



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, April 12, 2022

City of Cape Coral Council Chambers

5:30 PM

1. CALL TO ORDER

A. Chairman Dr. Guido Minaya

2. MOMENT OF SILENCE:

A. Chairman Dr. Guido Minaya

3. PLEDGE OF ALLEGIANCE:

A. Chairman Dr. Guido Minaya

4. ROLL CALL:

A. Dr Guido Minaya, Dr Melissa Rodriguez Meehan, Michael Campbell, Kristifer Jackson, Susan Mitchell, Gloria Raso Tate, Neal Saiz, Parent Representatives: Jennifer Hoagland, OHS/SAC, Tonya Frank, OEN/OES

5. APPROVAL OF MINUTES:

A. Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, March 8, 2022,

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of the Agenda for the Regular Governing Board Meeting, April 12, 2022

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 and Adoption of the Oasis Charter Schools English Language Arts Curriculums for Implementation SY 2021-

2022: Oasis Elementary North and Oasis Elementary South - Wonders, 2020 McGraw Hill print and digital literacy curriculum; Oasis Middle School, Into Literature , Houghton Mifflin Hardcore print and digital literacy curriculum; Oasis High School, Into Literature, Houghton Mifflin Hardcore, digital literacy curriculum - Superintendent Jacquelin Collins

9. SUPERINTENDENT REPORT:

A. Jacquelin Collins, Superintendent, Oasis Charter Schools

10. CITY MANAGER REPORT:

A. Connie Barron, Assistant City Manager

11. CHAIRMAN REPORT:

A. Chairman Dr. Guido Minaya

12. FOUNDATION REPORT:

A. Gary Cerny, President, Cape Coral Municipal Charter School Foundation

13. STAFF COMMENT:

A. No Activity

14. UNFINISHED BUSINESS:

A. No Activity

15. NEW BUSINESS:

A. Request for Approval and Adoption of the Pay Adjustments to the following Cape Coral Charter School Authority Employees: Information Specialist, School Secretary, School Office Assistant, School Receptionist, School Clinic Assistant, Paraprofessional II, Paraprofessional I, Substitute Teacher, and Substitute Bus Driver - Superintendent Collins

16. FINAL BOARD COMMENT AND DISCUSSION:

17. TIME AND DATE OF NEXT MEETING

- A. The CSA Budget Workshop #1 will be held on Thursday, April 14, 2022 at 8:00a.m. in the City Public Works Building, Conference Green Room/A200, 815 Nicholas Pkwy E, Cape Coral, FL 33990
- B. The Next Regular Governing Board Meeting will be held on Tuesday, May 10, 2022 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

18. ADJOURNMENT:

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 Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

Item Number:	1.A.
Meeting Date:	4/12/2022
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 2.A.

Meeting Date: 4/12/2022

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.

Meeting
Date: 4/12/2022

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	4/12/2022
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Dr Guido Minaya, Dr Melissa Rodriguez Meehan, Michael Campbell, Kristifer Jackson, Susan Mitchell, Gloria Raso Tate, Neal Saiz, Parent Representatives: Jennifer Hoagland, OHS/SAC, Tonya Frank, OEN/OES

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 4/12/2022

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, March 8, 2022,

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
GB MINUTES MARCH 8 2022	Backup Material



GOVERNING BOARD MINUTES

Regular Meeting

City of Cape Coral Charter School Authority Governing Board Regular Meeting City Council Chambers Tuesday, March 8, 2022 at 5:30p.m.

1. Call to Order

Chairman Dr. Guido Minaya

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, March 8, 2022 at City Council Chambers, Cape Coral FL 33990. Chairman Minaya called the meeting to order at 5:30p.m.

2. Moment of Silence

Chairman Minaya

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

Chairman Minaya

4. Roll Call

Chairman Minaya, Vice Chair Rodriguez Meehan (early departure), Mitchell, Raso Tate

Parent Representatives: Hoagland, OHS/SAC

Virtual Attendance: Saiz (MT technical difficulties 6:37p.m.)

Absent Excused: Jackson

Absent: Campbell, Parent Rep: Frank

Motion made by Member Rodriguez Meehan, Second by Member Raso Tate 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 March 8, 2022. Unanimous. Motion Passed

Also Present: Jacquelin Collins, Superintendent
MaryAnne Moniz, Business Manager
Danielle Jensen, Director of Food Service and Transportation
Christie Britton, Principal, OHS
Donnie Hopper, Principal, OMS
Dr Brianne Romano, AP OMS
Kevin Brown, Principal, OEN
Kelly Weeks, AP OEN
MaryBeth Grecsek, Principal, OES
Carrie Abes, AP OES
Dolores Menendez, City Attorney (Absent Excused)
Mark Moriarty, Assistant City Attorney, City of Cape Coral
Connie Barron, Assistant City Manager
Mark Mason, Finance Director, CCC
Michele Hoffmann, Director IT, CCC
Mark Ridenour, Capital Projects, CCC
Damon Grant, Public Works Facilities Project Manager, CCC
Angela Cline, Classification & Compensation Manager, CCC
A.J. Forbes, Fleet Manager, CCC
Amy Pawloski, Teacher OMS
Gary Cerny, Foundation
Chris Kessler, CliftonLarsonAllen
CCPD Officer Herrera

5. Approval of Minutes

*Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to Approve the Minutes of the Regular Meeting on Tuesday, February 8, 2022. Unanimous.
Motion Carried*

6. Approval of Regular Agenda Meeting

*Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to Approve the Regular Governing Board Meeting Agenda, on Tuesday, March 8, 2022.
Unanimous. Motion Carried*

7. Public Comment

No Activity

8. Consent Agenda

Motion made by Member Raso Tate, Second by Member Rodriguez Meehan to Approve the "Charter School General Personnel Recommendations November - December 2021" as presented. Unanimous. Motion Carried

9. Superintendent's Report

9A: Executive Presentation of the Financial Statements and Independent Auditor's Report Year Ending June 30, 2021 - Christopher Kessler, CPA, Principal, State and Local Government, CliftonLarsonAllen, LLP

9B: Synopsis of the Financial Statements and Independent Auditor's Report Year Ending June 30, 2021 - Mark Mason, Director Financial Services, City of Cape Coral

9C: COGNIA Accreditation Renewal Final Report - Superintendent Collins

9D: Brief Analysis of Oasis Teacher Recruitment and Retention and the Impact of COVID-19 on employment.

9E: News-Press Best of 2021 - Oasis High received "Best Public School" and Oasis Elementary South received "Finalist Best Public School."

10. City Manager's Report

10A: **Connie Barron, Assistant City Manager**

- Charter Accreditation Renewal - Congratulated Superintendent Collins and her staff on the COGNIA Accreditation renewal valid through 2027.
- Transition Year - Charter School admin employees will have options; positions are being evaluated and a decision as to which positions will be brought to the City, and which positions will stay at schools will be made in the next coming weeks.
- Brief discussion regarding a possible revisit of some Charter-District conversations with Dr. Christopher Bernier, the new School District of Lee County superintendent.
- **Hoffman/IT** - Commented on the urgency for Technology and Information Security and that the Charter Schools funded half of a Security FTE for the ITS Security expert the City hired last year.
- Oasis Middle School Gym Permissive Use Agreement has been signed and is going through the signature process.
- Chapter 26 revisions are near completion and ready to be sent to City Council for an approved ordinance; a copy will also be given to the Governing Board

- **Cline/HR** - She continues to work with Leisa Orcutt on CSA support staff pay ranges, etc
- **Ridenour/SP** - Provided OEN Portables Project update.
- **Grant/FM** - Provided update on the charter schools' custodial and maintenance service.

11. Chairman's Report

- Congratulated system on the COGNIA Accreditation Renewal
- Suggested Strategic Plan Calibration Special Meeting or Workshop in May or October.

Motion made by Member Rodriguez Meehan, Second by Member Tate to have a Strategic Plan Calibration Workshop to be held in May or October, 2022.

Unanimous. Motion Passed

12. Foundation Report

Gary Cerny, Foundation President

- Lighthouse Awards were well received and a much needed moment of appreciation for all the teachers and staff and the system as a whole.
- Thanked entire Foundation staff for their tireless efforts and dedication to the teachers and charter schools.
- The annual Rally is set and ready to go. The website is up and has many auction items. Please share the poster. A Foundation Family Fun Night the day before the Rally is forming with details to follow. There is also a teen golf tourney in conjunction with the adults planned. Visit the Foundation website for more details and auction donations/sponsorship information.
- Educational Grants are still open - teachers can apply at any time

13. Staff Comment

School Report: Oasis Middle School - Donnie Hooper, Principal (presentation)

14. Unfinished Business

No Activity

15. New Business

No Activity

16. Final Board Comment and Discussion

Minaya Thanked everyone for their participation in tonight's meeting and all the charter school teachers and staff for their hard work and dedication which makes our system so successful.

Rodriguez Meehan - No Comment (NC)

Mitchell - NC

Raso Tate - NC

Hoagland - NC

17. Time and Date of Next Meeting

The next Regular Governing Board Meeting will be held on April 11, 2022 at 5:30 p.m. in City Council Chambers.

18. Adjournment

The Governing Board adjourned at 6:49p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	4/12/2022
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Agenda for the Regular Governing Board Meeting, April 12, 2022

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A. Meeting Date: 4/12/2022 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: 4/12/2022
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval and Adoption of the Oasis Charter Schools English Language Arts Curriculums for Implementation SY 2021-2022: Oasis Elementary North and Oasis Elementary South - Wonders, 2020 McGraw Hill print and digital literacy curriculum; Oasis Middle School, Into Literature , Houghton Mifflin Hardcore print and digital literacy curriculum; Oasis High School, Into Literature, Houghton Mifflin Hardcore, digital literacy curriculum - Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	9.A.
Meeting Date:	4/12/2022
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Jacquelin Collins, Superintendent, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 10.A.

Meeting
Date: 4/12/2022

Item Type: CITY MANAGER
REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Connie Barron, Assistant City Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 11.A.

Meeting Date: 4/12/2022

Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 12.A.

Meeting Date: 4/12/2022

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, President, Cape Coral Municipal Charter School Foundation

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 13.A. Meeting Date: 4/12/2022 Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:
No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 14.A.

Meeting Date: 4/12/2022

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

No Activity

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	15.A.
Meeting Date:	4/12/2022
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval and Adoption of the Pay Adjustments to the following Cape Coral Charter School Authority Employees: Information Specialist, School Secretary, School Office Assistant, School Receptionist, School Clinic Assistant, Paraprofessional II, Paraprofessional I, Substitute Teacher, and Substitute Bus Driver - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ SUPPORT PAY MARKET REVIEW 2022	Backup Material

2022 MARKET REVIEW

Survey Job Title: Substitute Bus Driver

Job Summary:

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. **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. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** None.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector						
School District of Lee County	Substitute Bus Driver			\$ 14.40	\$ 14.40	\$ 14.40
Collier County Public Schools				\$ 14.69	\$ 14.69	\$ 14.69
Charlotte County Public Schools	Substitute Bus Driver			\$ 15.50	\$ 15.50	\$ 15.50
Pembroke Pines Charter Schools		No position				
Averages:						
Average Market Data:				\$ 15.10	\$ 15.10	\$ 15.10
Recommended Range:				\$ 15.00		

City of Cape Coral to Average Market Data **-4.8%**

Recommended Range to Average Market Data: **-0.6%** **-4.8%** **-4.8%**

LOCAL COMPARISON:

None

2022 MARKET REVIEW

Survey Job Title: Office Assistant

Job Summary:

Under general supervision of a designated supervisor, performs diversified routine office support functions requiring some school based knowledge. Employees in this class may function in the Main Office, Media Center, Clinic, Transportation, Cafeteria, Custodial and Administration offices. Routine functions may include greeting visitors and parents, processing mail, responding to public inquiries, processing forms, shelving books, filing, copying, categorizing media center inventory and maintaining various data files and accounts. Incumbents initially work under close supervision until essential knowledge is gained to perform tasks independently. Performs related work as required. **MINIMUM QUALIFICATIONS:** High school diploma or GED required; Must have experience in handling a high volume of communications in short amount of time and experience with industry-standard computer applications. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Fluency in oral and written communication in both English and Spanish.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 10.00	\$ 12.31	\$ 14.62
School District of Lee County	Support Specialist			\$ 13.88	\$ 17.45	\$ 21.01
Collier County Public Schools	Office Assistant			\$ 12.30	\$ 17.30	\$ 22.30
Charlotte County Public Schools		No position				
Pembroke Pines Charter Schools	Clerical Specialist			\$ 10.00	\$ 12.20	\$ 14.41
Averages:						

Average Market Data:	\$ 12.06	\$ 15.65	\$ 19.24
Recommended Range:	\$ 12.50	\$ 15.94	\$ 19.38

City of Cape Coral to Average Market Data **-20.6%**
Recommended Range to Average Market Data: **3.5%**

-27.1%
1.8%

-31.6%
0.7%

LOCAL COMPARISON:

None

2022 MARKET REVIEW

Survey Job Title: Receptionist

Job Summary:

Under general supervision of a designated supervisor, performs diversified routine office support functions requiring some school based knowledge. Employees in this class function in the Main Office of the school. Routine functions include greeting visitors and parents, processing mail, responding to public inquiries, processing forms, and maintaining various data files and accounts. Incumbents initially work under close supervision until essential knowledge is gained to perform tasks independently. Performs related work as required. **MINIMUM QUALIFICATIONS:** High school diploma or GED required. Experience in handling a high volume of communications in a short amount of time required. Experience with industry-standard computer applications required. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Fluency in oral and written communication in both English and Spanish.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 10.00	\$ 13.00	\$ 16.00
School District of Lee County	Receptionist	Market Rate		\$ 13.83		
Collier County Public Schools	Receptionist			\$ 12.30	\$ 17.30	\$ 22.30
Charlotte County Public Schools		No position				
Pembroke Pines Charter Schools	Receptionist			\$ 12.82	\$ 16.44	\$ 20.06
Averages:						
Average Market Data:				\$ 12.98	\$ 16.87	\$ 21.18
Recommended Range:				\$ 12.50	\$ 15.94	\$ 19.38

City of Cape Coral to Average Market Data
Recommended Range to Average Market Data:

LOCAL COMPARISON:	
School District of Lee County	Board Receptionist
Ear, Nose & Throat Specialists of Ft	Front Desk Associate
Starz Pediatrics in Estero	Front Office Receptionist
	\$ 15.09
	\$ 12.00
	\$ 13.00
	\$ 18.98
	\$ 14.50
	\$ 14.50
	\$ 22.87
	\$ 17.00
	\$ 16.00

2022 MARKET REVIEW

Survey Job Title: Clinic Assistant

Job Summary:

Under the general direction of the School Nurse or Principal, the Clinic Assistant provides first aid for injury or sudden illness of a student and to care for the student until the parent can be reached and/or medical care obtained. In addition to treatment, this position assists the school nurse in carrying out a School Health Services Program designed to promote, maintain, and improve the health of students within Federal, State and Cape Coral Charter School guidelines. **MINIMUM QUALIFICATIONS:** High School diploma or equivalent is required. Current certifications in Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and First Aid, and must be maintained. Demonstrated aptitude for working with ill/injured students. Willingness to participate in in-service training re: clinic management, medical emergencies, medication administration, respiratory and toileting management. A minimum of two (2) years of experience/training in the medical field or working with children or equivalent combination of training and experience. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Certified Nursing Assistant (CNA)

Survey Participant or Published Survey Cut

Cape Coral Charter School Authority
Public Sector
School District of Lee County
Collier County Public Schools
Charlotte County Public Schools
Pembroke Pines Charter Schools

Job Title

Clinic Assistant
Health Clinic Aide

Comments

Market Rate
No position
No position

Geo Diff %

Range
Minimum
Midpoint
Maximum

\$ 10.00 \$ 12.50 \$ 15.00

\$ 13.69
\$ 16.40

Averages:

Average Market Data: \$ 15.05
Recommended Range: \$ 13.00 \$ 16.58 \$ 20.15

City of Cape Coral to Average Market Data
Recommended Range to Average Market Data: -50.5%
-15.7%

LOCAL COMPARISON:

Planned Parenthood of SW and Central Health Center Assistant
Seminole Tribe of Florida, Lehigh Acres Medical Assistant Covid Tracing

\$ 15.00 \$ 17.00 \$ 19.00
\$ -

2022 MARKET REVIEW

Survey Job Title: Information Specialist

Job Summary:

Under the general supervision of a Principal or Assistant Principal, accurately maintains all school based data sets related to input, export, error correction and production files, reports and forms necessary for tracking, progress reporting, state and local FTE reporting and scheduling of students, and to assist with general office routines in support of the daily operation of the Charter School. Performs related work as required. **MINIMUM QUALIFICATIONS:** High school diploma or GED; with demonstrated technology training and experience in data entry, retrieval interpretation and processing. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** School experience.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector						
School District of Lee County	Information Specialist I	Market rate		\$ 11.86	\$ 14.53	\$ 17.20
Collier County Public Schools	Data Entry Clerk (School)			\$ 13.56	\$ 18.56	\$ 23.56
Charlotte County Public Schools	Data Management Technician			\$ 17.50		
Pembroke Pines Charter Schools	No position					
Averages:						

Average Market Data: \$ 15.21 \$ 18.56 \$ 23.56
Recommended Range: \$ 13.00 \$ 16.58 \$ 20.15

City of Cape Coral to Average Market Data
Recommended Range to Average Market Data: -28.2% -27.7% -37.0%
-17.0% -12.0% -16.9%

LOCAL COMPARISON:
School District of Lee County

Information Specialist (Secondary)

\$ 15.01

2022 MARKET REVIEW

Survey Job Title: Secretary

Job Summary:

Under general supervision of the Principal, performs diversified office support and administrative functions requiring specialized school based knowledge. Incumbents possess considerable organizational skill and excellent clerical/keyboard skills. Duties may range from extensive record and report maintenance tasks to heavy public/parental contact work with accounting responsibilities. Employees in this position have considerable contact with the public, which requires exercise of initiatives and independent judgment. Office support functions performed at this level are moderate to complex in nature, requiring incumbent to coordinate several specific tasks, and maintain a high degree of accuracy in processing information. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Position exercises considerable discretion due to the sensitive and confidential nature of information processed at this level. Performs related work as required. **MINIMUM QUALIFICATIONS:** High school diploma or GED required; with minimum four (4) years experience as an office secretary, or graduation from a recognized school of secretarial/office skills, and two (2) years successful experience as a secretary. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** None.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 11.30	\$ 14.15	\$ 17.00
School District of Lee County	Secretary (School)			\$ 13.88	\$ 17.45	\$ 21.01
Collier County Public Schools	General School Secretary			\$ 12.30	\$ 17.30	\$ 22.30
Charlotte County Public Schools	Administrative Assistant			\$ 14.10		
Pembroke Pines Charter Schools	School Administrative Assistant			\$ 22.14	\$ 25.18	\$ 28.22
Averages:						
Average Market Data:				\$ 15.60	\$ 19.97	\$ 23.84
Recommended Range:				\$ 15.00	\$ 19.13	\$ 23.25

City of Cape Coral to Average Market Data **-38.1%**
Recommended Range to Average Market Data: **-4.0%** **-41.2%** **-40.3%**
-2.6%

LOCAL COMPARISON:

None

2022 MARKET REVIEW

Survey Job Title: Paraprofessional I

Job Summary:

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. Performs related work as required. **MINIMUM QUALIFICATIONS:** High school diploma or GED required. Must have either forty-eight (48) hours of college credit from an accredited institution or the Paraprofessional Certification. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Bilingual skills.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector						
School District of Lee County	Paraprofessional Basic			\$ 12.76	\$ 16.03	\$ 19.30
Collier County Public Schools	Paraprofessional			\$ 12.65	\$ 17.65	\$ 22.65
Charlotte County Public Schools	Paraprofessional			\$ 14.10		
Pembroke Pines Charter Schools	Teacher Assistant			\$ 10.00	\$ 10.94	\$ 11.89
Averages:						
				Average Market Data:	\$ 12.38	\$ 14.87
				Recommended Range:	\$ 12.76	\$ 16.27
						\$ 17.95
						\$ 19.78

City of Cape Coral to Average Market Data **-23.8%**

3.0%

-20.8%

8.6%

-22.8%

9.3%

LOCAL COMPARISON:

None

2022 MARKET REVIEW

Survey Job Title: Paraprofessional II

Job Summary:

Under the general supervision of the Teacher or designated Supervisor, assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Aids in the efficient operation of the school or department by assisting in the coordination and communication with Administration, other instructional and support staff, parents and students. In the absence of the Teacher, incumbent will act as the substitute teacher. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required. **MINIMUM QUALIFICATIONS:** Associate's degree or at least sixty (60) college credit hours, or certified Barton Tutor in grades K-5, and a minimum of three (3) years experience as a Teacher Assistant/Paraprofessional required. Must have either forty-eight (48) hours of college credit from an accredited institution or the Paraprofessional Certification. **PREFERRED QUALIFICATIONS:** Bilingual skills. **OTHER JOB REQUIREMENTS:** None.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 12.00	\$ 15.01	\$ 18.02
School District of Lee County	Paraprofessional Basic			\$ 13.88	\$ 17.45	\$ 21.01
Collier County Public Schools	None					
Charlotte County Public Schools	None					
Pembroke Pines Charter Schools	No position					
Averages:						

Average Market Data: \$ 13.88 \$ 17.45 \$ 21.01
Recommended Range: \$ 13.88 \$ 17.70 \$ 21.51

City of Cape Coral to Average Market Data -15.7% -16.2% -16.6%
Recommended Range to Average Market Data: 0.0% 1.4% 2.3%

LOCAL COMPARISON:

None

2022 MARKET REVIEW

Survey Job Title: Substitute Teacher

Job Summary:

Under general supervision of the Principal, ensures the continuation of learning in the absence of the regular classroom teacher. Performs related work as required. **MINIMUM QUALIFICATIONS:** High School diploma or equivalent and a minimum of sixty semester hours of college credit or Associates degree. **OTHER JOB REQUIREMENTS:** None. **PREFERRED QUALIFICATIONS:** Educational background.

Survey Participant or Published Survey Cut	Job Title	Comments	Geo Diff %	Range Minimum	Range Midpoint	Range Maximum
Cape Coral Charter School Authority Public Sector				\$ 14.00	\$ 14.00	\$ 14.00
School District of Lee County	Guest Teacher Level 1			\$ 12.61	\$ 12.61	\$ 12.61
Collier County Public Schools	Guest Teacher Level 1			\$ 15.00	\$ 15.00	\$ 15.00
Charlotte County Public Schools	Substitute Teacher			\$ 19.00	\$ 19.00	\$ 19.00
Pembroke Pines Charter Schools	Substitute Teacher			\$ 15.00	\$ 15.00	\$ 15.00
Averages:						

Average Market Data:	\$ 15.40	\$ 15.40
Recommended Range:	\$ 15.25	\$ 15.40

City of Cape Coral to Average Market Data	-10.0%	-10.0%
Recommended Range to Average Market Data:	-1.0%	-10.0%

LOCAL COMPARISON:

Collier County Public Schools	Guest Teacher Level 2	\$ 16.50
Collier County Public Schools	Guest Teacher Level 3	\$ 17.00
School District of Lee County	Guest Teacher Level 2	\$ 14.42
School District of Lee County	Guest Teacher Level 3	\$ 15.13

Sub Teacher

3/8/2022

Minimum	Maximum	Position	
\$ 12.50	\$ 19.38	Office Assistant Receptionist	Range will need to be adjusted again by 9/30/2024 for Florida minimum wage change

\$ 13.00	\$ 20.15	Clinic Assistant Information Specialist	Range will need to be adjusted again by 9/30/2025 for Florida minimum wage change
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\$ 15.00	\$ 23.25	Secretary	
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\$ 12.76	\$ 19.78	Paraprofessional I	Range will need to be adjusted again by 9/30/2024 for Florida minimum wage change
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\$ 13.88	\$ 21.51	Paraprofessional II	Range will need to be adjusted again by 9/30/2025 for Florida minimum wage change
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Minimum

\$ 15.25	Substitute Teacher	Teacher minimum = \$33.33/hour (contract rate)
\$ 15.00	Substitute Bus Driver	Bus Driver minimum = \$16.48/hour

Amendment 2 increases Florida's minimum wage each year as follows:

\$ 10.00	on September 30, 2021
\$ 11.00	on September 30, 2022
\$ 12.00	on September 30, 2023
\$ 13.00	on September 30, 2024
\$ 14.00	on September 30, 2025
\$ 15.00	on September 30, 2026

The minimum wage will continue to be adjusted annually on September 30 based on increases to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)

Position	# of Incumbents	Minimum	Maximum	Incumbents Over Maximum	Recommended Minimum	Recommended Maximum	Incumbents Under Proposed Min	Incumbents Over Proposed Max	
Office Assistant	2	\$10.00	\$14.62		\$12.50	\$19.38	2	0	
Receptionist	5	\$10.00	\$16.00		\$12.50	\$19.38	0	0	Only 1 maximum found
Clinic Assistant	3	\$10.00	\$15.00	1	\$13.00	\$20.15	0	0	No maximums found
Information Specialist	4	\$11.86	\$17.20	4	\$13.00	\$20.15	0	0	Only 1 maximum found
Secretary	4	\$11.30	\$17.00	2	\$15.00	\$23.25	0	0	
Paraprofessional I	7	\$10.00	\$14.62		\$12.76	\$19.78	5	0	
Paraprofessional II	9	\$12.00	\$18.02	1	\$13.88	\$21.51	3	0	
Substitute Bus Driver	0	\$14.40			\$15.00		0	0	Only 1 comparable
Substitute Teacher	44	\$14.00			\$15.25		44	0	No range, one rate for all

Key Points:

55% range spread

No demonstrated turnover issue with support positions

Florida minimum wage increasing to \$15.00/hour by September 30, 2026

Create 3 levels of Substitute Teachers?

Item Number:	17.A.
Meeting Date:	4/12/2022
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The CSA Budget Workshop #1 will be held on Thursday, April 14, 2022 at 8:00a.m. in the City Public Works Building, Conference Green Room/A200, 815 Nicholas Pkwy E, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	17.B.
Meeting Date:	4/12/2022
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The Next Regular Governing Board Meeting will be held on Tuesday, May 10, 2022 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: