



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, March 12, 2019

City of Cape Coral Council Chambers

5:30 PM

1. CALL TO ORDER

A. Chairman Michael Campbell

2. MOMENT OF SILENCE:

A. Chairman Campbell

3. PLEDGE OF ALLEGIANCE:

A. Chairman Campbell

4. ROLL CALL:

A. Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

5. APPROVAL OF MINUTES:

A. Approval of the Regular Governing Board Minutes, February 12, 2019

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of the Agenda for the Regular Governing Board Meeting, March 12, 2019

7. PUBLIC COMMENT:

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

8. CONSENT AGENDA:

A. Approval of Charter School Authority Personnel Movements - Superintendent Collins

- B. Approval of Cambridge Assessment Invoice - Danielle Jensen, Director of Procurement and Food Service
- C. Approval of School Lunch Price Increase - Danielle Jensen, Director of Procurement and Food Services

9. SUPERINTENDENT REPORT:

- A. Overview of Marketing & Media Campaign for System Branding - Superintendent Collins, Chris Spiro, Owner, Spiro & Associates and Don Gross, Media Director, Spiro & Associates

10. CHAIRMAN REPORT:

- A. Chairman Campbell

11. FOUNDATION REPORT:

- A. Gary Cerny, President

12. STAFF COMMENT:

- A. Athletic Facilities Program Development Update - Mack Mitchell, Director of Athletic Facility Development

13. UNFINISHED BUSINESS:

- A. Letter of Intent to Renew Employment Contract - Superintendent Jacquelin Collins

14. NEW BUSINESS:

- A. Approval of Director of Transportation Job Description and Salary Range - Superintendent Collins
- B. Discussion of FY 2018-19 Budget Amendment No. 1 - MaryAnne Moniz, Business Manager

15. FINAL BOARD COMMENT AND DISCUSSION:

- A. Governing Board Master Calendar Update - Chairman Campbell
- B. Farewell Comments: "Thoughts on the CSA Status and Future" - Member Sam Fisher

16. TIME AND DATE OF NEXT MEETING

- A. The next Regular Governing Board Meeting will be held on Tuesday, April 9, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990
- B. The CSA Budget Workshop #1 scheduled for Thursday, March 28, 2019 - CANCELLED
- C. The CSA Budget Workshop #1 will be held on Thursday, April 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room 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:	3/12/2019
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 2.A.

Meeting Date: 3/12/2019

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 3.A.

Meeting
Date: 3/12/2019

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.A.
Meeting Date:	3/12/2019
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 5.A.

Meeting
Date: 3/12/2019

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Regular Governing Board Minutes, February 12, 2019

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ BOARD MINUTES FEB 12 2019	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

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

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, February 12, 2019 at City Council Chambers, Cape Coral FL 33990. Vice-Chairman Tami Traiger called the meeting to order at 5:31 p.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), Sam Fisher, Angela Ticich(Edu), Rusell Winstead, Robert Miniaci,
Absent Excused: Campbell, Nelson

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

William Wolter, Interim Transportation Coordinator

Dr Christina Britton, Principal, Oasis High

Chris Cann, Principal Oasis Elementary

MaryBeth Grecsek, Assitant Principal, Oasis Elementary

Kevin Brown, Principal, Christa McAuliffe Elementary

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary

Dolores Menendez, City Attorney

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Victoria Bateman, City Director of Finance

Wanda Roop, City Procurement Manager

Marilyn Rawlings, City Fleet Manager

Angela Cline, City Classification & Compensation Manager

Dan Stumpfhauser, A&S Transportation

Heath Sterk, Educator, Oasis Middle School

Carrei Abes, Educator, Christa McAuliffe Elementary

Officer Andrew Miller, CCPD Detail

5. Approval of Previous Minutes

Motion made by Member Fisher, Second by Member Winstead to approve and accept the Amended Minutes of the January 8, 2019 Regular Governing Board meeting to better reflect member commentary on the following topics:

Superintendent's Report: Discussion of getting a general idea of what it costs to operate if it's in Florida or whatever, the general costs per year for a school bus comparing with Lee County.

New Business: Discussion of Mrs Collins going to China with an overview to the public in regards as to why she would go, etc.

6. Approval of Regular Meeting Agenda

Motion made by Member Fisher, Second by Member Winstead to approve the amended Agenda for the City of Cape Coral Charter School Authority Regular Governing Board Meeting on February 12, 2019.

- (1) ADVANCE ITEM 14A and ITEMS 12A-D to PUBLIC COMMENT as follows. There is to be NO PUBLIC COMMENT on the items; they have only been advanced for expediency of the speakers.

(7B) Item 14A New Business: Discussion of Transportation Outsourcing - Vicki Bateman, Director of Finance, Superintendent Collins, William Wolter, CSA Interim Transportation Coordinator.

(7C) Item 12A Staff Report: Dr. Christian Britton, Principal, Oasis High School

(7D) Item 12B Staff Report: All Schools Grade Comparison, MaryBeth Grecsek, Assistant Principal, Oasis Elementary

(7E) Item 12C Staff Report: CME Progress Report - Kevin Brown, Principal, Christa McAuliffe Elementary

(7F) Item 12D Staff Report: OES Progress Report - Chris Cann, Principal, Oasis Elementary School

(2) Motion made by Member Metzger, Second by Member Winstead to advance

Item 11: Foundation Report - President Gary Cerny to

Item 7G: Public Comment for the expediency of the speaker.

Unanimous. Motion Carried

7. Public Comment

7A. NO PUBLIC COMMENT

(7B.)14B. NEW BUSINESS: Discussion of Transportation Outsourcing - Vicki Bateman, Director of Finance, Superintendent Collins, William Wolter, Interim Transportation Coordinator

Vicki Bateman, Finance Director: Since this is an open procurement item there needs to be a decision whether or not to have any public in here.

Wanda Roop, Procurement Manager: Yes, you will have to waive the exemption under FL Statue 2601.1 because we are going to be listening to vendors which is normally closed to the public, however, you can make that determination to waive or not; if you want to hear in public.

Bateman: We do have A&S Transportation outside, either way. So it's up to you whether or not you want the public hear or not. I see no reason why not. Because once we have had the discussion and answered your questions, we will bring in A&S so they can answer any questions you have of them.

Motion made by Member Fisher to waive the exemption under FL Statue 2601.1, Second by Member Winstead. Unanimous. Motion Carried

Jacquelin Collins, Superintendent: In the month of January we had our RFP and we had two responses, one was A&S Transportation, and the other was the City and the Charter School Authority. During this time the evaluation committee, according to protocol, favored A&S Transportation's proposal. However, I would like Vicki Bateman to give you the details about the differences between the two proposals, particularly cost-wise, and then I would like to give you my recommendation as to what would be best for our system. First, Vicki will give

you a high-level cost analysis including average expenditures that spread over the year and breakdowns.

Mark Moriarty, Asst City Attorney: Clarification, please. This item is not for Public Comment? Because it is now listed under Public Comment.

Tami Traiger, Vice-Chairman: No. This item is not for Public Comment. We have closed Public Comment with no response. Moving forward this item has been advanced from Item 14A NEW BUSINESS to Item 7B so that Ms Bateman can make her presentation and leave if she has to.

Mark Moriarty: And the Board understands this? This is not for Public Comment?

Governing Board Members Traiger, Fisher, Metzger, Ticich, and Winstead all nod their head in agreement, "Yes."

Moriarty: Thank You

Bateman: When the panel met and scored the proposals A&S came out with a total of 362 points, and the internal from the City wasn't far behind with 296. The main difference is the experience of the firm; this is what they do for a living versus the Charter School. A&S came out 20 points higher in regards to the qualification of the firm and staff, which is a reflection of what they do full-time.

When it comes down to the cost, we sat down and figured if you pay your drivers \$16.00/hour, which would help with the problem of attracting drivers, then \$532,000 would be the total cost for wages and benefits for them (16 drivers at \$16.00/hour). The other operations came down to \$663,000 most of that would be lease payments for the buses because the proposal recommended replacing buses two/per year at \$125,000 each. Marilyn (Rawlings, City Fleet Manager) estimates \$240,000 for bus maintenance; fuel around \$100,000; communications/workmen's comp, routing, radios, etc., so it all comes down to about \$663,000 for a total of about \$1.2 million, and for number of days that comes down to about \$349.55 per day.

A&S came out to be \$360.00 per bus (internal is \$350.00), larger buses for 78 students is \$25.00 extra per bus and attendant is \$21.00 per hour; a field trip is \$53.00 and with a minimum of 3-hours, so we are looking at a total cost of \$1.231million. *Further Comment*

When you look at all the costs internally, it's \$1.2million, which is really not that much from a financial perspective. My question is do you want someone out there who does this for a living do it? My understanding is our routes have not been updated, if a Charter School bus breaks down we pay half, there is nobody there to pick up the slack. So from my perspective this is what they [A&S] do for a living. But when we met last Friday everyone was asked to give their Pros and Cons which I will let Jacque talk about.

Superintendent Collins: Although it does seem like a quick and easy fix to go with A&S because this is their thing, and we are having a driver shortage. However, this may not be for us.

One of my biggest concerns is that if we go with A&S and we sell them our fleet, we will have nothing to fall back on if the service is poor or the service contract ends for some reason. We will have nothing. Plus field trips and athletics are not included in this proposal price(s) of \$1.1million and \$1.2million figures, these are separate expenses that we will incur at an hourly rate which was provided by both vendors.

However, my biggest concern is that in this proposal we increased the driver's wage to \$16.00/hour which I think will solve our bus driver shortage. And if we do this before Lee County Schools raises their bus driver rates which is now in negotiations, we can get a jumpstart on hiring drivers right away, including those bus drivers who left us and now want to come back and work with us again.

Our buses have now been maintained at the highest level - seat belts, cameras, A/C, etc., are all working. We are in terrific shape. I can't speak about A&S buses but when we did contract with them we had A/C problems and other issues including late pickups, etc., although we know nothing ever goes perfect. Right now we have 18 buses that are up and running. So we are no longer facing a bus maintenance issue, it now boils down to a driver shortage. Bill is going to talk to you about some Pros and Cons including cost, routing, staffing, buses, maintenance, and outsourcing. As far as cost is concerned, if we do go with A&S the price is going to be a fixed amount per month. If we do this in-house we have the potential to save monthly, especially if we decide we need to do route condensing, meaning maybe we don't need to run 16 routes we can drop that to 12, etc., which is a cost savings to us. However, even if routes can be condensed we have to stick with the fixed A&S monthly contracted rate.

So I'm concerned about the loss of cost-savings, and if the contract ends there is no Plan B to fall back on. *Further Comment*

William Wolter, City of Cape Coral Planning and Research Analyst/Interim Transportation Coordinator: The big picture of all this is we don't have anything to fall back on. You always want to plan for the worst and hope for the best; so going with a vendor you are stuck with that contract until it ends. I like combined proposals where you have in-house and outsource vendors because this gives you options, you have some control. *Further Explanation*

Collins: The City has already invested in two of their folks to become certified inspectors and a mechanic, so they are already invested in maintenance. They also have a roadside maintenance crew that can get to us right away. On the other hand, A&S has service out of Lehigh which is far away in case of breakdowns. If we go with the City we also have the ability to use all of their fueling sites. Neither proposal includes field trips or athletic trips. We can handle field trips and have students pay some costs but A&S charges will be higher including personnel costs and fuel which is not included in their base charges. Both proposals also had cost rate adjustments based on consumer price indexes. *Further Explanation*

I asked some principals at other Lee County schools about A&S and generally they were happy with service but said there were issues with cameras not always working and service, etc.

Further Explanation

If we can do this in-house for about the same price or less than that would be my recommendation. *Further Comment*

I just want to remind you that the point of our discussion today is to go over points and asking about ideas and questions, it is not a negotiation so when A&S comes in you can't ask them to negotiate items. If you do that, and try to negotiate with them, then we have to award them the contract because that type of engagement means we will have started negotiations, so please be mindful. Any questions? *Further Explanation*

Member Winstead: My first question is was there any other bidders? It was just between the City and A&S? Is that correct?

Wanda Roop: They are the only ones; we did call the plan holders. We did see others downloaded documents and maybe in the end it [bid] was too small for them, or not what expected, or they were just not interested and did not respond. Yes, so only the City and A&S we receive responses.

Winstead: And where did we advertise this?

Roop: In the newspapers which is state statue and DemandStar which is a repository that pushes it out to anyone with that commodity. We tried to open up the pool as much as we could.

Winstead: As a followup from last month's meeting did we do an analysis of our transportation costs per year for the last 10 years?

MaryAnne Moniz, Business Manager: Yes. It rolls out to 2016: \$1million (used Lee County for services and includes debt) 2017: \$1million (including debt) 2018: \$1.1million. 2019: \$1.1million which reflects down busses and the Good Wheels agreement which has totaled nearly \$212,000, and the \$446,000 City Fleet department repairs and maintenance billed through the month of January. *Further Explanation*

Winstead: What about years prior to 2016?

Moniz: I can only use the data I was able to recover as far as transportation costs. I assume 2002-2003 was when we used A&S but this was before my time. However, JD Edwards is the program we use to go back to 2012.

Winstead: So we don't have any tracking prior to 2016?

Moniz: Whatever the actuals are it looks like JD Edwards starts tracking at 2016.

Winstead: So I am trying to get a picture of what the actuals are during a 10- year period to compare them before we make a decision on these current proposals. Without real numbers, I still do not have a good grip on what our costs have been over the last 10 years. *Further Comment*

Moniz: Are you looking for repair costs? Maintenance costs? Because the numbers I've just

given you include all costs including payroll, operating, capital, as well as our debt.

Winstead: Yes, that's what I want, that's what I have been asking. We want to understand the parameters and the differences, if any. *Further Comment*

Collins: We only started doing our own busing in-house in 2012, prior to that it was A&S, but it will be significantly lower because now all those buses have been repaired and are in much better shape.

Winstead: Why do we have to sell them our fleet?

Collins: That is an option, we don't have to go that route if it is not needed. We can store these buses but the rational thing would be to auction them off and use that to pay off our debt service. A&S has expressed interest in buying them.

Winstead: Yes, well now the buses are in great shape - all the seat belts are working, the cameras, etc. One of the things in business is that everything is negotiable and I hope that we remember this. If for example, we go with A&S and they don't do what they are supposed to do, or something goes wrong, then we are not "stuck." You just put in performance requirements and incentives. Everything is negotiable in business. And we can just cancel the contract right?

Collins: But then we have nothing to fall back on.

Roop: Yes, they are all negotiable points. All of our contracts have an *exit clause* that addresses a termination or cancellation with a certain timeframe.

Winstead: I agree, if we eliminate our buses that will put us in a bad spot. I mean I get it but let's put that in the language of the contract, these penalties, because that is what we are paying for operational buses. *Further Comment*

Roop: Yes. Yes, all of these points can be addressed during negotiations and if the parties agree put into the contract. *Further Comment*

Winstead: Okay. Good because we don't want to have issues and I want to know what our costs are. I'm getting the feeling is that there is a stronger consensus toward the city, and this is good because I like flexibility, but I also recognize the expense level which is very high. To be perfectly blunt our City operational costs...we are also paying...or whatever we are calling all those back-end cost.

Collins: Yes, I can speak to those City costs which are very exorbitant, they were very high. I spoke with Vicki Bateman about them and the numbers were calculated incorrectly. We are only calculating the overhead cost for the City mechanics plus Bill's cost since he is on loan from the Fleet department. We were originally billed \$90,000. Vicki Bateman said this figure is incorrect and when we do a true-up of actuals costs for overhead, etc., the figure is closer to \$20,000 over the course of all these months.

Bateman: Most of that is due to Bill (Wolter). Plus every quarter we do a Facilities and Fleet chargeback which is the "overhead." In the case of the Charter School you should have only

been paying for the work order (mechanics), and Marilyn and Pete, which is about \$5400 plus another \$10,000 with Bill so the quarterly is only, really about \$5400. We are reverseing that \$70,000.

Sam Fisher: How long has A&S been in this business?

Collins: You can ask the A&S representative because I don't know. You can ask Mr Dan Stumpfhauser from A&S that question, but please remember once he comes in the room all conversation and questions about the City offer has to stop; they must kept separate.

Fisher: City-wise I am happy we are where we are now. My question is what happens in the future regarding budget cuts? What happens if they have to get rid of the certified mechanics, etc.,? How much notice would the City have to give us, etc?

Marilyn Rawlings, City Fleet Manager: The two mechanics who have been certified are Senior Mechanics. So, I am assuming in a RIF they would not be the first to go. They are valuable and certified with a skill level that allows them to always have a job [with me].

Fisher: How much notice would the City have to give us if they wish to terminate the contract depending on whatever cause they want to depend on?

Roop: All of our contracts have a miniumum of 30-days notice but our situation may be a little different but yes, 30 days.

Fisher: Okay I don't see that happening but just wanted to check that out. No matter who wins the contract, who will be the ones analyzing the routes and doing that stuff?

Collins: Yes, we will do but if A&S wins the contract it will be up to them to analyze the routes.

Vanessa Metzger: Winstead asked a lot of my questions but I agree with Mrs Collins that we should keep our drivers. The kids and parents have a bond with them and this is important. I've dealt with A&S and I am not a fan of them. This is not so much about costs there are other things to think about. I am not for going with A&S; protecting our children, families and bus drivers is what is important.

Tami Traiger: What would be the auction costs of selling off the fleet to A&S ? Would we be able to offset some of the debt with that or would we still be carrying the debt on those buses that are not paid off? What is the current debt on those buses?

Collins: That would be negotiable of course, but we can't predict that

Bateman: \$495,000 for 18 buses

Traiger: How old is our oldest bus?

Collins: 2012

Traiger: I am asking because the Florida statute is that all buses purchased or built prior to 2001 has a mandate requiring the use of seat belts. Is there a possibility those A&S buses are older than 2001?

Wolter: Yes, they are older Lee County buses bought on the secondary or third markets.

Traiger: So, we could be selling off our buses that are older? Finally, do our buses have cameras on them?

Collins: Yes, they do.

Ticich: What did you mean when you first said “we would be stuck?”

Bateman: If a bus has a problem on the road then we’d have to go out and fix it. But A&S has a more robust inventory in case we needed them. *Further Discussion*

Ticich: Updating the routing software? Who will do that?

Collins: We have software to do that and have had training. The problem is all the data entry is by hand and that takes time and it’s a lot of work.

Ticich: I just want to agree with Mr Winstead. If we are paying for working buses then we should have working buses and this should be spelled out in the contract, it should all be covered. And those buses should all be up to standard with seat belts, etc. *Further Comment*

Collins: Yes, I understand. Some of those buses are older and did not have that requirement but we will make sure we are in buses that are fully operational. *Further Comment*

Winstead: I have a procurement question. I understand we have about a \$495,000 balance that we owe on the 18 buses right, which comes to about \$27,500 a piece. Obviously some of those are pretty new and some are just really not that old, as well. Can we write in the contract that they would purchase the buses and they will cover any costs? In other words, you will purchase the buses and it will cost \$495,000 as part of the contract.

Roop: If the Governing Board chooses to go with this it would be part of the directive to the negotiating team and they would ask for “X” amount per bus and negotiate.

Winstead: Yes, and we also need an appraisal and inspection so that we have an idea what is the bus’ true worth. We want this info for a buyout if we choose to go in this direction.

Roop: Yes, of course. Like I said earlier, you can negotiate anything.

Winstead: Also I’d like to see a component where all the bus updates are negotiated and present for example, the seat belts, cameras, etc Perhaps a maximum age of the buses and for all the mechanical and safety functions to be operable and working to standard.

Roop: Yes, that would be in the RFP.

Winstead: Let’s optimize routes before we contract them.

Collins: I'd like to move forward as soon as possible and doing that operation would take a long time and we have no time and/or manpower to do a conversion until maybe after school gets out.

Winstead: Okay, then add it in so that we can do this later if we want.

Roop: Yes, that's already in the RFP.

Rawlings: Great idea to get them appraised but I strongly suggest we don't set a minimum if we want to sell our buses. We have to get the routes changed and optimized as soon as possible. We are looking at many options but running out of time and manpower because this has to be done as soon as possible.

Traiger: With the permission of the Board I would like to recommend we have A&S come in so that we can ask our questions. Thank You

Dan Strumpfhauser, A&S Transportation: Good Evening. Thank you for having me here.

Traiger: Thank you for being here we have some questions for you and your proposal. Mr. Fisher?

Fisher: How long have you been in service handling bus routes?

A&S: 22 years in school bus transportation

Fisher: How many current schools do you serve?

A&S: A little over 100.

Fisher: What is the smallest and the largest system you have serviced according to student population?

A&S: It's easier for me to relate to number of buses, so, we have some one bus schools, and in terms of largest operation for one single school and not a consortium that would be SouthTech Academy which is about 28 buses

Fisher: How long have you personally been with the company?

A&S: 10 years

Fisher: Have you previously dealt with us, meaning the Charter School, or the administration?

A&S: No.

Fisher: Do you have any idea of our prior dealings with A&S before 2012?

A&S: Yes, yes I do.

Fisher: Were there any significant issues the Charter School had with A&S or vice versa?

A&S: Not that I know of.

Fisher: How much would you take into account the administration would be allowed to suggest or change certain routes?

A&S: One hundred percent. Our only client is really charter schools and so we understand the relationships that are built when customizing a system. Yes, we do have sophisticated router programs that tell us what we can do and to help us map things out efficiently, but we always listen to and consider what the client wants and needs at any time. We will do whatever the client wants as long as it is safe, legal, ethical, moral.

Fisher: Would you consider taking on some of our current bus drivers in the Charter School system?

A&S: Absolutely. We'd like to take every single driver you have that is in good standing with the Authority.

Fisher: The last question is why should your company be picked? Why should we go with your company over another?

A&S: It boils down to our speciality - our company is based from a drivers perspective serving only charter schools. Our organization and drivers are trained to know the policies of the charter schools and how they work, and many of our procedures are based on what drivers have seen and know needs to happen. On the business side we are extremely focused on the success of a charter school.

Fisher: What would our recourse be if, for some reason, buses were not maintained or there is some other problem? Obviously the safety of our children is the most important thing.

A&S: Yes, safety is as important to you as it is to us. We are 100% accountable for what we do. We recognize that transportation is the life blood of the school. *Further Comment*

I just want to point out the references we gave have a purpose. The reason we picked those professional references is because we wanted to give a balanced view of our operations and how schools respond. *Further Explanation.*

Fisher: Thank you for coming and answering my questions. I appreciate you going over all that. Thank You

A&S: Thank You

Traiger: I know your business headquarters is in Lehigh, so how many buses do you have available to us in our area?

A&S: It's a tiered approach in terms of how we work in Lee County, but we will absolutely have as many buses as we need and provide you with excellent and reliable service. *Further Comment*

Traiger: So you have 55 buses in Lee County every day, and you would have to add to the fleet in order to take our contract?

A&S: Yes

Traiger: Recently A&S handled a field trip for us and apparently there was either a seat belt issue or no seat belts, etc. My understanding is that Florida mandated seat belts laws for

buses year 2001 forward. What is the age of your buses? What is the percentage of your buses don't have seat belts, etc. because they are older than 2001?

A&S: In the past there has been mistakes and things could have been done differently but the short answer to your question is that we will make sure that all your buses have seat belts, period, no question and without additional charges, no fee or anything.

Traiger: What is this line item in the cost analysis, "Attendant," is that an additional charge or what?

A&S: That is an additional charge in the event there is an IEP in place which requires an attendant on the bus with a student or a handicapped provision or something like that, those circumstances require an attendant

Traiger: Thank You

Winstead: What would be the ages of the buses you would utilize with us?

A&S: We would source those buses and make sure everything is in order but the bid has all cameras, A/C, etc. Not all our buses have this but your buses will. *Further Comment*

Winstead: If we awarded you the contract and you purchased our buses, but for some reason things didn't work out, could we have a stipulation in the contract that we could buy those buses back?

A&S: Certainly would not have a problem with that. Philosophically we have no problem with that. *Further Comment*

Traiger: Any more questions? No? Okay, Thank you very much for your time.

A&S: You are welcome.

Collins: How would the Board like to proceed?

Traiger: On the Agenda this conversation is listed as "discussion" and so it is unclear what you would like the Board to do at this moment. Will you please clarify what it is you are expecting. What do you want the Board to comment on or proceed with voting which vendor we want to work with? Thank You.

Collins: Yes, Certainly. At this stage of the game because you understand what contracts have been brought to the Authority, it is now time for you to make a decision as to which vendor we want to go with so that we can start negotiations. Please remember that once we enter into negotiations with a vendor the award automatically goes to that company. If we can't agree then we will come back to you, but if we can move forward, we can start negotiations.

Roop: If we start negotiations and we don't like how its going, the Board can agree to bring the contract back for discussion. But first you have to do two things:

The first point is who do you want us to send a Letter of Intent to -- the City or A&S?

The second point is do we bring the contract back to you, or will you authorize Jacque to sign the contract with your understanding?

Bateman: It's an Interlocal Agreement so these are the actual costs, there is nothing to negotiate. It would be an interlocal agreement done between the City's legal office and the Board. *Further Explanation*

Traiger: Do I have a motion to send a Letter of Intent to Award to the City or A&S?

Motion made by Member Fisher, Second by Member Metzger to enter into an Interlocal Agreement with the City of Cape Coral for transportation needs and allow the Administration to finalize a contract with the City of Cape Coral for our transportation needs.

Fisher: Thank You Ms Bateman for guiding us through all that it gets a little confusing sometimes. Going into this it was important we try and look at this as objectively as we can. *Further Comment*

But overall I think the City makes a more compelling argument, specifically keeping the students and families familiar with their drivers, drivers keeping their jobs, it will be kept inside Cape Coral, there is the route flexibility and the idea of a better relationship with the City. And number one I say is Mrs Collins input as the leadership for the schools. Although it may have seemed like an easy vote it was very involved and I thank you for your patience with all my questions. Thank You

Winstead: I appreciate the levity of this discussion because it's enormous and has a lot of moving parts. Personally I like the idea of it being in the City, but I don't like the idea that it is in an open-ended situation. When we have a contractor we can hold someone accountable for the situation. With the City we could get charged with whatever it is so our cost structures related to that it makes it impossible for the CSA to manage this without a specified contract with services and what is being done. I am concerned. I'd like a hybrid situation we could work out with the City, "not to exceed" and if it does, they pick up the costs.

Bateman: Keep in mind the only services the City would be providing is the maintenance of the buses. The Charter School will take care of the rest of it.

Collins: The school system would be managing every thing else.

Winstead: So, what we are really looking at here is 100% A&S where they take care of everything versus the Charter System having the responsibility for all of the system except the maintenance? Did we do a comparison of maintenance costs on one option versus the other?

Bateman: They wrapped it all together in a daily rate. *Further Expanation*

Winstead: Contract responsibility would be on the charter school's end. Are you confident this can be handled?

Collins: Yes, I am. It willtake someone like Bill to handle this department.

Winstead: We've had a lot of issues this year with route and drivers.

Collins: Remember that was a Good Wheels problem; we have had maintenance issues which we have resolved and moved forward. *Further Discussion*

Traiger: You mentioned being able to hire Mr Wolter is he available? I know he has been on loan to us but we have been relying on his expertise all along. Obviously we need to have personnel in place with this type of expertise. Will the City release him off their payroll?

Marilyn Rawlings: I have complete confidence that he (Bill Wolter) can do the job, and do it well. He is still on (employment) probation with the City because he was only here two weeks before we sent him over to the Charter Schools. I can't make a decision for him but if you need him and he wants to stay, then I will not stand in his way. I will say very sincerely that I do not think you will find anyone better to run your Fleet dept than Bill Wolter. *Further Comment*

Traiger: We currently pay for Bill's salary through transportation costs/overhead right now, correct?

Collins: Yes. But we will have to add a job because what we have now is a "Transportation Coordinator" and the salary is not comparable to what this position requires. So I will present to you a new "Transportation Director" job description with a salary range that Bill and I will agree upon and that will be comparable.

Traiger: I have a high level of comfort knowing are buses are new and new ones will be added moving forward up to two purchases a year. Mr Wolter was very informative at our last meeting regarding ways to plan so that we can utilize buses to maximum, etc. So I am very comforted knowing moving ahead the City has been doing and will be doing a great job of maintenance on these buses. I agree with Member Fisher this is a year of transition with our transportation system and we really have the opportunity to change things up and have a plan moving forward. Thank You

Fisher: Thank You Chair, that's the question I was going to ask about Mr Wolter's continued employment.

Collins: One more thing. Part of our agreement with the City was that we will be increasing our bus drive's salary to \$16.00 per hour. Assuming that you have agreed to move forward with the Interlocal Agreement this increase is part of the arrangement. I would like to implement this increase immediately.

Motion made by Member Fisher, Second by Member Ticich to approve that the low range of the bus driver's salary be brought up to \$16.00 an hour per Mrs. Collins. Unanimous Motion Carried

Winstead: I support this because we need to stay competitive and if we are going to make this type of transportation investment we also want to invest in the drivers and have the opportunity to attract high caliber drivers. *Further Comment*

Traiger: At this time I would like to call for a 10 minute break; please return at 7:20 p.m.
Thank You

MEETING IN RECESS: 7:10 P.M. - 7:22 P.M.

(7C) Item 12A Staff Report: Dr. Christian Britton, Principal, Oasis High School

Slide show presentation highlights of specific goals that have been reached or updated.

1. Teacher Certification: All Oasis High teachers are certified or in their last stages of certification. All newly hired AICE teachers have completed AICE-specific training as well.
2. Maintain A: Staff training, goal setting, structured environment, purchase of new curriculums etc
3. Increase Parental Involvement: weekly notifications, robo calls, open houses, semester awards, etc
4. Parent Input: SAC formed
5. Increase Electives for Students: state comps, newspaper, theatrical productions, etc
6. Increase Student Involvement: co-ed cheer, middle school JROTC training
7. School Choice/Recruitment: open houses, parent nights, student visits, etc.

Vanessa Metzger: Thank you so much for the excitement you have created in my home, in particular with the middle school JROTC program. *Further Comment*

Britton: You are welcome. We have about 45 middle JROTC students and everyone seems very, very happy. *Further Comment*

(7D) Item 12B Staff Report: All Schools Grade Comparison, MaryBeth Grecsek, Assistant Principal, Oasis Elementary

MaryBeth Grecsek, Assistant Principal, OES: I'm happy to share with you how our schools are doing compared to other schools in Lee County, and more specifically, Cape Coral as measured by the State of Florida Accountability System.

1. All the schools in our system earned an "A" for the 2017-2018 school year.
2. Schools are ranked by the total amount of scored points in seven different categories.
3. Filtering allows for detailed points which further identify specific school achievements.
4. High schools are scored in 10 different categories county-wide.

If you look at our system as a whole you can see that a parent can expect to enter their child in the CSA as a kindergartner and have a quality education from a high-achieving K-12 system.

This information is public and available on FLDOE.

(7E) Item 12C Staff Report: CME Progress Report - Kevin Brwon, Principal, Christa McAuliffe Elementary

This is data from December. Thank you Mr Cann and Ms Grecsek for creating the spreadsheets that we are now working off. We are very pleased with our scores and where we are heading.

Further Comment

CME Powerpoint Presentation

(7F) Item 12D Staff Report: OES Progress Report - Chris Cann, Principal, Oasis Elementary School

My presentation is similar to Mr Brown's but the goal is after each time they take the test the numbers dwindle, which indicates progress. We want that number to disappear. Bottom line is we still have five months to go but we are already at where we said we wanted to be. *Further Comment*

On another note, we picked up everyone on our waiting list so we are back where we wanted to be.

Lastly, you are all invited to our Read Across America day, March 1st anytime from 9:00am-2:30pm

OES PowerPoint Presentation

Motion made by Member Fisher , Second by Member Winstead to advance Item 11: Foundation Report - President Gary Cerny to Item 7G: Public Comment for the expediency of the speaker.

(7G) Item 11A: Foundatio Report - Gary Cerny, President:

MINI-GRANTS: Quick status update about the way we decided to dispurse funds this year: Instead of arbitrary checks we give mini-grants which I understand is going very, very well - teachers, students and parents are expressing how grateful they are. *Further Comment*

The Lighthouse Awards are coming up May 3rd; this is always a very positive event. Here is a list of the school Finalists who were nominated independently by students, teachers, staff, and the community-at-large:

CME: Alicia Wallace, Stephanie Lockhar and Tonya Sykes

OES: Rhonda Gamboa, Katrina Berge, and Michelle Williams

OMS: Jehan Abubakr, Susan Clayman, and Jennifer Hattemer

OHS: Ashley Denton, Bridget Lukomski, and Barb Hess

Rally on the Green: Reminder March 9th is the Golf Rally at Cape Royal Golf Course - it's open to the public, please spread the word. Details and flyers coming to you shortly. Thank You

Foundation Scholarships: We have about \$12,000 to give right now but we will have a lot more in the coming if the Rally is a success. Most of all our old sponsors are back and we have a few

new ones but we need your help to make this successful for our student families! *Further Comment*

8. Consent Agenda

Motion made by Member Fisher, Second by Member Winstead to approve the Mailing Lease Agreement. Unanimous. Motion Carried

9. Superintendent Report

BAISE SISTER CITY DELEGATION TOUR OF CSA: The Charter School Authority is planning on providing the Baise, Municipal People's Government, Guagxi, China Sister City Delegation a tour of our charter schools followed by a luncheon catered by our Oasis High culinary students. CSA principals and students plan to treat our Chinese friends to classroom observations and light entertainment on Tuesday, March 26th. *Further Comment*

BAISE TRAVEL DELEGATION: I respectfully decline to travel as part of the Baise Delegation to China this spring. While I think it would be a fabulous sightseeing experience, what The Charter Authority can orchestrate we can do from here. We've already been working with JoAnne Killion and have ideas for a cultural exchange program that we can do with her, or another third party, as well. Besides the student cultural exchange program we could also bring some of the Chinese teaching staff over here and ask them to share math and science mastery strategies with our educators so that CSA students can become more successful in these subject areas, in particular. Thank you to our Cape Coral Charter School Foundation who is always so supportive, and was willing to sponsor the cost of an airline ticket for the trip.

Further Explanation

10. Chairman Report

11. Foundation Report

Advanced to Item 7G

12. Staff Comment

This section has been advanced to Items 7C, 7D, 7E and 7F.

13. Unfinished Business

14. New Business

New Business Item 14A has been advanced to Item 7B.

15. Final Board Comment and Discussion

Motion made by Member Fisher, Second by Member Winstead to renew the Superintendent's contract. Unanimous. Motion Carried

The Board is requesting Superintendent Collins provide them with her 90-day response to renew or decline an employment contract, in written form, by the next Regular Governing Board Meeting on March 12, 2019.

Discussion Held.

Mark Moriarty, Assistant City Manager: Please clarify the motion, Chair. Are you instructing the Legal Department to negotiate on behalf of the Board a new contract with Ms. Collins?

Dolores Menendez, City Attorney: In the past you appointed a Board member to work with the City's legal department and go over the terms of the superintendent's contract and we would discuss which items needed further discussion. *Further Comment*

Traiger: Yes, we understand we have a month to wait for Mrs Collins' written response and then if necessary appoint a Board member to work with the City's Legal Department on the details. At this time we are very happy, very pleased to offer Mrs Collins a contract renewal. Superintendent Collins you have been doing a great job. *Further Comment*

Reminder: New Board members will be appointed by the City Council to fill upcoming vacant Board seats on March 18th. Mr Fisher and Mr Winstead will be departing effective March 21st.

Metzger: Everyone is doing a great job and I just wanted to say Thank You to everyone. It's about team work and when everyone comes together as a team we get so much more accomplished. I'm very happy with Jacque; the Board is great and I enjoy working with all of you guys. Teamwork is the answer. Thank You *Further Comment*

Ticich: Just wanted to say congratulations to the Lighthouse Awards finalist and everyone who was nominated because just the nomination itself is huge and says a lot about who our great teachers are; we are lucky to have them in our systems. Also, thank you to the principals and APs who keep us in their data loops and of course, Mrs Collins - Thank You, all. *Further Comment*

Fisher: Special thanks to Mrs Collins and her Executive Assistant Kathleen Paul-Evans. I attend the Martin Luther King ceremony last month and it was a great time; the students and staff were amazing, I was blown away.

Traiger: Thank you all for your patience, this has been a long meeting and I'm not used to operating all the lights and talking, etc., and this is different from last month's Green Room meeting. Thank you to the principals and APs you know how much I love data and what you

shared is lots of fun for me, and to know that you are doing so well and how hard you are working is exciting and very much appreciated. Again, Mrs Collins we are very excited to offer you a renewal of contract and I am very excited to move forward with you in the future. Thank you

Winstead: Thank you to everyone for your dedication. I echo the effort put forth in putting and keeping us together. We have accomplished a tremendous amount of progress in the last three years and it's good to see the direction we are heading and the way we face challenges breaking them down and finding the right path. The hallmark of a successful system is not if you have challenges but what you do with them and how you set the bar higher. I'm very proud of what the system has accomplished. It's about excellence and making the best decisions for the students and the system. *Further Comment*

Miniaci: Big shout out and thank you to the principals and Aps. Also shout out to the middle school for their amazing open house. I had many invites from all the other District schools asking me to bring my daughter there but that night at Oasis Middle School Open House confirmed my decision to throw all those other offers in the trash and attend only one open house and big shout out to you. Thank You *Further Comment*

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, March 12, 2019 at 5:30 p.m., in City Council Chambers.

The CSA Budget Workshop #1 will be held on Thursday, March 28, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

The CSA Budget Workshop #2 will be held on Thursday, April 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

17. Adjournment

The Governing Board adjourned at 8:15p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Executive Assistant to the Superintendent

City of Cape Coral Charter School Authority

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	3/12/2019
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, March 12, 2019

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 7.A. Meeting Date: 3/12/2019 Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

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

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 8.A. Meeting Date: 3/12/2019 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Charter School Authority Personnel Movements - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ TROOP MOVEMENTS FEB 2019	Backup Material

NAME	POSITION	START DATE
Davis, Crystal L.	Bus Driver	10/31
Rodriguez Perez, Maria A.	Substitute Food Service Worker	11/19
Steinke, Jessica A.	Substitute Teacher - ALL	11/13
Hulett, Stephanie	Substitute VPK Teacher	11/19
Muchmore, Kimberli A.	Substitute Teacher	12/3
Moore, Jordan	Substitute Teacher - OES	11/19
Reyes, Ashley	Substitute Teacher	11/19
Sanchez, Belinda	Substitute Teacher	12/16
White, Lisa D.	Teacher - OES	11/26
Shaffer, Angela R.	Speech-Language Pathologist	1/8
Chambless, Cainan L.	Rehire - Substitute Teacher	1/23
Houston, Celeste Danielle	School Bus Driver	1/9
Barker, Talia N.	Promotion - Teacher - OMS	1/8
Rodriguez Perez, Maria A.	Promotion - FSW - OES	1/14
Moore, Jordan	Promotion - Teacher - OES	1/22
Rosario, Danielle R.	Paraprofessional I - OES	2/21
Toney, Ashley Dawn	Substitute Teacher	2/25
Hendon, Kelah	Promotion - Teacher - OHS	2/4

IN PROCESS		
NAME	POSITION	START DATE
Monroe, Jerri	Substitute Teacher	
Grumney, Jill Renae	Substitute Teacher	3/4
Sousa Yacono, Marcia	Rehire - Bus Driver	3/1
Kondzich, John J.	Rehire - Bus Driver	3/4
Rivera, Doris	Substitute Paraprofessional	
Kesecker, Gabrielle M.	Substitute Teacher	
Bowman, Mark L.	Substitute Teacher	
Keegan, Kristin	Substitute Teacher	
Stanford, Glen	Rehire - Substitute Teacher	

Item Number: 8.B.
Meeting Date: 3/12/2019
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Cambridge Assessment Invoice - Danielle Jensen, Director of Procurement and Food Service

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ cambridge invoice feb 2019	Backup Material

Cape Coral Charter School Authority

Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Jacquelin Collins, Superintendent
FROM: Danielle Jensen, Director of Procurement and Food Services
DATE: February 28, 2019
SUBJECT: Cambridge Assessment Invoice

Background

The Cambridge University AICE curriculum is a challenging and rigorous program designed to prepare students for university coursework. This prestigious program features an advanced academic curriculum and assessment program designed by the University of Cambridge in England. Students in the AICE program can earn college credits while in high school and are eligible for the Florida Bright Futures Scholarship Program. Oasis High School is one of the few high schools to offer this program in Lee County. This program helps to distinguish the school amongst the many high school choices.

Approval

The cost of this program varies from year to year based on the number of students that enroll in each class. The charter school has received an invoice for AICE assessments in all coursework offered this year. This year the cost is \$106,428.05. Since the invoice surpasses the \$100,000 threshold, the charter school is seeking approval for superintendent, Jacquelin Collins to approve the purchase order for this program.

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

FILE COPY

Currency USD \$
 Invoice Number 101177234
 Invoice Date 27.02.2019
 P.O. Number 27.02.19
 Our Reference
 Centre Number US191
 Your VAT Reference
 Payment Due Date 27.03.2019

OUR VAT Reg No. GB823847609

Page 1 of 3

JUNE 2019 - GCE AS & A LEVEL, ADIP

Product Code	Description	QTY	Unit Price	Amount	VAT%
8021	ENGLISH GENERAL PAPER	61	98.80	6,026.80	0% RW
8021	ENGLISH GENERAL PAPER CANDIDATES 1087,996	2	98.80	197.60	0% RW
8670	FRENCH LITERATURE	1	98.80	98.80	0% RW
8682	REFUND FRENCH LANGUAGE CANDIDATES 1047	1	-98.80	-98.80	0% RW
8682	FRENCH LANGUAGE	7	98.80	691.60	0% RW
8685	REFUND SPANISH LANGUAGE CANDIDATES 1227	1	-98.80	-98.80	0% RW
8685	SPANISH LANGUAGE	14	98.80	1,383.20	0% RW
8695	REFUND LANGUAGE AND LITERATURE IN ENGLISH CANDIDATES 1232	1	-98.80	-98.80	0% RW
8695	LANGUAGE AND LITERATURE IN ENGLISH	9	98.80	889.20	0% RW
9093	REFUND ENGLISH LANGUAGE CANDIDATES 1456	1	-98.80	-98.80	0% RW
9093	ENGLISH LANGUAGE	106	98.80	10,472.80	0% RW
9239	REFUND GLOBAL PERSPECTIVES & RESEARCH CANDIDATES 1253,1232,1227,1208	4	-175.06	-700.24	0% RW
9239	GLOBAL PERSPECTIVES & RESEARCH	81	175.06	14,179.86	0% RW
9389	REFUND HISTORY CANDIDATES 1456	1	-98.80	-98.80	0% RW
9389	HISTORY	85	98.80	8,398.00	0% RW
9607	MEDIA STUDIES	3	98.80	296.40	0% RW
9693	REFUND MARINE SCIENCE CANDIDATES 1098	1	-153.71	-153.71	0% RW
9693	MARINE SCIENCE	32	153.71	4,918.72	0% RW
9694	REFUND THINKING SKILLS CANDIDATES 920,1456	2	-153.71	-307.42	0% RW
9694	THINKING SKILLS CANDIDATES 1285	1	98.80	98.80	0% RW
9694	THINKING SKILLS	98	153.71	15,063.58	0% RW
9695	REFUND LITERATURE IN ENGLISH CANDIDATES 1056	1	-153.71	-153.71	0% RW
9695	REFUND LITERATURE IN ENGLISH CANDIDATES 976,1000,1021,1253,1306,1227,1028,1245,1068,1208	10	-98.80	-988.00	0% RW
9695	LITERATURE IN ENGLISH	185	98.80	18,278.00	0% RW

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

Currency USD \$
Invoice Number 101177234
Invoice Date 27.02.2019
P.O. Number 27.02.19
Our Reference
Centre Number US191
Your VAT Reference
Payment Due Date 27.03.2019

OUR VAT Reg No. GB823847609

Page 2 of 3

9695	LITERATURE IN ENGLISH CANDIDATES 1270	1	98.80	98.80	0% RW
9695	LITERATURE IN ENGLISH	7	153.71	1,075.97	0% RW
9699	REFUND SOCIOLOGY CANDIDATES 1232,1227,1055,922	4	-98.80	-395.20	0% RW
9699	SOCIOLOGY	45	98.80	4,446.00	0% RW
9701	CHEMISTRY	3	98.80	296.40	0% RW
9702	REFUND PHYSICS CANDIDATES 1253,1208	2	-98.80	-197.60	0% RW
9702	PHYSICS	21	98.80	2,074.80	0% RW
9990	REFUND PSYCHOLOGY CANDIDATES 1253,1306,1232,1208	4	-98.80	-395.20	0% RW
9990	PSYCHOLOGY	125	98.80	12,350.00	0% RW
9990	PSYCHOLOGY CANDIDATES 1270,1012	2	98.80	197.60	0% RW
ADIP	REFUND AICE DIPLOMA CANDIDATES 1253	1	-117.30	-117.30	0% RW
ADIP	AICE DIPLOMA	70	117.30	8,211.00	0% RW
ADIP	AICE DIPLOMA CANDIDATES 1057,1066,1285,996,1012	5	117.30	586.50	0% RW

VAT RATE	GOODS	VAT	Net Total	106,428.05	VAT
RW - VAT not applicable outside EC	106,428.05	0.00	VAT	0.00	0.00
Total	106,428.05	0.00	Total USD \$	106,428.05	

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

Currency	USD \$
Invoice Number	101177234
Invoice Date	27.02.2019
P.O. Number	27.02.19
Our Reference	
Centre Number	US191
Your VAT Reference	
Payment Due Date	27.03.2019

OUR VAT Reg No. GB823847609

Page 3 of 3

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	101177234	106,428.05

Item Number: 8.C. Meeting Date: 3/12/2019 Item Type: CONSENT AGENDA:
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AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of School Lunch Price Increase - Danielle Jensen, Director of Procurement and Food Services

SUMMARY:

ADDITIONAL INFORMATION:

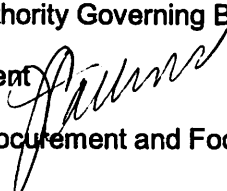
ATTACHMENTS:

Description	Type
▢ LUNCH PRICE INCREASE FEB 2019	Backup Material

Cape Coral Charter School Authority

Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Jacquelin Collins, Superintendent
FROM: Danielle Jensen, Director of Procurement and Food Services
DATE: February 25, 2019
SUBJECT: School lunch price increase



Background

The charter school system participates in the National School Breakfast and Lunch program. Currently, the percentage of students that participate on the program is 35% which means 1,115 of the students qualify for free and reduced meals. The remainder of the students may purchase a full price meal, a la carte items or pack their lunch. The charter school currently charges \$2.00 for a breakfast and \$3.25 for a lunch. The NSLP program reimburses the school \$2.14 for each purchased free and reduced breakfast and \$3.39 for each purchased free and reduced lunch. The charter school is charging less for the full priced meals than the current NSLP reimbursement rate. The last meal price increase was done in 2013. The charter school has maintained pricing for 6 years, but now that pricing is below the reimbursement rates, it is time for an increase.

Solution

Attached is an analysis that shows an annualized estimate of the meals the charter school will sell by school this year based on actuals through January and then annualized for the remainder of the year. The volumes are calculated based on current prices or reimbursement rates. The charter school does just over a hundred thousand full price meals each year. If the school increases the breakfast price by \$0.25 per meal, the revenue will increase by \$2704.58 for the year. For lunch, the school would like to increase the elementary and middle schools' price by \$0.25 and then the high school's price by \$0.50. The high school is required to provide more items on the tray. To increase the elementary and middle schools' price by \$0.25 would increase revenue by \$20,852.92 and the high school's price by \$0.50 would increase revenue by \$4497.50. The total impact would increase revenue by \$28,055.

Recommendation

The charter school's recommendation is to increase meal prices by \$0.25 for all breakfasts from \$2.00 to \$2.25 and for the elementary and middle school lunches from \$3.25 to \$3.50 and to increase the high school lunches by \$.50 from \$3.25 to \$3.75. This will bring the school lunch prices comparable to the NSLP reimbursement rates. The additional revenue will offset the continuing increase in food costs.

2018-19 Lunch Meal Revenue Analysis

Revenue	Price	Quantity				Total	\$				
		OES	OMS	OHS	CME		OES	OMS	OHS	CME	Total
Free Breakfast	2.14	5,638	8,780	2,000	7,987	24,405	\$ 12,066.03	\$ 18,789.20	\$ 4,280.00	\$ 17,091.47	\$ 52,226.70
Reduced Breakfast	2.14	1,637	1,750	567	1,760	5,713	\$ 3,502.47	\$ 3,745.00	\$ 1,212.67	\$ 3,766.40	\$ 12,226.53
Full Pay Breakfast	2	3,505	2,897	452	3,965	10,818	\$ 7,010.00	\$ 5,793.33	\$ 903.33	\$ 7,930.00	\$ 21,636.67
Breakfast Totals		10,780	13,427	3,018	13,712	40,937	\$ 22,578.50	\$ 28,327.53	\$ 6,396.00	\$ 28,787.87	\$ 86,089.90
Free Lunch	3.39	24,083	26,028	15,953	26,230	92,295	\$ 81,642.50	\$ 88,236.05	\$ 54,081.80	\$ 88,919.70	\$ 312,880.05
Reduced Lunch	3.39	8,778	6,583	5,523	7,373	28,258	\$ 29,758.55	\$ 22,317.50	\$ 18,724.10	\$ 24,995.60	\$ 95,795.75
Full Pay Lunch	3.25	39,378	17,722	8,995	26,312	92,407	\$127,979.58	\$ 57,595.42	\$ 29,233.75	\$ 85,512.92	\$ 300,321.67
Lunch Totals		72,240	50,333	30,472	59,915	212,960	\$239,380.63	\$168,148.97	\$102,039.65	\$199,428.22	\$ 708,997.47
Total		83,020	63,760	33,490	73,627	253,897	\$261,959.13	\$196,476.50	\$108,435.65	\$228,216.08	\$ 795,087.37
		Qty	\$								
Impact of .25 increase to breakfast to ALL		\$ 0.25	10,818	\$ 2,704.58							
Impact of .50 increase to Lunch to HS		\$ 0.50	8,995	\$ 4,497.50							
Impact of .25 increase to Lunch to E & M		\$ 0.25	83,412	\$20,852.92							
Increase to revenue				\$28,055.00							

Quantity is based on YTD actuals which were annualized.
Revenue is based on prices times estimated annual volumes.

Item Number:	9.A.
Meeting Date:	3/12/2019
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Overview of Marketing & Media Campaign for System Branding - Superintendent Collins, Chris Spiro, Owner, Spiro & Associates and Don Gross, Media Director, Spiro & Associates

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
<div> <div></div> <div>SPIRO MARKETING ACTION PLAN MARCH 2019</div> </div>	Backup Material



Target Market

Cape Coral's population at the time of the 2010 census was 154,305. Since that time, estimates have shown that the population has risen to 180,973 (in 2017) and eclipses 210,000 during season when our friends from the north visit. Persons between the ages of 25 to 44 make up Cape Coral's largest age group—a demographic that has been sliding younger and younger. Over 22% of the population is under the age of 18, while nearly 19% are at the 65+ years old market. The target market for Oasis Charter Schools forms two unique groups: parents and school-aged children. We would pursue "influencers" in our marketplace. Said influencers are entities, such as city officials, the Chamber of Commerce, Realtor® community, banking community and, of course, the media.

As previously stated, parents of elementary school-aged children will be targeted for the elementary schools, while both parents and students will be targets for middle and high school. Parents and students are interested in the same things: academics, sports, clubs and school social activities, but the order of priority is vastly different. All are concerned about safety, location and parental involvement (probably for different purposes at the high school level). Spiro & Associates will tailor separate messages to reach each group's priority, while maintaining a unified brand presence to elevate the overall presence.



Marketing Objectives

1. Establish an evolved and updated brand personality for Oasis Charter Schools that positions the schools as the best choice for elementary, middle and high school within the Cape Coral city limits.
2. Strengthen the Oasis Charter Schools' recognition in the area to stand out amongst other educational options.
3. Expand Oasis Charter School's marketing presence across Cape Coral and into Fort Myers to reach potential students and parents.
4. Pursue positive media exposure for the collection of schools via public relations activities, such as news releases, to further promote the evolved/ updated Oasis Charter Schools brand in local publications, online and on social media to gain positive brand recognition.



Creative Approach

The four Oasis Charter Schools are standout educational institutions in the City of Cape Coral. However, due to a lack of overarching awareness of what the schools have to offer (a misperception that even Oasis Middle School students have of Oasis High School), top students are opting to go to "bigger names" like Ida S. Baker and Cape Coral High. The perception is that because Oasis is smaller (700+ students versus 1,500+ students), it does not offer as much in extracurricular activities or as top-notch and rigorous an academic curriculum as the larger schools.

In today's market, school-age kids are as skeptical as their parents when it comes to marketing and advertising. Even headlines and news sources are scrutinized. Creatively, the best way to overcome that is a fact-based approach—backing up every superlative claim we make with the statistics and facts that substantiate them. All of the creative will be built to support an underlying theme that establishes the superior status of Oasis Charter Schools, as well as the accomplishments and credentials of their programs, educators and students. That theme is:

OASIS: Outstanding Academics, Sports, Instructors & Students!

We want prospective middle school and high school students and their parents (as well as faculties and school representatives) to know all the facts about Oasis High School and Oasis Middle School as our first priorities, enhanced by the values and exceptional status of all four schools in the Oasis brand. By attributing letters in the name to the Oasis "claim to fame," we will be reminding our target audiences over and over in every brand communication what makes Oasis Charter Schools the public schools of choice in Cape Coral.



Academics will be backed up first by highlighting the high school's A-rating (the only public high school in the city) and the AICE program—a draw for top-tier students (those with GPAs of 3.2 and up). We will also show how it compares favorably to the IB Program that competing high schools offer to attract high achievers. The extensive course offerings at such a "small" school will also be featured to dispel the misperception of what they think Oasis lacks.

Similarly, we will make sure middle school candidates and their parents are aware of Oasis GATE, the Gifted and Talented Education program, as a unique "selling" point at Oasis Charter Middle School.

Sports will boast championships and will include the astonishing variety of clubs and student groups that students can pursue and have the opportunity to excel in.

Instructors will take center stage as their backgrounds, education and training weigh importantly in a school decision. We have even considered a sub campaign where we would feature a teacher or faculty member with them extolling the position of "I am OASIS!"

And last—but certainly not least—Students! These are highly articulate, smart young women and men with diverse interests and professional ambitions. By revealing where graduates of the Oasis Charter School path (K-12) have gone on to—the renowned universities, career fields and global employers—our audiences will gain a real-world appreciation for just how outstanding Oasis is... head and shoulders above their other potential school choices.



The theme will be reinforced with a positioning or tagline that will accompany the logo of every school:

Stand out more than ever before.

The positioning/tagline acknowledges that those who enroll in Oasis Charter Schools are already exceptional—and Oasis gives them the environment to accomplish everything they want to accomplish. It leverages the "outstanding" in OASIS as its inspiration. And it will be the final thought left by every brand communication.

Unifying the Oasis Charter Schools Under One "Parent" Brand

Currently, the four schools under the Oasis brand umbrella have no graphic or visual consistency among them. The logos, typefaces and in one case—the Christa McAuliffe Elementary School—the school name, all differ widely. To make the Oasis Charter School Group stand out from all other public schools in the district, we believe a solitary descriptor, collective color palette, typefaces and singular design grid (we call that a style guide) will tie all four school identities recognizably and cohesively together, so that no matter which school or website a parent or student visits, he or she will be immediately aware that it is part of a larger group brand. The descriptor that will accompany the name and identity of each school's brand/logo is:

A Member of the Oasis Family of Charter Schools

As an example, the Hyatt brand calls itself a "family of brands," since it comprises hotels and resorts with diverse labels: Hyatt, Park Hyatt, Grand Hyatt, Hyatt Regency, Andaz, Hyatt Centric, The Unbound Collection by Hyatt, Hyatt Place, Hyatt House, Hyatt Zilara, Hyatt Ziva and Hyatt Residence Club. Like our collection of schools, not all family members have the family name.




A unifying descriptor: "Christa McAuliffe Elementary School, a Member of the Oasis Family of Charter Schools," makes it clear that it is part of the Oasis collection of charter schools, despite the absence of the "Oasis" moniker.

The Oasis Family of Charter Schools puts a "consumer family, friendly" face on The Cape Coral Charter School Authority brand identity. To illustrate what we mean, visual exploratories for all the school logos and the parent brand logo are included on the following pages.



3519 Oasis Blvd., 2nd Floor
Cape Coral, FL 33914



OASIS
FAMILY OF CHARTER SCHOOLS

JACQUELIN COLLINS
SUPERINTENDENT

(P) 239.574.0ASIS
(F) 239.000.0ASIS
TheOasisAdvantage.com

3519 Oasis Blvd., 2nd Floor
Cape Coral, FL 33914
Jacquelin.Collins@TheOasisAdvantage.com

OASIS FAMILY OF CHARTER SCHOOLS



SPIRO ASSOCIATES
MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

©The Spiro Group, Inc., 2019



Prototypical Creative Execution

Print Advertising

OASIS
FAMILY OF CHARTER SCHOOLS

**SMALLER CLASSES.
BIGGER
FUTURES!**

Stand out more than ever before.

OASIS ELEMENTARY SCHOOL
OASIS MIDDLE SCHOOL
OASIS HIGH SCHOOL
CHRISTA MCALIFFE ELEMENTARY SCHOOL

TheOasisAdvantage.com • 239.574.OASIS

The advertisement is a blue rectangular graphic with a white border. At the top is the Oasis Family of Charter Schools logo, which includes a stylized owl wearing a graduation cap. Below the logo, the text "SMALLER CLASSES. BIGGER FUTURES!" is written in large, bold, white letters. Underneath this, the phrase "Stand out more than ever before." is written in a smaller, white, sans-serif font. At the bottom of the graphic are four smaller logos for Oasis Elementary School, Oasis Middle School, Oasis High School, and Christa McAuliffe Elementary School. Below these logos is the website "TheOasisAdvantage.com" and the phone number "239.574.OASIS", followed by social media icons for Facebook, Twitter, and Instagram.

SPIRO ASSOCIATES
MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

©The Spiro Group, Inc., 2019



OASIS
HIGH SCHOOL

**PLAY WIN
HARDER
SMARTER**

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Stand out more than ever before.
TheOasisAdvantage.com • 239.574.OASIS

OASIS
FAMILY OF CHARTER SCHOOLS

i @ c


SPIRO  **ASSOCIATES**
MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

©The Spiro Group, Inc., 2019




OASIS
ELEMENTARY SCHOOL

START HERE. GO EVERYWHERE.



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**Stand out more
than ever before.**
TheOasisAdvantage.com
239.574.OASIS



OASIS
FAMILY OF CHARTER SCHOOLS

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MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

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COMMITTED PARENTS. MOTIVATED STUDENTS.

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SAT XXXX
State Average XXXX Etc.

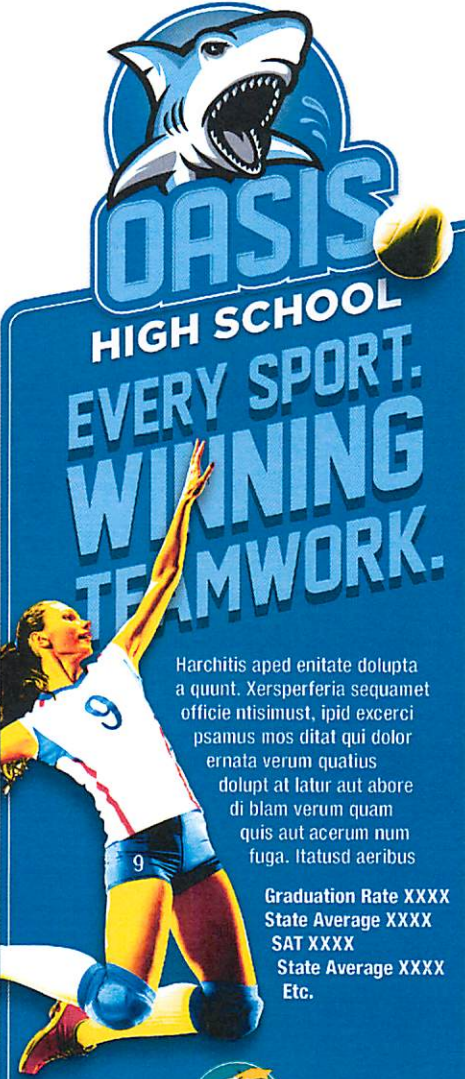


Stand out more than ever before.
TheOasisAdvantage.com • 239.574.OASIS



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MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE


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OASIS
HIGH SCHOOL
EVERY SPORT.
WINNING
TEAMWORK.

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Graduation Rate XXXX
State Average XXXX
SAT XXXX
State Average XXXX
Etc.



OASIS
FAMILY OF CHARTER SCHOOLS

    **Stand out more than ever before.**
TheOasisAdvantage.com • 239.574.OASIS



**MIDDLE SCHOOL
DIVERSE
OPPORTUNITY
INDIVIDUAL
FULFILLMENT.**

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**Drama Club
Choir • Debate Club
Chess Club • Band
Art & Craft Club
More Clubs Listing**



Stand out more than ever before.
TheOasisAdvantage.com • 239.574.OASIS

SPIRO ASSOCIATES

MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

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theoasisadvantage

Domain Available

theoasisadvantage.com is available

\$11.99 ~~\$17.99~~ 

for the first year

☐ theoasisadvantage.us Add this: **\$7.99**



[How to choose a great domain name?](#)

SPIRO ASSOCIATES
MARKETING | ADVERTISING | PUBLIC RELATIONS | BRAND ARCHITECTURE

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Item Number: 10.A.

Meeting Date: 3/12/2019

Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 11.A.

Meeting Date: 3/12/2019

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, President

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.A. Meeting Date: 3/12/2019 Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Athletic Facilities Program Development Update - Mack Mitchell, Director of Athletic Facility Development

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 13.A.
Meeting Date: 3/12/2019
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Letter of Intent to Renew Employment Contract - Superintendent Jacquelin Collins

SUMMARY:

MARCH 2019

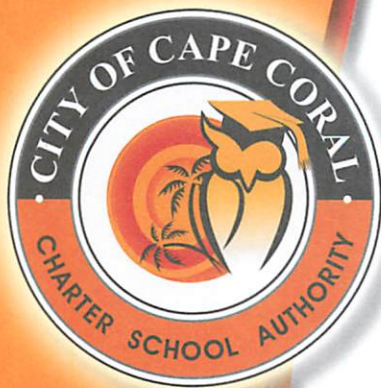
(1) Superintendent gives 90-day written notice of Good Faith to Renew Employment Contract.

(2) The Board votes which member will negotiate, along with the City's Legal department oversight, a new employment contract that is ready for final review by May 14, 2019, accepted by June 11, 2019, and executed July 01, 2019.

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
▣	SUPERINTENDENT'S LETTER OF INTENT TO RENEW CONTRACT FEB 2019	Backup Material



February 28, 2019

Letter of Intent to Renew Employment Contract

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

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

Dear Chairman Campbell,

Please accept this letter as my formal written request to renew my employment contract as the Superintendent of the City of Cape Coral Charter School Authority. My current agreement ends on June 30, 2019.

My humble intention is to continue performing in the role of Superintendent. I believe my familiar and focused commitment will provide stability for our students and their families, our dedicated educators and staff, as well as our supportive community of stakeholders, all of whom will be active partners as the Charter School Authority enters a new era of organization and growth.

Should you accept my request for continued employment, please know that I will make myself available for active discussions with an appointed board member, and a representative from the City's legal department to finalize the details for a mutually beneficial agreement.

Thank you for the opportunity to work with such outstanding individuals, as well as engage with the other members of our governing board who have always been very supportive and forward thinking.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jacquelin Collins".

Jacquelin Collins

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

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

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

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

Cc: Tami Traiger, Sam Fisher, Vanessa Metzger, Jennifer Nelson, District 4,
Angela Ticich, Russell Winstead, Vicki McAtee, Human Resources, Mark
Moriarty, Assistant City Attorney

www.CapeCharterSchools.org



Item Number:	14.A.
Meeting Date:	3/12/2019
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Director of Transportation Job Description and Salary Range - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
▣	DIRECTOR OF TRANSPORTATION JOB DESCRIPTION FEB 2019	Backup Material



CITY OF CAPE CORAL
Established Date: 3/12/2019
Revision Date:

Director of Transportation

Class Code:

SALARY RANGE

\$20.03 - \$30.63 Hourly
\$1,602.40 - \$2,450.40 Biweekly
\$41,662.40 - \$63,710.40 Annually

GENERAL STATEMENT OF JOB:

Ensure that required resources, policies, and procedures provide timely, safe, accurate, efficient, and cost-effective transportation services to every eligible student in the school system.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Collaborate with Superintendent to develop goals, objectives, policies and practices for Transportation.

Direct preparation of bus routes and schedules to meet Authority needs efficiently and effectively through collaborative planning, organizing, implementing, communicating and evaluating.

Collaborate with Business Manager in the monitoring of departmental budgets and ensure alignment with Authority's Strategic Plan.

Assists in developing appropriate long-range plans for transportation routes/facilities and coordinate the activities with appropriate personnel.

Ensure compliance with Authority, State and Federal laws, regulations and policies relative to transportation and vehicle safety.

Direct the inspection, maintenance, and repair of school buses to City of Cape Coral's Fleet department.

Ensure vehicle and related facility maintenance management programs meet all requirements of the daily operations and extracurricular activities/programs.

Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

Advocate, facilitate, monitor and share the development, deployment and results of department improvement initiatives as they relate to authority initiatives.

Respond to discipline problems and coordinate with appropriate personnel in the resolution of discipline and school bus-related problems.

Serve as the contact for Lee County School District/Florida Department of Education for all transportation matters.

Attend appropriate committee, professional and community functions involved with business and professional groups in support of authority goals.

Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Prepare or oversee the preparation of all required reports and maintain all appropriate records.

Perform other tasks consistent with the goals and objectives of this position.

ADDITIONAL JOB FUNCTIONS

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Minimum of ten (10) years of experience in areas involving transportation in municipalities and/or public school systems, military or mass transportation.

Successful experience in management or a senior level administrative position.

Experience preferred in logistics, business administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of federal and state laws and regulations as they pertain to school transportation and traffic safety.

Demonstrated skill in oral and written communication.

Demonstrated ability to successfully work with diverse groups of people.

Demonstrated skill in continuous improvement processes such as Quality, Best Practices, and Interest-Based Problem Solving.

Demonstrated evidence of strong organizational and management skills.

Experience with industry-standard computer applications.

Demonstrated knowledge of school transportation systems and equipment.

Demonstrated knowledge of safety standards for vehicles, transportation and inspection requirements.

MINIMUM STANDARDS REQUIRED:

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

prolonged periods of visual concentration.

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

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

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

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

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

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

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

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

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

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

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

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

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

Item Number:	14.B.
Meeting Date:	3/12/2019
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Discussion of FY 2018-19 Budget Amendment No. 1 - MaryAnne Moniz, Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ BUDGET AMEND FY 2018-19 FEB 2019	Backup Material

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

FY 2018-19

BUDGET AMENDMENT No. 1

March 12, 2019



FY 2018-19

BUDGET AMENDMENT No. 1



- To modify the estimates of revenues and appropriations as previously Adopted.
 - Previously approved adjustments such as:
 - Police Resource Officers
 - Transportation Costs (Good Wheels)
 - Custodial Outsourcing
 - Reclassification of accounts:
 - AC Units
 - Safety Initiatives
 - Rediker Computer Software
 - Unanticipated/Unbudgeted Items
 - School Recognition Funds
 - Building Repairs
 - Miscellaneous transfers between accounts
 - Transfers from Internal Funds
 - Transfers between General Fund Accounts

SUMMARY OF REVENUES

FY 2018-19 BUDGET AMENDMENT No. 1



Sources (Revenue)

Total as Adopted:	\$ 32,402,716
Total at Amendment No. 1:	\$ 34,684,388

Budget Amendment No. 1 Adjustments

Balances Brought Forward:

Use of Fund Balance (Assigned)	\$ 472,646 ¹
Committed Fund Balance	(545,201) ²
Restricted Fund Balance	-
Operating Fund Balance	1,432,142 ³
Current Intergovernmental	470,503 ⁴
Capital Outlay (PECO)	179,533 ⁵
Charges for Service	(2,700) ⁶
Miscellaneous Revenue	57,198 ⁷
Transfers In	217,551 ⁸

Total Adjustments:	\$ 2,281,672
--------------------	--------------

Budget Amendment No. 1:	\$ 34,684,388
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SUMMARY OF REVENUE CHANGES



Balances Brought Forward	
¹ Incr. Use of Fund Bal. from \$1.9m to \$2.3m	\$ 472,646
Transportation	
² Decr. To Committed of \$545k for Safety & finalization of AC's	(545,201)
No change in Restricted (Discretionary Capital)	-
³ Oper. Fund Balance Increase to be in line with year-end CAFR	1,432,142
Total Change in Balances Brought Forward:	\$ 1,359,587
⁴ Intergovernmental	
FEFP decrease in enrollment	\$ (24,605)
AICE increase in diplomas/tests passed	153,701
Teacher Lead Supply increase	9,708
School Recognition at all 4 schools	312,552
Title II increase for professional development	12,683
Title IV (SSAE) OES for Chromebooks	6,549
Misc. Adj. to VPK	(85)
Total Change in Intergovernmental:	\$ 470,503
⁵ Capital Outlay (PECO)	
Increase in funding (less charter schools)	179,553
Total Change In Capital Outlay (PECO):	\$ 179,553
⁶ Charges for Services	
Reduction to Transportation Services Charges	\$ (10,000)
Revenue from Locker Rentals	3,100
Revenue from Annual Parking Passes	4,200
Total Change in Charges for Services:	\$ (2,700)
⁷ Miscellaneous	
Contributions/Donations Increase from PTO	\$ 2,230
Collections from Lost/Damaged Textbooks increase	350
Reduction in Other Misc. Rev/Reimbursable Charges	(3,500)
Reduction in Other Misc. Revenues	(3,550)
Reimbursable Charges	18,492
Rents & Royalties (Facility Rentals)	4,200
Returned Check Fees	50
Short Term Investment Income (earning higher yield)	38,926
Total Change in Miscellaneous:	\$ 57,198
⁸ Transfers In	
Total Transfers In from Internal Funds:	\$ 217,551
Total Change from Adopted Budget:	\$ 2,281,692

SUMMARY OF EXPENDITURES

FY 2018-19 BUDGET AMENDMENT No. 1



Uses (Expenditures) Adjustments

Total as Adopted:	\$	32,402,716
-------------------	----	------------

Total at Amendment No. 1:	\$	34,684,388
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Budget Amendment No. 1 Adjustments

Personnel	\$	(206,220) ⁹
Operating		1,117,046 ¹⁰
Capital Outlay		483,905 ¹¹
Other: Debt		-

Restricted Fund Balance		-
Committed Fund Balance		(545,201) ¹²
Assigned Fund Balance		(400,953) ¹³
Unassigned Fund Balance		1,833,095 ¹⁴
Total Adjustments:	\$	2,281,672

Budget Amendment No. 1:	\$	34,684,388
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SUMMARY OF EXPENDITURE CHANGES



⁹ Personnel

School Recognition All Schools	\$ 312,552
AICE/Advanced Placement Rewards	31,750
Payroll Adjustments (vacant positions, outsourced custodial, taxes)	(503,020)
Reduced Custodial Payroll to Outside Services (Operating)	-
Increase in Overtime (primarily Transportation)	4,676
Reduction in Health Plans (Custodial, Opt Outs)	(52,178)
Total Change in Payroll:	\$ (206,220)

¹⁰ Operating

Accounting & Auditing (reshift payroll for Accountant & HR Liason)	\$ 119,518
Athletic Coaches & Officials	(5,000)
Building Maintenance (Backflow Replacements \$20k; Painting, Etc.)	45,335
School Resource Officers offset from Safe School Revenue (FEFP) \$14	145,489
Fleet Charges from City	294,536
Good Wheels (thru May 1, 2019)	171,950
Spiro Marketing Plan	49,910
Rediker Software\$31k; Additional Renaissance Licenses	46,112
Dual Enrollment	27,663
Equipment Repair & Maint (Move \$ from Fleet to cover Fleet Costs)	(92,591)
Food & Beverage (transfer to other lines)	(7,207)
Reduce Janitorial Supplies to cover Outsourced Vendor	(74,147)
Library Books (moved from Capital Accounts)	3,199
Operating Supplies (moved to cover Transportation Costs)	(78,218)
Other Professional Services	(183,862)
Outside Services - Custodial	396,909
Studies & Master Plans (cover actuals from CME Portable Study)	10,633
Teacher Classroom Supply - Received more funding	7,785
Warranty/Maint/Service Plans on new AC Units	28,561
Facility Charges from City	36,000
Building Maintenance by City	14,000
Periodicals - moved from library/textbook	9,098
Misc. Adjustments/Transfers	(32,983)
Adjustments to Title II/Training	3,443
Other Repairs & Maintenance	(6,363)
CME Laminator, CME Salad Bar, OHS Ice Machine, CME Projectors	14,329
Computers/Monitors OMS; Chromebooks CME, OES	82,106
Textbooks Misc. Transfer	5,903
Uniform reduction to Custodial/Bus Drivers	1,618
Misc. Transfer from Various Vees	(5,537)
Athletic Equipment	18,545
Ice Machine OHS Small Equip	1,706
Textbooks OMS	12,000
Rental of Graduation Building (Hertz Arena)	8,676
Classroom Supplies	7,444
Other Operating Materials & Supplies	40,486
Total Change in Operating:	\$ 1,117,046

¹¹ Capital

AC Units approved in FY 18 fully utilized (1 Unit Remaining (OES)	\$ 249,007
Safety Initiatives	278,322
Library Books moved to Operating	(2,100)
CME Portable Study reclassified to Operating	(10,633)
Rediker Software reclassified to Operating	(30,691)
Total Change in Capital:	\$ 483,905

¹² Fund Balance

Restricted Fund Balance	\$ -
Committed Fund Balance (used remaining AC \$ and portion of Safety Initiatives)	(545,201)
Assigned Fund Balance	(400,953)
Unassigned Fund Balance	1,833,095
Total Change in Fund Balance:	\$ 886,941
Total Change from Adopted Budget:	\$ 2,281,672

FY 2018-19

BUDGET AMENDMENT No. 1



Conclusion:

- Purpose of this Budget Amendment is to adjust revenues and appropriations as noted.
- First Budget Amendment for FY 2018-19.
- Second Budget Amendment to be presented in June 2019.
- Questions?
- In conclusion, staff recommends the Governing Board's approval of Budget Amendment No. 1.

Item Number:	15.A.
Meeting Date:	3/12/2019
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Governing Board Master Calendar Update - Chairman Campbell

SUMMARY:

- (1) Fisher, Winstead terms expire 3/21 - they have served since 2016.
- (2) New Board members appointed by Council March 18th, arrive GB April 9th
- (3) New Superintendent's contract final review by May 14th, accepted June 11th, Executed July 1, 2019.

ADDITIONAL INFORMATION:

Item Number:	15.B.
Meeting Date:	3/12/2019
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Farewell Comments: "Thoughts on the CSA Status and Future" - Member Sam Fisher

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.A.
Meeting Date:	3/12/2019
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The next Regular Governing Board Meeting will be held on Tuesday, April 9, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.B.
Meeting Date:	3/12/2019
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The CSA Budget Workshop #1 scheduled for Thursday, March 28, 2019 - CANCELLED

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.C.
Meeting Date:	3/12/2019
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 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION: