 15 years, and Directing the City Manager to work with the Charter School Governing Board and the School Board of Lee County to Provide Required Documentation; Providing an Effective Date." Superintendent Collins C. *Motion made by Member Minaya, Second by Member Gunter. APPROVED UNANIMOUS*

- C. (1)Request for Approval of the Expansion of the Salary Ranges and Updated Physical Requirements to be included in the Job Description for the Charter School Authority Principal, Charter School Authority Assistant Principal, and Charter School Authority Teacher - Leisa Orcutt, S-CP, Human Resources Manager *Motion made by Member Minaya, Second by Member Gunter* **TO APPROVE IN PART - UPDATED PHYSICAL REQUIREMENTS UNANIMOUS**

Item 14C(2) Tabled - Expansion of Salary Ranges for Charter School Principal, Charter School Assistant Principal and Charter School Teacher. Motion made by Member Minaya, Second by Member Gunter to table Item 14C(2) as follows: "The Superintendent and the Human Resources Manager are to return to the BOARD at the Next Regular Governing Board Meeting on March 10, 2020 providing more information on the breakdown of how salary expansion figures were calculated, and including possible overall overhead and fringe impacts on the budget. APPROVED UNANIMOUS

- D. Request for Approval of the FY 2019-20 Budget Amendment No. 1 - MaryAnne Moniz, Business Manager *Motion made by Member Metzger, Second by Member Minaya* **APPROVED UNANIMOUS**

15. Final Board Comment and Discussion

Vice-Chair Traiger Thanked everyone for their attendance and participation.

Member Metzger appreciates hearing all the Good News coming out of the schools. She would like to see a System Survey taken of parent satisfaction, i.e., "Why are You Here?" question and response. *Further Comment*

Member Minaya He's very excited for the Henderson/FAU STEM Tour and discussion with the Henderson Research teams. He also hopes that we get some interested and qualified candidates for the available Governing Board seats. *Further Comment*

Member Mitchell Tanked the Business Manager for the Budget Presentation and complimented the Superintendent on her team of professionals in every department from educators to building maintenance to coaches.

Member Gunter, District 1: Enjoyed his Oasis Charter Schools tour; he intends to come back and meet with the Building Maintenance Supervisor to discuss capital projects and timelines. Gunter requested the Superintendent forward to him more information regarding the Football Fields Grant so that he can discuss some of the details with the Council at the next COW meeting. Gunter also wanted to see what can be done to purchase the new campus security guard with a scanner or some other device to help him more efficiently process and monitor visitors to the campus. He also thanked all the teachers and support staff for doing such a great job with the schools. *Further Comment*

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, April 14, 2020 at 5:30 p.m. in City Council Chambers.

The City of Cape Coral Charter School Authority Budget Workshop #1 is schedule for Thursday, April 16, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

The City of Cape Coral Charter School Authority Budget Workshop #2 is schedule for Thursday, May 14, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

17. Adjournment

The Governing Board adjourned at 7:17 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	3/10/2020
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 March 10, 2020

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A. Meeting Date: 3/10/2020 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: 3/10/2020
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Purchase Two(2) 2021 IC Conventional 77-Passenger School Buses -
Danielle Jensen, Director of Procurement

SUMMARY:

Request to purchase two (2) 20201 IC Conventional 77-Passenger school buses with five-camera systems; ordered through SunState International Trucks, LLC with a lead time of 150 days.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ BUS PURCHASE MAR 2020 (2)	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: March 3, 2020

SUBJECT: Cape Coral Charter School Authority – Transportation to Purchase 2 -2021 IC Conventional 77 Passenger School Buses

BACKGROUND:

City fleet has identified the need to add two additional school buses to the existing fleet based on increasing demands in student busing which includes athletics and field trips. Two 2021 IC Conventional 77 passenger school buses with a five camera system can be ordered from SunState International Trucks, LLC's with a lead time of 150 days.

RECOMMENDATION:

The Charter School, along with city fleet, is recommending the purchase of two 2021 IC Conventional 77 passenger school buses with the addition of the five camera system at a delivered cost of \$218,492. The charter school is allowed to piggyback off of the Florida Department of Education ITB 2020-16 for Type A, Type C, and Type D School Buses and Optional Equipment. Due to the long time frame to build buses, transportation would like to order the buses now to ensure they are delivered by the start of the school year. To do this, the charter school must issue the purchase order in March to reserve the buses. The amount to cover this purchase will be utilized from fiscal year 2020 reserves and funding will be pulled out of the 2021 budget.

In summary, the recommendation is to piggyback and use the pricing provided based on the Florida Department of Education ITB 2020-16 for Type A, Type C, and Type D School Buses and Optional Equipment to purchase two 2020 IC Conventional 77 passenger buses. The governing board must approve the purchase since the buses are over \$100,000. Finally, the Governing Board will need to also approve that \$218,492 be taken from reserves to cover the cost of the project.

Margaret Holland
Account Manager
South Florida
813-503-7418

Quote #: 2020-1
0 Quote Date 3/2/2020

Date: _____ PO# _____ Signature: _____

Item Number: 8.B. Meeting Date: 3/10/2020 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Lunch Program Refund Policy - Danielle Jensen, Director of Procurement and Food Services

SUMMARY:

Lunch Program Refund Policy if a student withdraws or graduates with a positive account balance of less than \$5.00.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ LUNCH REFUND POLICY FEB 2020	Backup Material

Lunch Program Refund Policy

If a student withdraws or graduates and has a positive balance of less than \$5.00, the balance may be receipted into the school lunch fund where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates and has a positive balance of more than \$5.00, the parent may request a refund.

Any and all lunch refunds must be requested in writing. Parents must provide their written request, preferably with the refund form that is located on the Charter School website under lunch information, to the food service department to complete. Information for the refund must include: student's name, at least one parent's name, phone number, current address, reason for the refund, amount of the refund, and the payment type such as cash, check or card. The parent has 90 days to request a refund if the student leaves the school system or the amount will be closed and funds will no longer be available. Unclaimed balances will be transferred to the school lunch fund where the school lunch program funds are maintained.

The Charter School has 15 days to begin the refund process from the formal request date. Cash and check payments must be refunded via a check request and should be completed within 30 days. All online payments must be returned to the original card. This process must be handled by the accountant with direct communication with the parent. If the original card has been closed, the refund must still be returned via a card transaction. The card refund process will be completed depending on when the parent and accountant can communicate via phone but the accountant must make the initial call within 30 days of the original request.

If a student graduates from our high school with a positive balance greater than \$5.00, the parent shall be notified by mail and given the option of receiving a refund within 30 days. If no response is received within 90 days, the account will be closed and the funds will no longer be available. Unclaimed balances will be transferred to the school lunch fund where the school lunch program funds are maintained.

Parents can always transfer lunch balances to other students that are within the Charter School system.

Updated February 3, 2020.



Refund Form

Request Date: _____

Please circle one.

School Student attends:

OES

OMS

OHS

CME

Please Check one of the following:

Lunch Account

_____ School Store (field trip, shirt, etc.) _____

Name of Student: _____

Name of Parent: _____

Parent Phone Number: _____

Family Address: _____

Email: _____

\$ Amount _____

Type of Payment

Cash

_____ Check _____

_____ Card _____

Reason: _____

(examples: student left the school, graduated, etc.)

Email completed lunch refunds to Danielle Jensen at danielle.jensen@capecharterschools.org.

Please note that lunch balances can be transferred to other student's lunch accounts in the Charter School. Please contact, Danielle Jensen at 239-424-6100, ext. 112 for transfers.

Complete school store refunds and submit to student's school's front office.

Office Use Only

Check when completed:

Confirm payment amount (attach backup)

Confirm payment type (cash, check, card)

Date parent contacted (card use only)

Refund issued to parent

Refund deducted from Newton

Journal Entry Completed

Item Number: 8.C.
Meeting Date: 3/10/2020
Item Type: **CONSENT AGENDA:**

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Payment for the Oasis High School Cambridge Assessments - MaryAnne Moniz, Business Manager

SUMMARY:

Payment of the annual Cambridge Assessments invoice.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ CAMBRIDGE INVOICE FEB 2020	Backup Material

From: MaryAnne Moniz
Sent: Wednesday, February 26, 2020 11:39 AM
To: Kathleen Paul-Evans
Cc: Jacquelin Collins; Christina Britton; Danielle Jensen
Subject: Cambridge Assessment Invoice

Kathleen,

Can we put the attached invoice on Consent Agenda for the March 10th Governing Board Meeting?

Approval for Payment of Cambridge Assessment in the amount of \$106,274.23.

This has always gone to the Board since it exceeds \$100k.

Mary Anne Moniz
Business Manager
Cape Coral Charter School Authority
3519 Oasis Blvd.
Cape Coral, FL 33914
Tel. (239) 424-6100 Ext. 418

Oasis High School
Finance (CIE)
3519 Oasis Blvd
Cape Coral FL 33914
USA

FILE COPY

Currency USD
Invoice Number 101333443
Invoice Date 25.02.2020
P.O. Number 25.02.20
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 24.03.2020

OUR VAT Reg No. GB823847609

Page 1 of 2

JUNE 2020 - GCE AS & A LEVEL,ADIP

Product Code	Description	QTY	Unit Price	Amount	VAT%
8021	ENGLISH GENERAL PAPER	98	99.81	9,781.38	0% RW
8685	SPANISH LANGUAGE	10	99.81	998.10	0% RW
8695	LANGUAGE AND LITERATURE IN ENGLISH	8	99.81	798.48	0% RW
9093	REFUND ENGLISH LANGUAGE CANDIDATES 1679	1	-99.81	-99.81	0% RW
9093	ENGLISH LANGUAGE	72	99.81	7,186.32	0% RW
9239	GLOBAL PERSPECTIVES & RESEARCH	91	183.81	16,726.71	0% RW
9389	HISTORY	63	99.81	6,288.03	0% RW
9395	TRAVEL AND TOURISM	23	99.81	2,295.63	0% RW
9483	MUSIC	2	99.81	199.62	0% RW
9607	MEDIA STUDIES	6	99.81	598.86	0% RW
9693	MARINE SCIENCE	1	99.81	99.81	0% RW
9693	MARINE SCIENCE	56	161.39	9,037.84	0% RW
9693	MARINE SCIENCE	1	161.39	161.39	0% RW
9694	THINKING SKILLS	1	161.39	161.39	0% RW
9694	THINKING SKILLS	65	161.39	10,490.35	0% RW
9695	LITERATURE IN ENGLISH	146	99.81	14,572.26	0% RW
9695	LITERATURE IN ENGLISH	1	161.39	161.39	0% RW
9695	LITERATURE IN ENGLISH	1	161.39	161.39	0% RW
9699	SOCIOLOGY	33	99.81	3,293.73	0% RW
9701	CHEMISTRY	7	99.81	698.67	0% RW
9702	PHYSICS	25	99.81	2,495.25	0% RW
9709	MATHEMATICS	1	99.81	99.81	0% RW
9990	REFUND PSYCHOLOGY CANDIDATES 1302	1	-99.81	-99.81	0% RW
9990	PSYCHOLOGY	96	99.81	9,581.76	0% RW
9990	PSYCHOLOGY	1	161.39	161.39	0% RW
9990	PSYCHOLOGY CANDIDATES 1302	1	161.39	161.39	0% RW
ADIP	AICE DIPLOMA	85	120.74	10,262.90	0% RW

VAT RATE	GOODS	VAT	Net Total	106,274.23
RW - VAT not applicable outside EC	106,274.23	0.00	VAT	0.00
Total	106,274.23	0.00	Total USD	106,274.23

Oasis High School
Finance (CIE)
3519 Oasis Blvd
Cape Coral FL 33914
USA

Currency USD
Invoice Number 101333443
Invoice Date 25.02.2020
P.O. Number 25.02.20
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 24.03.2020

OUR VAT Reg No. GB823847609

Page 2 of 2

Please ensure your centre number and the above invoice number are quoted within the transfer payment details.

Payment by Bank Transfer ONLY to:
Barclays Bank plc, St Andrews Street,
Cambridge CB2 3AA, UK

For finance queries:

E-mail: creditcontrol@cambridgeassessment.org.uk
Tel: +44 1223 553601/553597/558794

Sort Code: 20-17-68
Swift Code: BARCGB22

Account Number: 53260099 Account Name: UCLES
IBAN no: GB55BARC20176853260099

REMITTANCE ADVICE

Please make any Cheque payments to UCLES and enclose this remittance advice with your payment.

Send to:
The Finance Division
Cambridge Assessment
The Triangle Building
Shaftesbury Road
Cambridge
CB2 8EA
United Kingdom

Currency: USD	Centre No:	Invoice No.	Total
Oasis High School	US191	101333443	106,274.23

Item Number:	9.A.
Meeting Date:	3/10/2020
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: 3/10/2020 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: 3/10/2020

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A. Meeting Date: 3/10/2020 Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:
No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 13.A.

Meeting Date: 3/10/2020

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Job Description and Salary Range for Charter School Authority Principals
- Leisa Orcutt, Human Resources Manager

SUMMARY:

This supporting document is the relevant portion of the Title XLVIII K-20 education code from the 2019 Florida Statutes. The specific portion has been highlighted that states "adjustment means an addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary and shall be considered compensation under s. 121.021(22)".

ADDITIONAL INFORMATION:

The HR Manager researched the source of VAM monies and the money comes from the FEFP per pupil funding.

RECOMMENDED ACTION:

Item Number: 13.B.

Meeting Date: 3/10/2020

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Job Description and Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Human Resources Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ ASST PRINCIPAL SALARY EXP	Backup Material



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

Job title: Charter School Assistant Principal
Class Code: CHS120010
FLSA Status: Exempt
Worker's Comp Category: 9101 - All Other

An Equal Opportunity Employer

SALARY RANGE

\$28.85 - \$36.06
\$2,307.69 - \$2,884.62 Biweekly
\$60,000 - \$75,000 Annually

Proposed

\$33.65 - \$45.43 Hourly
\$2,692.30 - \$3,634.61 Biweekly
\$70,000.00 - \$94,500.00 Annually

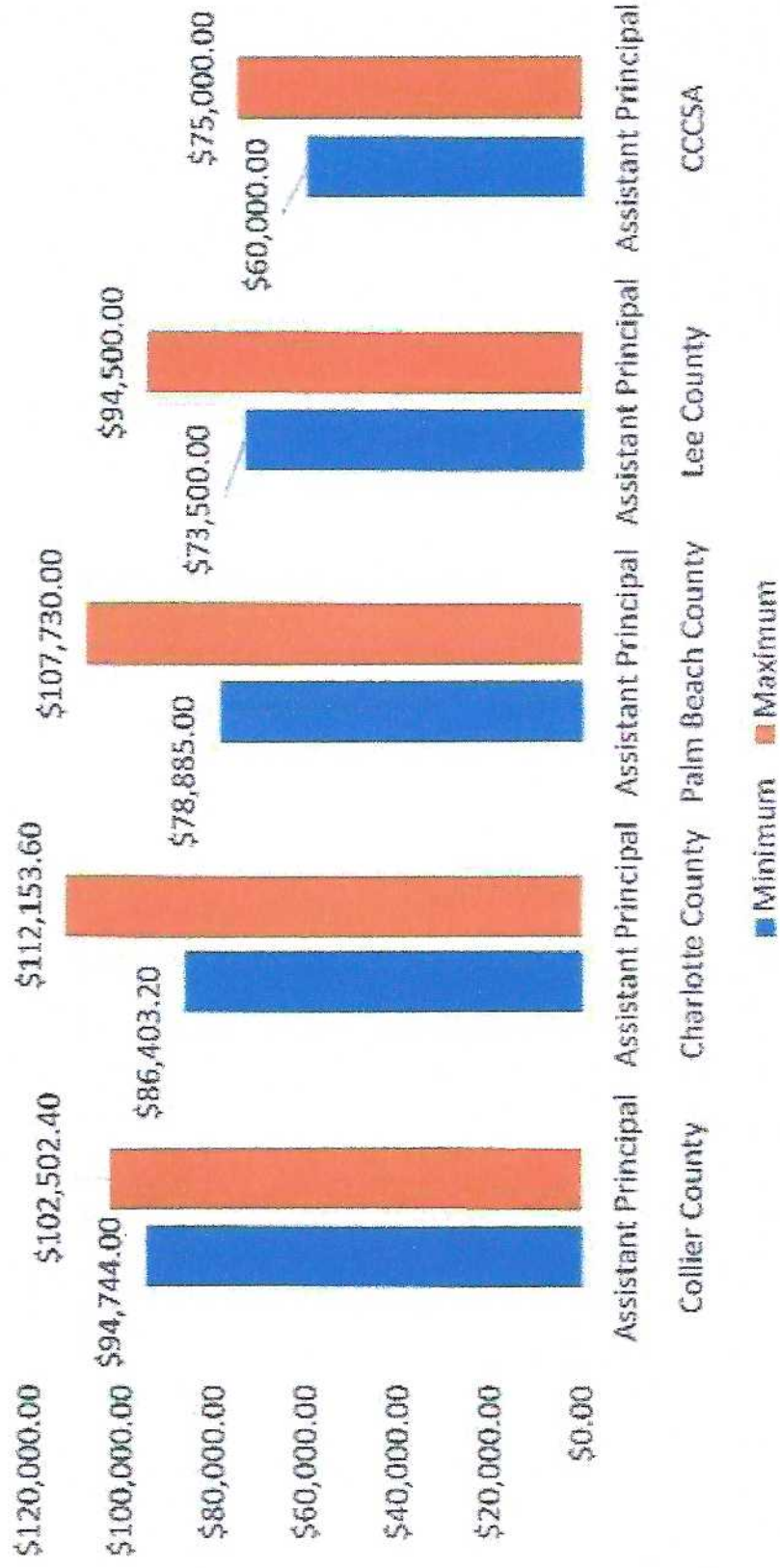
THE POSITION

Under the general supervision of the Superintendent, provides leadership at the assigned school that ensures continuous improvement in measurable student performance and achievement. Provide managerial leadership in such areas as instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food services and transportation that will support high expectations in student performance for all students. Performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Provides leadership that will ensure continuous improvement in measurable student performance and achievement.
 - Implements Governing Board policy, State statutes and Federal regulations as they pertain to assigned school.
 - Assists in achieving results on the school's goals and demonstrate that student learning is the top priority through leadership actions that build and support a learning organization focused on student success.
 - Enables faculty and staff to work as a system focused on student learning and engage faculty and staff in efforts to close learning performance gaps among student subgroups within the school.
 - Facilitates a school climate that supports student engagement in learning and generates high expectations for learning growth by all students.
 - Assis in the development and implementation of an instructional framework that aligns curriculum with stat standards, effective instructional practices, student learning needs and assessments.
 - Performs data analysis for instructional planning and improvement and communicate the relationships among academic standards, effective instruction, and student performance.
 - Assists in establishing and monitoring a school learning environment that improves learning for a diverse student population and maintains a safe, respectful, and inclusive student-centered learning environment that is focused on equitable opportunities for learning.
-

Assistant Principal



- Assists with supporting continuous improvement processes focused on the students' opportunity for success and well-being.
- Participates in the recruitment, interviews and recommendations of qualified personnel for employment that reflects cultural, racial and ethnic diversity.
- Develops positive school and community relations which includes effective oral and written communications to all stakeholder groups.
- Engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps.
- Recognizes and use diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning.
- Uses critical thinking and problem-solving techniques to define problems, identify solutions and evaluate decision for effectiveness.
- Maintains high visibility at the school and in the community, regularly engage stakeholders in the work of the school, and communicate opportunities withing the school to engage students, faculty, parents and community stakeholders in constructive conversation about important school issues.
- Assists in developing sustainable and supportive relationships between school leaders, parents, the community, higher education and business leaders.
- Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families and the local community.
- Participates in building management meetings and other meetings appropriate for professional development.
- Performs all other duties as assigned by the Principal.

MINIMUM QUALIFICATIONS:

- Masters' degree or higher.
- Valid Florida School Principal certification or a valid Florida Educational Leadership Certificate (or a valid School Principal certification from another State with the ability to obtain Florida certification within one (1) year of hire.
- Three (3) years Highly Effective/Effective teaching experience.
- Preferably two (2) years of successful administrative experience.
- Must be able to demonstrate mastery of the Florida Principal Competencies and have thorough knowledge of Sunshine State Standards regarding education within one (1) year of hire.
- Bilingual skills encouraged.
- Internal candidates must complete Leadership, Exploration and Development (L.E.A.D.) program.

KNOWLEDGE, SKILLS AND ABILITIES :

- Excellent oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work with diverse groups of people.
- Ability to master industry standard computer applications.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Ability to organize self, prioritize tasks and maintain a high level of energy in a fast-paced environment to provide efficient services.

REPORTS TO: Principal

OTHER JOB FUNCTIONS:

- Establishes and manages student accounting and attendance procedures at the assigned school.
- Manages and supervises school sponsored events, coordinates the supervision of events and maintains a calendar of all school events.
- Assists in leading staff meetings that involve staff in the discussion of instructional programs that focus on student achievement, policy changes, potential problems and the resolution of existing problems.
- Seeks out professional development opportunities and maintain professional licensure and certifications.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Demonstrates willingness to accept responsibility for actions and utilize constructive criticism for professional growth.
- Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families and the local community.
- Communicates student expectations and performance information to students, parents and the community.
- Manages schedules, delegate and allocate resources to promote collegial efforts in school improvement and faculty development and demonstrate fiscal responsibility to maximize the impact of fiscal resources on instructional priorities.
- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.

EXERTION TYPE:

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

OTHER PHYSICAL REQUIREMENTS:

- Tasks may involve extended periods of visual concentration.
-

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

The physical requirements of this position. (Please check all boxes that apply)		
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.	10%
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.	10%
Crawling	Moving about on hands and knees 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.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	10%
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.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	10%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	90%
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 the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
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.	80%
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.

Item Number: 13.C.
Meeting Date: 3/10/2020
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Job Description and Salary Range for Charter School Authority Teachers
- Leisa Orcutt, Human Resources Manager

SUMMARY:

This is the relevant portion of the Title XLVIII K-20 education code from the 2019 Florida Statutes. The specific portion has been highlighted that states "adjustment means an addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary and shall be considered compensation under s. 121.021(22)".

ADDITIONAL INFORMATION:

The Human Resources Manager researched the source of VAM monies; the money comes from the FEFP per pupil funding.

The CSA Business Manager conducted and attached a "Proposed Expansion Maximum with Assumption of 3% Increase Each Year."

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
TEACHER SALARY EXP MAR 2020	Backup Material



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

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

An Equal Opportunity Employer

SALARY RANGE

\$19.23 - \$24.03 Hourly Current
\$1,538.46 - \$1,923.08 Biweekly Current
\$40,000 - \$50,000 Annual Current

Proposed

\$19.23 - \$30.77 Hourly
\$1,538.46 - \$2,461.54 Biweekly
\$40,000 - \$64,000 Annually

THE POSITION

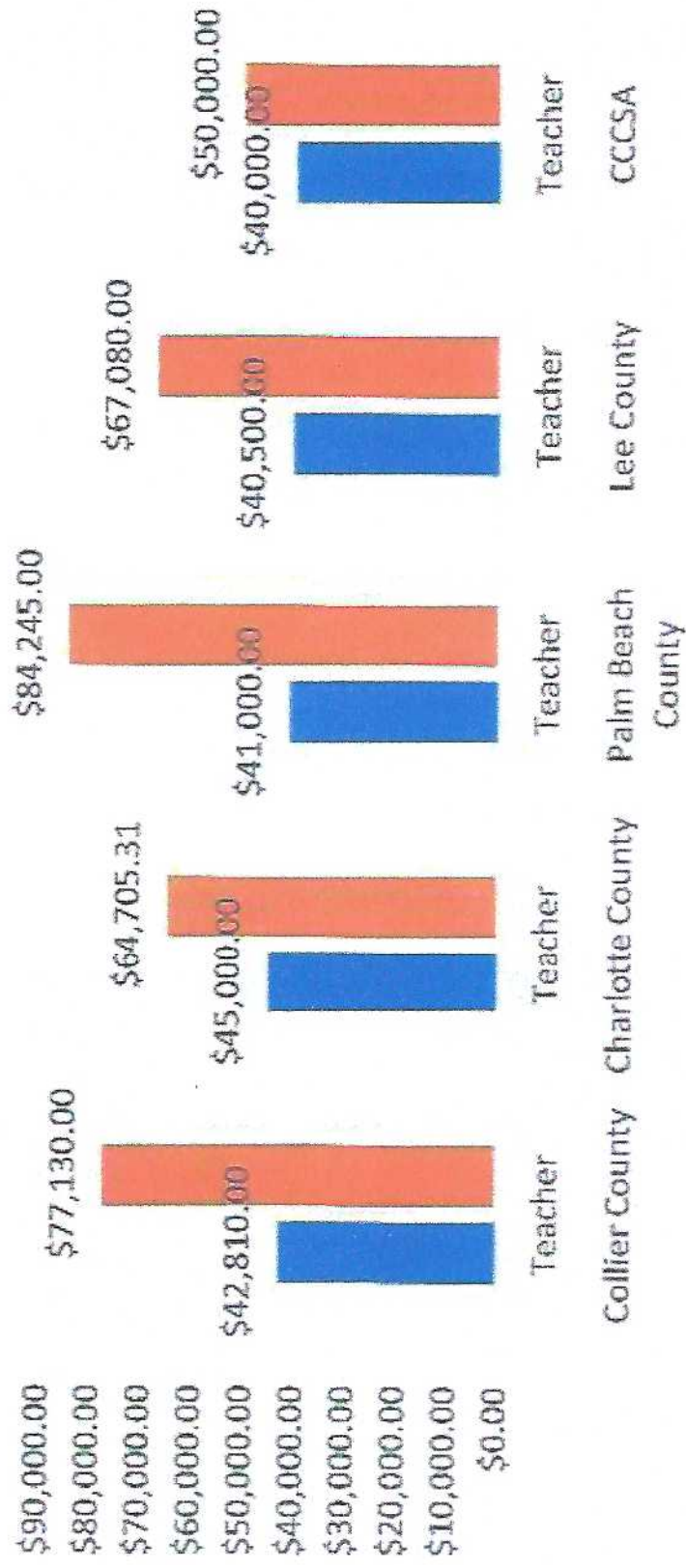
Under the general supervision of the Principal or designated Supervisor, develops and implements lessons for students in accordance with the Federal and State law and district guidelines. Aids in the efficient operation of the school or department by coordinating and communicating with Administration, other instructional and support staff, parents and students. The incumbent prioritizes tasks and performs such independently with periodic supervision or review. Performs related work as required.

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

ESSENTIAL JOB FUNCTIONS:

- Leads students toward fulfillment of their potential for intellectual, emotional, physical, and social growth in a safe and cost-effective manner that supports the goal of the organization.
 - Plans individually or cooperatively a program of study that meets the individual needs, interests and abilities of students.
 - Assists in establishing department or grade level curriculum objectives and the development of the comprehensive plan for the implementation and evaluation of the objectives.
 - Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
 - Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
 - Employs instructional methods and materials that are most appropriate for meeting stated objectives.
 - Assesses the accomplishments of students on a regular basis and provides progress reports as required.
 - Diagnoses the learning strengths and weaknesses of students on a regular basis, seeking the assistance of specialists as deemed appropriate.
 - Counsels with colleagues, students and/or parents on a regular basis.
-

Teacher Salary Ranges



Teachers

Proposed Minimum Range \$40,500

Current Base

No.	Classification	Base	N/A	6.20% FICA	1.45% MED	8.47% FRS	AD&D	LTD	Life
1	Teacher OES	\$ 40,000	\$ -	\$ 2,480	\$ 580	\$ 3,388	\$ 48	\$ 211	\$ 384
2	Teacher OES	37,401	-	2,319	542	3,168	45	197	359
3	Teacher OES	40,000	-	2,480	580	3,388	48	211	384
4	Teacher OMS	37,225	-	2,308	540	3,153	45	197	357
TOTAL:		\$ 154,626	\$ -	\$ 9,587	\$ 2,242	\$ 13,097	\$ 186	\$ 816	\$ 1,484

To Minimum of \$40,500

No.	Position	Base	Increase	6.20% FICA	1.45% MED	8.47% FRS	AD&D	LTD	Life
1	Teacher OES	\$ 40,000	\$ 500	\$ 2,511	\$ 587	\$ 3,430	\$ 49	\$ 214	\$ 389
2	Teacher OES	37,401	3099	2,511	587	3,430	49	214	389
3	Teacher OES	40,000	500	2,511	587	3,430	49	214	389
4	Teacher OMS	37,225	3275	2,511	587	3,430	49	214	389
TOTAL:		\$ 154,626	\$ 7,374	\$ 10,044	\$ 2,349	\$ 13,721	\$ 194	\$ 855	\$ 1,555

Additional Co:

Proposed Expansion of Maximum to \$64,000

Estimated Years to Maximum with Assumption of 3% Increase Each Year

Year 8	Year 9	Year 10
\$ 63,634	\$ 65,543	\$ 67,509
64,017	65,938	67,916
63,568	65,475	67,439
64,262	66,190	68,176
64,579	66,516	68,512
64,665	66,605	68,603
64,705	66,647	68,646
65,115	67,068	69,080
65,132	67,086	69,099
65,341	67,302	69,321
65,880	67,856	69,892
67,265	69,283	71,362
67,646	69,675	71,765
70,128	72,232	74,399
71,956	74,115	76,338
74,106	76,329	78,619

Health	WC	Total
\$ 10,948	\$ 176	\$ 58,215
10,948	165	55,144
10,948	176	58,215
10,948	164	54,936
\$ 43,792	\$ 680	\$ 226,510

Health	WC	Total
\$ 10,948	\$ 178	\$ 58,806
10,948	178	58,806
10,948	178	58,806
10,948	178	58,806
\$ 43,792	\$ 713	\$ 235,224

st to New Minimum: \$ 8,714

- Assists the administration in implementing all policies and/or rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner.
- Plans and supervises purposeful assignments for auxiliary personnel and cooperatively, with department heads or grade level chairmen, evaluates their effectiveness.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
- Attends staff meetings and serves on staff committees as deemed necessary.
- Seeks out professional development opportunities and maintain professional licensure and certifications.
- Maintains positive communication with colleagues, community members, parents and students to promote an increase in community engagement in education.
- Establishes and maintains cooperative relations with others.
- Adheres to the Code of Ethics of the Education Profession in Florida and meet all school and District policy requirements.
- Recognizes overt indicators of student distress or abuse and take appropriate action based on school procedures and law.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution.
- Valid Florida teaching certificate covering appropriate area of responsibility.
- Bilingual skills are encouraged.

KNOWLEDGE, SKILLS AND ABILITIES :

- Excellent oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work with diverse groups of people.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Ability to organize self, prioritize tasks and maintain a high level of energy in a fast-paced environment to provide efficient services.

REPORTS TO: Principal or Designee

OTHER JOB FUNCTIONS:

- Uses appropriate technology in teaching and the learning experience.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

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

OTHER PHYSICAL REQUIREMENTS:

- Tasks may involve extended periods of visual concentration.
-

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

The physical requirements of this position. (Please check all boxes that apply)		
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.	10%
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.	10%
Crawling	Moving about on hands and knees and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	20%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
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.	40%
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.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	10%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	90%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	30%
Standing	Particularly for sustained periods of time.	40%

Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
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.	30%

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

Item Number:	14.A.
Meeting Date:	3/10/2020
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Job Description and Salary Range for Charter School Authority
Transportation BUSINESS OPERATIONS Supervisor - Leisa Orcutt, Human Resources
Manager

SUMMARY:

The **Transportation Business Operations Supervisor**, under the general supervision of the Superintendent; contributes to the efficient operation of Transportation Services through the development of safe and efficient bus routes. Performs related work as required.

Minimum Qualifications:

Associate degree or equivalent education/training
Five (5) years of experience in transportation procedures
One (1) year of supervisory experience
Class B CDL license with P/S endorsement
Bilingual skills encouraged

Salary Range: \$42,764.80 - \$66, 809.60

ADDITIONAL INFORMATION:

The CSA Business Manager has conducted and attached a "Salary Analysis for Transportation Positions with Overheads/Fringe

RECOMMENDED ACTION:

Approval of Job Description and Salary

ATTACHMENTS:

Description	Type
▣ BUS OPS JOB DESCRIPTION AND FRINGE	Backup Material



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

Job title: Transportation Business Operations Supervisor

FLSA Status: Exempt
Worker's Comp Category: 9101 – All Other

An Equal Opportunity Employer

SALARY

\$20.56 - \$32.12 Hourly
\$1,644.80 - \$2,569.60 Biweekly
\$42,764.80 - \$66,809.60 Annually

THE POSITION

Under the general supervision of the Superintendent; contributes to the efficient operation of Transportation Services through the development of safe and efficient bus routes. Performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assumes the duties of the Transportation Supervisor – Bus Operators in his/her absence.
- Cover routes on daily basis, ensuring that a substitute is assigned where needed.
- Direct the inspection, maintenance and repair of school buses to City of Cape Coral's Fleet department.
- Utilize specific content experience related to bus routing, federal and local statutes, and Authority standards and on-the-job experience in general supervision.
- Plans routes for the school year, update School Superintendent as needed, organize school bus stops, coordinate transportation for specific students and assist in setting department goals.
- Utilize effective oral and written communication skills in email, phone, and face-to-face communications.
- Collaborate with Business Manager in the monitoring of departmental budgets and ensure alignment with Authority's Strategic Plan.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Functions as a school bus driver when needed.

MINIMUM QUALIFICATIONS:

- Associate degree or equivalent education/training.
- Five (5) years of experience in routes and transportation procedures.
- One (1) year supervisory experience.
- Class B CDL with P/S endorsement.
- Bilingual skills encouraged.

Such alternatives to the above qualifications as the Superintendent and/or Board may find acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work with diverse groups of people.
- Ability to master industry standard computer applications.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Demonstrated knowledge of school transportation systems and equipment.
- Demonstrated knowledge of safety standards for vehicles, transportation and inspection requirements.
- Knowledge of the principles, methods, techniques and strategies for the training of school bus drivers.
- Extensive knowledge of federal and state laws and regulations as they pertain to school transportation and traffic safety.

REPORTS TO: Superintendent

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Maintain positive communications with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Serve as the contact for Lee County School District/Florida Department of Education for all transportation matters.
- Perform all other tasks consistent with the goals and objectives of this position.
- Manages all license and permit files necessary to the function of the department and the personnel therein and ensures that such are current and up to date.
- Prepares purchase order requisitions for all Transportation department vendors including new buses and district vehicles.
- Performs all other duties as assigned.
- Drives school bus as needed.

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

OTHER PHYSICAL REQUIREMENTS:

- Tasks may involve extended periods of visual concentration.
- Tasks are generally performed without exposure to adverse environmental conditions.

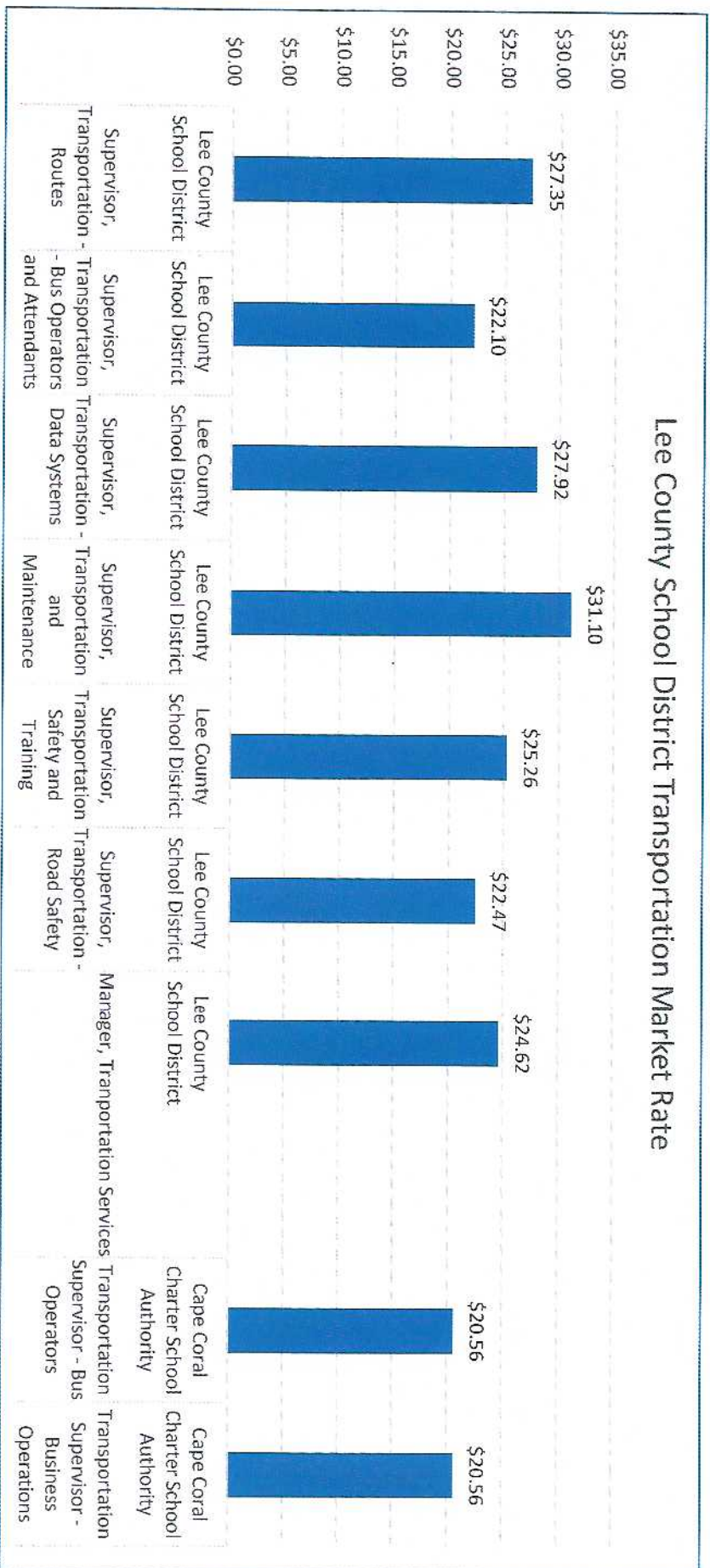
The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
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.	10%
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.	10%
Crawling	Moving about on hands and knees 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.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	10%
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.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	10%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	80%
Standing	Particularly for sustained periods of time.	10%

Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
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.	80%
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.

Lee County School District Transportation Market Rate



Salary Analysis for Transportation Positions with Overheads/Fringe

Position	Base	Cell Phone Add Pay	FICA	Med	FRS	Accid. Death & Dismem.	Long-Term Disability	Life Insurance	Health Care	Workers' Comp.	Total
Director of Transportation	\$ 59,752	\$ 960	\$ 3,764	\$ 880	\$ 5,142	\$ 73	\$ 321	\$ 583	\$ 10,948	\$ 2,920	\$ 85,343
New Supervisor (Minimum)	\$ 42,765	\$ 480	\$ 2,711	\$ 634	\$ 3,703	\$ 52	\$ 231	\$ 420	\$ 10,948	\$ 2,103	\$ 64,047
New Supervisor (Minimum)	\$ 42,765	\$ 480	\$ 2,711	\$ 634	\$ 3,703	\$ 52	\$ 231	\$ 420	\$ 10,948	\$ 2,103	\$ 64,047
Total of 2 New Supervisors:	\$ 85,530	\$ 960	\$ 5,422	\$ 1,268	\$ 7,406	\$ 104	\$ 462	\$ 840	\$ 21,896	\$ 4,206	\$ 128,094
Additional Cost at Minimum	\$ 25,778	\$ -	\$ 1,658	\$ 388	\$ 2,264	\$ 31	\$ 141	\$ 257	\$ 12,375	\$ 1,286	\$ 42,751
New Supervisor (Mid-Range)	\$ 54,787	\$ 480	\$ 3,427	\$ 801	\$ 4,681	\$ 66	\$ 292	\$ 531	\$ 10,948	\$ 2,658	\$ 78,671
New Supervisor (Mid-Range)	\$ 54,787	\$ 480	\$ 3,427	\$ 801	\$ 4,681	\$ 66	\$ 292	\$ 531	\$ 10,948	\$ 2,658	\$ 78,671
Total of 2 New Supervisors:	\$ 109,574	\$ 960	\$ 6,853	\$ 1,603	\$ 9,362	\$ 133	\$ 584	\$ 1,061	\$ 21,896	\$ 5,317	\$ 157,342
Additional Cost at Mid-Range	\$ 49,822	\$ -	\$ 3,089	\$ 723	\$ 4,220	\$ 60	\$ 263	\$ 478	\$ 12,375	\$ 2,397	\$ 71,999

Supervisor, Maintenance (Painting)	F-6.06	255	-	\$25.86	12/11/2018
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$33.20	12/11/2018
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$25.97	12/11/2018
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$28.85	12/11/2018
Supervisor, Military Property	J-1.02	255	U.S. Army Plan Rate		11/07/2018
*Supervisor, Payroll (Projects)	S-26.17	255	11	-	12/11/2018
*Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	12/11/2018
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$26.56	11/07/2018
Supervisor, Shipping and Receiving	F-6.09	255	7	-	11/07/2018
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	255	-	\$22.10	06/25/2019
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$27.92	11/07/2018
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$34.20	11/07/2018
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$22.47	11/07/2018
Supervisor, Transportation (Routes)	S-26.12	255	-	\$27.35	11/07/2018
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$25.26	11/07/2018
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$31.10	11/07/2018
TECHNICIANS					
*Technician, Field Support	T-6.14	255	10	-	12/11/2018
*Technician, Telecommunications	T-6.20	255	10	-	12/11/2018
CASUAL EMPLOYEES					
ADULT & COMMUNITY EDUCATION					
Coordinator, Community School	C-46.14	-	-	\$27.60	06/25/2019
Helping Teacher, Community School	H-11.08	-	-	\$12.74	11/07/2018
FEE-BASED PROGRAMS					
Fee-Based Program Director	F-2.02	-	-	\$12.00 to \$20.00	06/25/2019
Fee-Based Program Instructor	F-2.03	-	-	\$8.46 to \$20.00	06/25/2019

Item Number:	14.B.
Meeting Date:	3/10/2020
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of Job Description and Salary Range for Charter School Authority
Transportation Supervisor BUS OPERATIONS - Leisa Orcutt, Human Resources Manager

SUMMARY:

The **Transportation Supervisor Bus Operators**, under the general supervision of the Superintendent; recruits, trains, and maintains qualified bus drivers to safely and efficiently transport students to and from their school centers.

Minimum Qualifications:

Associate degree or equivalent education/training
Five (5) years of experience in transportation procedures
One (1) year of supervisory experience
Class B CDL license with P/S endorsement
Bilingual skills encouraged

Salary Range: \$42,764.80 - 66,809.60 Annually

ADDITIONAL INFORMATION:

The CSA Business Manager has conducted and attached a "Salary Analysis for Transportation Positions with Overheads/Fringe Minimum Qualifications"

RECOMMENDED ACTION:

Approval of job description and salary.

ATTACHMENTS:

Description	Type
▢ BUS DRIVER SUPVR JOB DESCRIPTION AND FRINGE	Backup Material



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

Job title: Transportation Supervisor Bus Operators

FLSA Status: Exempt
Worker's Comp Category: 9101 – All Other

An Equal Opportunity Employer

SALARY RANGE

\$20.56 - \$32.12 Hourly
\$1,644.80 - \$2,569.60 Biweekly
\$42,764.80 - \$66,809.60 Annually

THE POSITION

Under the general supervision of the Superintendent; recruits, trains, and maintains qualified bus drivers to safely and efficiently transport students to and from their school centers.

ESSENTIAL JOB FUNCTIONS:

- Assumes the duties of the Transportation Business Operation Supervisor in his/her absence.
- Direct preparation of bus routes and schedules to meet Authority needs efficiently and effectively through collaborative planning, organizing, implementing, communicating and evaluating.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Assigns/schedules field trips and controls all paperwork required as record of trips.
- Utilize specific content experience related to bus routing, federal and local statutes, and Authority standards and on-the-job experience in general supervision.
- Utilize effective oral and written communication skills in email, phone, and face-to-face communications.
- Review applications, schedule interviews, and coordinate training schedules.
- Process all reports and records required to be maintained by the drivers.
- Drives school bus as needed.

MINIMUM QUALIFICATIONS:

- Associate degree or equivalent education/training.
- Five (5) years of experience in transportation procedures.
- One (1) year of supervisory experience.
- Class B CDL with P/S endorsement.
- Bilingual skills encouraged.

Such alternatives to the above qualifications as the Superintendent and/or Board may find acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work with diverse groups of people.
- Ability to master industry standard computer applications.
- Ability to work effectively under the stress of deadlines, volume of workload, and multitasking requirements.
- Demonstrated knowledge of school transportation systems and equipment.
- Demonstrated knowledge of safety standards for vehicles, transportation and inspection requirements.
- Knowledge of the principles, methods, techniques and strategies for the training of school bus drivers.

REPORTS TO: Superintendent

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Maintain positive communications with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Serve as the contact for Lee County School District/Florida Department of Education for all transportation matters.
- Perform all other tasks consistent with the goals and objectives of this position.

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

OTHER PHYSICAL REQUIREMENTS:

- Tasks may involve extended periods of visual concentration.
- Tasks are generally performed without exposure to adverse environmental conditions.

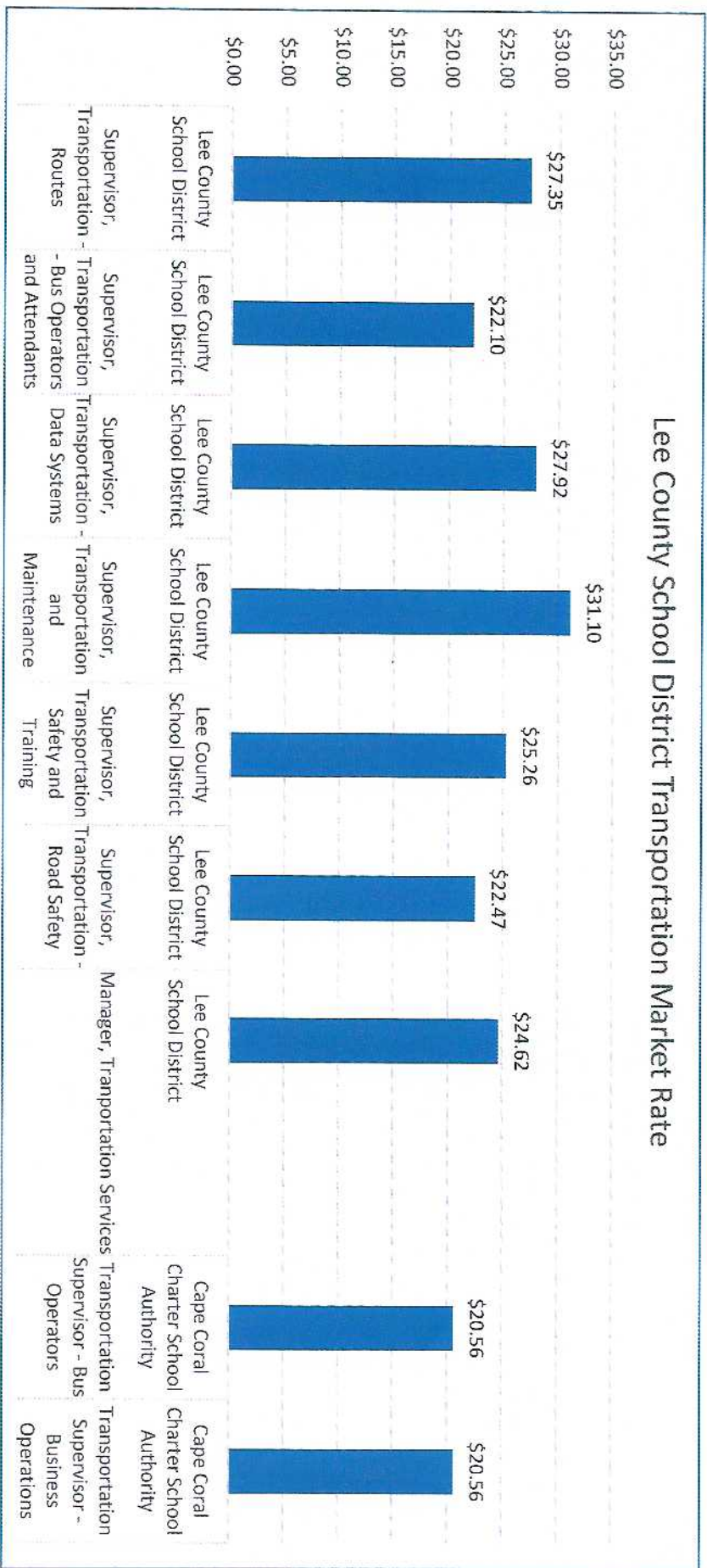
The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
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.	10%
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.	10%
Crawling	Moving about on hands and knees 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.	80%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
Grasping	Applying pressure to an object with the fingers and palm.	10%
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.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	10%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	80%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	80%
Standing	Particularly for sustained periods of time.	10%

Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
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.	80%
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.

Lee County School District Transportation Market Rate



Salary Analysis for Transportation Positions with Overheads/Fringe

Position	Base	Cell Phone Add Pay	FICA	Med	FRS	Accid. Death & Dismem.	Long-Term Disability	Life Insurance	Health Care	Workers' Comp.	Total
Director of Transportation	\$ 59,752	\$ 960	\$ 3,764	\$ 880	\$ 5,142	\$ 73	\$ 321	\$ 583	\$ 10,948	\$ 2,920	\$ 85,343
New Supervisor (Minimum)	\$ 42,765	\$ 480	\$ 2,711	\$ 634	\$ 3,703	\$ 52	\$ 231	\$ 420	\$ 10,948	\$ 2,103	\$ 64,047
New Supervisor (Minimum)	\$ 42,765	\$ 480	\$ 2,711	\$ 634	\$ 3,703	\$ 52	\$ 231	\$ 420	\$ 10,948	\$ 2,103	\$ 64,047
Total of 2 New Supervisors:	\$ 85,530	\$ 960	\$ 5,422	\$ 1,268	\$ 7,406	\$ 104	\$ 462	\$ 840	\$ 21,896	\$ 4,206	\$ 128,094
Additional Cost at Minimum	\$ 25,778	\$ -	\$ 1,658	\$ 388	\$ 2,264	\$ 31	\$ 141	\$ 257	\$ 12,375	\$ 1,286	\$ 42,751
New Supervisor (Mid-Range)	\$ 54,787	\$ 480	\$ 3,427	\$ 801	\$ 4,681	\$ 66	\$ 292	\$ 531	\$ 10,948	\$ 2,658	\$ 78,671
New Supervisor (Mid-Range)	\$ 54,787	\$ 480	\$ 3,427	\$ 801	\$ 4,681	\$ 66	\$ 292	\$ 531	\$ 10,948	\$ 2,658	\$ 78,671
Total of 2 New Supervisors:	\$ 109,574	\$ 960	\$ 6,853	\$ 1,603	\$ 9,362	\$ 133	\$ 584	\$ 1,061	\$ 21,896	\$ 5,317	\$ 157,342
Additional Cost at Mid-Range	\$ 49,822	\$ -	\$ 3,089	\$ 723	\$ 4,220	\$ 60	\$ 263	\$ 478	\$ 12,375	\$ 2,397	\$ 71,999

Supervisor, Maintenance (Painting)	F-6.06	255	-	\$25.86	12/11/2018
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$33.20	12/11/2018
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$25.97	12/11/2018
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$28.85	12/11/2018
Supervisor, Military Property	J-1.02	255	U.S. Army Plan Rate		11/07/2018
*Supervisor, Payroll (Projects)	S-26.17	255	11	-	12/11/2018
*Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	12/11/2018
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$26.56	11/07/2018
Supervisor, Shipping and Receiving	F-6.09	255	7	-	11/07/2018
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	255	-	\$22.10	06/25/2019
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$27.92	11/07/2018
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$34.20	11/07/2018
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$22.47	11/07/2018
Supervisor, Transportation (Routes)	S-26.12	255	-	\$27.35	11/07/2018
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$25.26	11/07/2018
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$31.10	11/07/2018
TECHNICIANS					
*Technician, Field Support	T-6.14	255	10	-	12/11/2018
*Technician, Telecommunications	T-6.20	255	10	-	12/11/2018
CASUAL EMPLOYEES					
ADULT & COMMUNITY EDUCATION					
Coordinator, Community School	C-46.14	-	-	\$27.60	06/25/2019
Helping Teacher, Community School	H-11.08	-	-	\$12.74	11/07/2018
FEE-BASED PROGRAMS					
Fee-Based Program Director	F-2.02	-	-	\$12.00 to \$20.00	06/25/2019
Fee-Based Program Instructor	F-2.03	-	-	\$8.46 to \$20.00	06/25/2019

Item Number:	16.A.
Meeting Date:	3/10/2020
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, April 14, 2020 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	16.B.
Meeting Date:	3/10/2020
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The City of Cape Coral Charter School Authority Budget Workshop #1 is Scheduled for Thursday, April 16, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	16.C.
Meeting Date:	3/10/2020
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The City of Cape Coral Charter School Authority Budget Workshop #2 is Scheduled for Thursday, May 14, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: