



## **AGENDA**

### **REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD**

**Tuesday, September 11, 2018**

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

**5. APPROVAL OF MINUTES:**

A. Regular Governing Board Meeting Minutes, August 14, 2018

**6. APPROVAL OF AGENDA REGULAR MEETING:**

A. Regular Governing Board Meeting, September 11, 2018

**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 General Personnel Movements including administrative, certificated, support, substitute staff and out-of-field appointments - Superintendent Collins
- B. Approval of Extension of Transportation Agreement between Good

Wheels Service, LLC and Cape Coral Charter School Authority for  
Student Transportation Services until December 31, 2018 -  
Superintendent Collins and Danielle Jensen, Procurement

**9. SUPERINTENDENT REPORT:**

- A. Superintendent Jacquelin Collins

**10. CHAIRMAN REPORT:**

- A. Chairman Campbell

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

- A. Frank Haba, Charter School Authority Athletic Director and CSA  
Electives Teachers and Staff

**13. UNFINISHED BUSINESS:**

- A. Discussion of Christa McAuliffe Elementary Expansion Project  
Proposal Options 1-3, and Approval for Presentation to City Council  
- Superintendent Collins and Daniel Flynn, Engineer/GM, Wayne  
Arnold, Director of Planning/GM, Art Castellanos, Architect,  
Castellanos & Tramonte
- B. Approval of Charter School Bookkeeper Job Description and  
Salary- Superintendent Collins

**14. NEW BUSINESS:**

- A. Approval of Emergency Purchase Order for Oasis High School 75-  
ton Air Conditioning Rooftop Units Replacement - Superintendent  
Collins and Danielle Jensen, Director of Procurement
- B. Approval of Custodial Outsourcing; RFP-Charter18-79-MM to  
United States Services Industries, Inc (USSI) - Danielle Jensen,  
Director of Procurement
- C. Approval of Charter School Transportation Coordinator Job  
Description and Salary - Superintendent Collins

**15. FINAL BOARD COMMENT AND DISCUSSION:**

**16. TIME AND DATE OF NEXT MEETING**

- A. The next Regular Governing Board Meeting will be held on Tuesday,  
October 9, 2018 at 5:30p.m. in Cape Coral City Council Chambers,  
1015 Cultural Park Blvd., Cape Coral, FL 33990

**17. ADJOURNMENT:**

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

this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and S.S. 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

<b>Item Number:</b>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>9/11/2018</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**



**Item Number: 2.A.**

**Meeting Date: 9/11/2018**

**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:** 9/11/2018

**Item Type:** PLEDGE OF  
ALLEGIANCE:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>9/11/2018</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

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

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 5.A.**

**Meeting Date:** 9/11/2018

**Item Type:** APPROVAL OF MINUTES:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Regular Governing Board Meeting Minutes, August 14, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

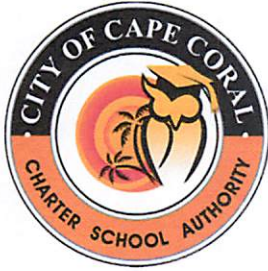
**ATTACHMENTS:**

**Description**

▢ BOARD MINUTES AUG 14 2018

**Type**

Backup Material



# GOVERNING BOARD MINUTES

## City of Cape Coral Charter School Authority

### Governing Board Regular Meeting

Tuesday, August 14, 2018 at 5:30p.m.  
Cape Coral City Council Chambers

#### **1. Call to Order**

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, August 14, 2018 at Cape Coral Council Chambers. Chairman Michael Campbell called the meeting to order at 5:30 p.m.

#### **2. Moment of Silence**

Chairman Michael Campbell

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

Chairman Campbell

#### **4. Board Member Roll Call**

Present: Chairman Michael Campbell, Tami Traiger (VC), Vanessa Metzger (CL), Jennifer I Nelson, District 4 (CM), Angela Ticich(Edu), Robert Miniaci (

Absent Excused: Fisher, Winstead

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Angela D.Cline, Classification & Compensation Manager, City of Cape Coral

Britt Martin, Senior Accountant, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Kevin Brown, Principal, Christa McAuliffe Elementary

Chris Cann, Principal, Oasis Elementary

Donnie Hopper, Principal, Oasis High School

Dr. Christina Britton, Principal, Oasis High School

Tim Loughren, Assistant Principal, Oasis High School

Marjorie Galyon, Transportation Coordinator

Christine Hoffman, Payroll Supervisor/Substitute Coordinator

Members of the City of Cape Coral Charter School Authority Transportation Department

Health Sterk, Educator, City of Cape Coral Charter School Authority

Michelle Hildebrand, general public

Barbara Klepper, general public

Kimberly Bruns, Assistant City Clerk

Members of General Public

## **5. Approval of Previous Minutes**

Motion made by Member Nelson, Second by Member Ticich to approve the Minutes:

Regular Governing Board Meeting Minutes - June 12, 2018

Special Governing Board Meeting Minutes - July 13, 2018

## **6. Approval of Regular Meeting Agenda**

Motion made by Member Traiger, Second by Member Ticich to approve an amended agenda for the City of Cape Coral Charter School Authority Governing Board Meeting on August 14, 2018 as follows: *Unanimous; Motion Carried*

*WITHDRAW NEW BUSINESS, Item 14D: "Approval of City of Cape Coral Charter School Internal Funds Operating Guide Updates, July 2018 - MaryAnne Moniz, Business Manager and Penny Faulkner, Bookkeeper"*

*WITHDRAW NEW BUSINESS, Item 14F: "Approval of Charter School Network Support Analyst Job Description and Salary - Superintendent Collins"*

**ADD: UNFINISHED BUSINESS, Item 13B: “ Charter School Authority Instructional Staff Pay Parity Increase - Superintendent Collins, Angela D. Cline, Classification & Compensation Manager, City of Cape Coral”**

**ADVANCE “Item 12A: Staff Comment - Dr. Christina Britton, Principal, Oasis High School To “Public Comments - Item 7A: Staff Comment”**

**AND CONTINUE with the balance of the agenda items in the following order: Items 8-11, and 13 - 17.**

## **7. Public Comment**

- A. STAFF COMMENT - Dr. Christina Britton, Principal, Oasis High School went over some of the activities the high school has engaged in over the summer and gave a brief overview of the year ahead at OHS:
- 13 new teachers and 2 new Guidance Counselors were recruited and hired; many with several years of experience and all with certifications that match their subject areas.
  - The OHS buildings were updated with both exterior and interior painting, including the lobby and some classrooms. *Further Explanation*
  - Parent-Administration “Meet and Greets” were had over the summer and it was a productive and positive exchange between everyone involved. In total there were three sessions with 55 parents and 23 teachers attending. *Further Explanation*
  - Open House was a big success as well. We had a smooth operation with little to no lines and students and parents getting information quickly. *Further Explanation*
  - AICE diplomas are in and 65 of our students passed! This is huge especially in terms of the financial support scholarships provide for many of our families. *Further Explanation*
  - Teacher training is starting to establish a schedule and we are trying to send teachers out as soon as possible. *Further Explanation*
  - Plans and Goals for the new school year include maintain an “A” school status, offer some exciting electives including journalism, drama, theater and chorus, increase the number of industry certifications and the CTE program, increase students involved in athletics and student activities, increase opportunities for student accountability to receive recognition and praise for positive behaviors, and finally increase parental involvement and positive public relations. *Further Explanation*
  - Please check our school calendar for upcoming events. Our homecoming this year is September 21<sup>st</sup> vs. Canterbury, and it’s also our school’s 10<sup>th</sup> Anniversary. *Further Explanation Thank You*

Dr Britton also introduced Timothy Loughren, her new assistant principal, who will also team with Tod Baldwin, Assistant Principal. Mr Loughren has more than 30 years of educator experience.

Chris Cann, Principal, Oasis Elementary introduced MaryBeth Grecsek his new assistant principal. Ms. Grecsek has data background, technology, and PLC experience. She has more than 23 total years in education, seven of them in administration, and she is very comfortable with culture of elementary students and their families Ms Grecsek spoke a few words.

Superintendent Collins introduced some members of her staff and teachers who also attended the meeting. She emphasized changing the time and meeting place from last year's morning meetings was designed to benefit higher attendance from teachers and staff.

B. No Public Comment

## **8. Consent Agenda**

*Motion made by Member Nelson, Second by Member Metzger. Approved with Unanimous Consent, Item 8A: "NEOLA Policy Updates: Policy Numbers - 0100, 0172, 1121.01, 1129, 1130, 1150, 1210, 1220, 1242, 1419, 1419.03, 1420, 2260, 2261, 2280, 2417, 2421, 2431, 2431.01, 3120.08, 3121.01, 3130, 3210, 3220, 3419, 3419.03, 3420, 4129, 4130, 4210, 4419, 4411, 4419.03, 5111.01, 5111.03, 5121, 5136, 5136.01, 5200, 5421.01, 5460, 5500, 5517.02, 5540, 5610.05, 5780, 5830, 6110, 6111, 6112, 6114, 6116, 6550, 6605, 7310, 7410, 7450, 7540, 7544, 8305, 8330, 8340, 8390, 8475, 8500, 8510, 8600, 8800, 9130, 9150, 9160.01 - Superintendent Collins"*

*Motion made by Member Nelson, Second by Member Metzger. Approved with Unanimous Consent, Item 8B: "NEOLA Policy Updates: Policy Numbers- 1124, 1128, 1139.01, 1140, 1140.01, 1150, 1362, 3113, 3128, 3139.01, 3140.01, 3150, 3430, 4139.01, 4140, 4140.01, 4150, 5113, 5330.01, 5517, 5517.02, 5610, 5610.04, 5820, 7230, 7440, 7530.01, 7543, 8141, 8210, 8330, 8442, 8462, 8700 - Superintendent Collins"*

*Motion made by Member Nelson, Second by Member Metzger. Approved with Unanimous Consent, Item 8C: General Personnel Recommendations including administrative, certificated, support, and substitute staff appointments - Superintendent Collins"*

*Motion made by Member Nelson, Second by Member Metzger. Approved with Unanimous Consent Item \*D: Employee Add Pay for Additional Duties 2018-2019" - Superintendent Collins*

*Motion made by Member Nelson, Second by Member Metzger. Approved with Unanimous Consent, Item 8E: "Transportation Agreement between Good Wheels Service, LLC and Cape*



*Coral Charter School Authority for Student Transportation Services beginning August 7, 2018”*  
 - Superintendent Collins

## **9. Superintendent Report**

Superintendent Jacquelin Collins Report:

After the summer break it was nice to see everyone back again - teachers were rejuvenized, students were happy and alert , and of course, and oyu could see and feel that everyone, students and staff was there because they wanted to be, and it was a beautiful first couple fo days. Yes, we’ve had some bumps with transportation but I’m very proud of everyone for giving their best effort and things have started to smooth out and we are ready to start a new school year.

Over the summer I’ve been sending you updates about the CME construction project around the school. Mr Brown and Ms Weeks have been meeting with UEP contractors and directors to come up with a way to make thinsg better, and traffic less congested and more open. Their plan is definitely working and should get better as parents become more familiar with the area. I would also like ot thank the City for helping us to quickly come up with solutions and a plan to move things along efficiently. *Further Explanation*

Our charter school system Threat Assessment Team met this week. One of the drills we must complete is an “Active Shooter” drill that will be discussed and previewed with students before the drill is actually run so that they are familiar with what they can do during this type of incident, and don’t become overwhelmed during the practice. Before we do the drills we will let parents know what drills we are running and when *Further Explanation*

The sliding gates and guard gate is almost here. Mark Ridenour said that he will have everything in place and usable by the end of September and at that point we will also hire a Security Guard. *Further Explanation*

This year’s first Town Hall meeting is scheduled for September 26<sup>th</sup>. The Strategic Planning Workshop is being scheduled and the Board Secretary will get back to you with dates and times. *Further Explanation.*

## **10. Chairman Report**

No Report

## 11. Foundation Report

Gary Cerny, Foundation President

We took a break during the summer but before we left we cut the scholarship checks for all the students so now those kids are off to college and we are glad to help them. We also cut some checks for the Principal Non-Discretionary Funds which were raised by no uniform and jean passes fundraising.

Our focus this year is on coming up with creative and innovative ways to raise funds for our students. We believe this year especially, there is such a positive vibe amongst the schools.

Last but not least, in the next few days we are going to be releasing a process to apply for mini-grants that are small in the \$200-\$500 range, and later follow those up with a few larger grants for our teachers, as well. *Further Explanation*

## 12. Staff Comment

This Item was moved to: Item 7A: *PUBLIC COMMENT*

## 13. Unfinished Business

*Motion made by Member Nelson to Table Item 13A: "Christa McAuliffe Elementary Expansion Project Proposal Options with Discussion of Options 1, 2, and 3, including Approval for Presentation to the City Council - Superintendent Collins, and Grady Minor & Associates, LLC for Further Information which is to be presented at the upcoming Regular Governing Board Meeting, September 11, 2018. Second by Member Traiger. Unanimous Vote*

Board Member Jennifer Nelson would like to see a more comprehensive presentation to include illustrations of the three expansion options, and a detailed commentary from Grady Minor & Associates representatives before this item is offered to City Council for a vote.

*Motion made by Member Traiger, Second by Member Nelson. Approved Unanimous, Item 13B: "Charter School Authority Instructional and Support Staff Pay Parity Increase" - Superintendent Collins and Angela D. Cline, Classification & Compensation Manager, City of Cape Coral*

## 14. New Business

*Item 14A: Motion made by Member Nelson, Second by Member Traiger. Approved Unanimous FY2017-18 Budget Amendment No. 2 - MaryAnne Moniz, Business Manager Further Explanation*

*Item 14B: Motion made by Member Nelson, Second by Member Traiger. Approved Unanimous FY2019-2021 Adopted Operating Budget - MaryAnne Moniz, Business Manager Discussion Held*

*Item 14C: Motion made by Member Nelson, Second by Member Metzger. Approved Unanimous School Resource Officer Program Agreement between the City and the City of Cape Coral Charter School Authority System - Superintendent Collins Discussion Held*

*Item 14E: Motion made by Member Traiger, Second by Member Ticich. Approved Unanimous Charter School Secretary Job Description and Salary Range - Superintendent Collins*

*Item 14G: Motion made by Member Nelson, Second by Member Metzger. Approved Unanimous Charter School Technical Support Specialist - Superintendent Collins*

## **15. Final Board Comment and Discussion**

Member Metzger wished everyone a good school year and also wanted to congratulate Mr Hopper for doing such an amazing job as the students and parents are very happy with our middle school.

Member Ticich says she appreciates the positive and happy tone that Oasis Elementary principal Chris Cann has set with his teachers, students and parents. She wishes everyone a good school year.

Vice-Chair Traiger complimented principals for getting their procedures in place so early and so smoothly. She also complimented Superintendent Collins for her teacher orientation day which was exciting and inspiring. She also wishes all four schools a happy and productive new school year.

Member Nelson welcomed MaryBeth Grecsek to our school system and teased “we are stealing all the good ones from Gulf.”

Parent Representative Robert Miniaci encouraged members of the public (Charter School Bus Drivers and the Transportation Coordinator) to speak. Member Nelson said that she had received an e-mail from them prior to the meeting expressing fear of losing their jobs, etc. Superintendent Collins briefly spoke about the assistance the City’s Fleet Dept has been in providing transportation support including personnel and vehicles. She cautioned it’s too early to tell what the department is eventually going to look like and operate within the next 30 days, but in the meanwhile, we are maintaining status quo, and she will be able to give more precise information about drivers and vehicles perhaps at the next meeting.

Superintendent Collins thanked Mark Moriarty and Angela Cline for all their assistance in helping update the NEOLA policies and warns there will be more updates in the very near future.

**16. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, October 9, 2018 at 5:30 p.m., in Council Chambers.

**17. Adjournment**

The Governing Board adjourned at 7:10 p.m.

Respectfully Submitted,  
Kathleen Paul-Evans  
Executive Assistant to the Interim Superintendent  
City of Cape Coral Charter School Authority

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Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	9/11/2018
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**  
Regular Governing Board Meeting, September 11, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 9/11/2018 <b>Item Type:</b> PUBLIC COMMENT:
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**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:**

<b>Item Number: 8.A.</b>
<b>Meeting Date: 9/11/2018</b>
<b>Item Type: CONSENT AGENDA:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of General Personnel Movements including administrative, certificated, support, substitute staff and out-of-field appointments - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
▣	TROOP MOVEMENTS/TOF LETTER AUG-SEP 2018	Backup Material



## **CSA PERSONNEL MOVEMENTS – AUGUST/SEPTEMBER 2018**

New Hire	Bridget Little	Paraprofessional – OES	9/4/18
Resignation	John Omundsen	Curriculum Specialist	8/15/18 AED*
Resignation	Keri Logan	Substitute	8/31/18 AED
Resignation	Susan Saccone	Sub-Food Service	8/31/18 AEO*
Released	Marjorie Galyon	Transportation Coordinator	9/4/18
Released	Orestes Padron	Bus Driver	8/3/18**

\*AED – Accepted Employment District

\*AEO – Accepted Employment Other

\*\* Mr Padron did not report for duty





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

Phone:  
(239) 283-4511

Fax:  
(239) 282-0376

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

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

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

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

August 1, 2018

Dear CME Parents:

RE: Notice to Parents Effective August 10, 2018

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

#### Out of Field

Amy Cardwell – ESOL

Heather Fisher - ESOL

Tiffany Lanzone – ESOL

Tina Pink - Gifted

Amy Pawloski - ESOL

Jennifer Williams - ESOL

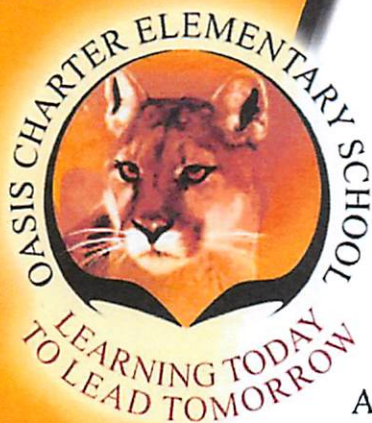
Sincerely,

*Kevin Brown*

Kevin Brown  
Principal

[www.CapeCharterSchools.org](http://www.CapeCharterSchools.org)





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

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

August 13, 2018

Dear Parent/ Guardian:

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

#### OUT OF FIELD

CALABRESE, NICOLE L. - ESOL  
COHILL, KAREN A - ESOL  
GRAHAM, NATALIE M - ESOL  
KEEZER, KATHRYN - ESOL  
LONGO-BERGE, KATRINA M - ESOL  
ORDWAY, JAMIE W. - ESOL

ALTINI, JANET C - GIFTED  
HERNDON, PAMELA J - GIFTED  
LONGO-BERGE, KATRINA M - GIFTED  
LAPORTE, SARAH E - GIFTED  
MARTIN, CRYSTAL - GIFTED

Sincerely,

Christopher Cann  
Principal

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

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

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

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

[www.CapeCharterSchools.org](http://www.CapeCharterSchools.org)





# OMS Connection



## Hopper's Message

The 2018-19 school year is off to a fantastic start! Our students are adjusting quickly to their daily schedules, whether an odd or even day. Thank you all for your patience with transportation issues and with the volume of vehicles on our campus at dismissal. Every day gets better, and I really appreciate you following our procedures both during morning drop-off and afternoon pick-up.

Effective Monday, August 27, all students in PE may only wear shorts when dressing out. No students will be permitted to wear pants. This change is being made to ensure the health and well-being of our students.

A few clubs and intramural sports are already underway. Builders Club and TSA have begun, as well as boys and girls basketball and cross country. We always encourage our students to stay after school for the variety of activities we offer. Also, just this week, our after care program started. Under the direction of Mrs. Rose Asencio, the program is available every regular school day, from 2:20-4:15 p.m. Details and the registration form can be found on our website.

Our first PTO Meeting was held earlier this week. We have a very active PTO, and they are always looking for more volunteers. To reach our PTO Board, email them at [oasismiddle-schoolpto@gmail.com](mailto:oasismiddle-schoolpto@gmail.com)

**Please follow us on Facebook—@OasisMiddleOMS This is a great way to receive regular updates from OMS. The same updates are typically posted on our website under the picture of OMS labeled "Keeping You Informed".**

## Out-of-Field Notification

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis Middle are certified, but may be assigned one or more classes outside their areas of certification and are required to take appropriate steps to comply with the statutory regulation:

Jennifer Hattermer

Stacy Picklesimer

August 22, 2018

Volume 2, Issue 1

### Special points of interest:

- ✓ Student hours are from 7:40 a.m.—2:20 p.m.
- ✓ Please do not drop off your child before 7:10 a.m.—supervision is not provided.
- ✓ Students not picked up at dismissal will be taken to our After School Program in the cafeteria.

### Inside this issue:

## Out-of-Field Notification

Florida State Statute 1012.42 recognizes that teachers at times must be assigned duties in a class outside the field in which the teacher is certified. The following teachers at Oasis Middle are certified, but may be assigned one or more classes outside their areas of certification and are required to take appropriate steps to comply with the statutory regulation:

Sherri Dahl

Carissa Fox

Jennifer Hattemer

Kelly Henry-Herbst

Jennifer Underhill





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

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

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

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

Dear Oasis Families,

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

Lisa Alexander  
Dmitry Yusin  
Deanna Brock  
Joan Campbell  
Ashley Denton  
Rose Trantina  
Watson, Vicki

Thank you,

Christina Britton, Principal  
Oasis High School  
3519 Oasis Blvd  
Cape Coral, FL 33914  
239.541.1167

[www.CapeCharterSchools.org](http://www.CapeCharterSchools.org)



**Item Number: 8.B.**  
**Meeting Date: 9/11/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Extension of Transportation Agreement between Good Wheels Service, LLC and Cape Coral Charter School Authority for Student Transportation Services until December 31, 2018  
- Superintendent Collins and Danielle Jensen, Procurement

**SUMMARY:**

The recommendation is to proceed with the service agreement with Good Wheels until the end of the calendar year, which is December 31, 2018, which will be an additional 70 days. Each bus and driver will remain at a cost of \$322.75 per day. The cost to rent three buses for the extended time period of 70 days will be a total cost of \$67,777.50.

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ BUS SERVICE AGREEMENT EXTENSION WITH GOOD WHEELS	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: September 6, 2018  
SUBJECT: Cape Coral Charter School Authority School Bus Service Agreement-Extension

---

**BACKGROUND:**

Currently, the Charter Schools have a fleet of 19 buses that service all four schools for transportation to school and extra-curricular activities. A month before the 2018-19 school year started, four buses were identified as not operational per all codes, so a service agreement contract was negotiated with Good Wheels. This agreement was to rent four 77-passenger school buses as well as to provide drivers, who met all background check requirements, for the first 24 school days while the buses were being repaired. The contracted cost was \$322.75 per bus per day at a total cost of \$30,984. After further analysis of the existing buses, fleet recommends that we extend the current service agreement but only rent three 77-passenger buses with drivers until a request for work proposal is completed to analyze outsourcing for part or all of the transportation needs. Currently the Charter Schools staff was riding with the Good Wheels staff to ensure routes and policies were followed.

**RECOMMENDATION:**

The recommendation is to proceed with the service agreement with Good Wheels until the end of the calendar year which is December 31, 2018 which will be an additional 70 days. Each bus and driver will remain at a cost of \$322.75 per day. The cost to rent 3 buses for the extended time period of 70 days will be a total cost of \$67,777.50. They will continue to provide buses that meet all inspections and are maintained for safety. They will also provide drivers that meet all license and background check requirements. By the end of November, the Charter School will evaluate if there is a need to extend the service agreement on a month to month basis depending on the completion timeline of the request for proposal bid package. The Charter Schools are requesting the Governing Board's approve since the agreement is over \$50,000.

**Cape Coral Charter School Authority  
Student Transportation Services  
Service Agreement  
CON-CHARTER18-120CV**

This Agreement, made and entered into this 30 day of August, 2018 by and between the Cape Coral Charter School Authority of Cape Coral, Florida, hereinafter called "AUTHORITY", and Good Wheels Services, LLC, located at 10075 Bavaria Road in Fort Myers, Florida 33913, hereinafter called "CONTRACTOR".

**WITNESSETH:** For and in consideration of the payments and agreements mentioned hereinafter:

1. The CONTRACTOR agrees to provide professional Student Transportation Services for Cape Coral Charter School Authority, in accordance with the contract documents, upon mutual agreement of the AUTHORITY and CONTRACTOR.

CONTRACTOR will perform student transportation services, at a rate of \$322.75 per bus and operator per school day, as follows:

**A. Four 77-passenger school buses owned by Good Wheels**

1. Each bus is one year old
2. Each bus is equipped with functional air conditioning
3. Each bus is equipped with functional security cameras

**B. Four school bus operators employed by Good Wheels**

1. Each operator must be State of Florida Class B CDL licensed
  - a) License must bear School Bus endorsement
  - b) License must bear Passenger endorsement
2. Assured compliance with the State of Florida Jessica Lunsford Act (2005)
  - a) Operators must pass Level 1 background check
  - b) Operators must pass Level 2 background check

2. The term "Contract Documents" means and includes the following:

- A. Vendor price proposal, labeled as Exhibit A, and
- B. This Contract as well as all other documents attached hereto and/or referenced herein.

In the event of a conflict between any provision of any other document referred herein as part of the Contract and this Agreement, the terms of this Agreement shall control.

3. **Contract Term:** This Agreement shall be effective for a minimum of 24 school days (beginning August 7, 2018), with the option to continue thereafter on a month-to-month basis, unless otherwise terminated.
4. **Termination:** This Contract may be terminated by the AUTHORITY for its convenience upon thirty (30) days prior written notice to the CONTRACTOR. In the event of termination, the CONTRACTOR shall be paid as compensation in full for work performed to the day of such termination, an amount prorated in accordance with the work substantially performed under this Contract. Such amount shall be paid by the AUTHORITY after inspection of the work to determine the extent of performance under this Contract, whether completed or in progress.
5. **Annual Appropriation Contingency:** Pursuant to Florida Statute §166.241, the AUTHORITY's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the AUTHORITY's Governing Board. This Contract is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated



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Student Transportation Services  
Service Agreement  
CON-CHARTER18-120CV**

payments may be rescinded, with proper notice, at the discretion of the AUTHORITY if the AUTHORITY Governing Board reduces or eliminates appropriations.

6. **Non-Exclusivity:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with CONTRACTOR. This Contract shall not restrict AUTHORITY from acquiring similar, equal or like goods and/or services from other entities or sources.
7. **Payment:** Upon submission of correct invoices for satisfactory materials and/or services received and accepted by the AUTHORITY, the AUTHORITY will process for payment.
8. **Record Keeping:** The CONTRACTOR shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and the AUTHORITY reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for five (5) years after final payment has been made and shall be readily available to AUTHORITY personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.
9. **Public Records:** The AUTHORITY is a public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:
  - a. Keep and maintain public records that ordinarily and necessarily would be required by the AUTHORITY in order to perform the service;
  - b. Provide the public with access to such public records on the same terms and conditions that the AUTHORITY would provide the records and at a cost that does not exceed that provided in chapter 119, FS, or as otherwise provided by law;
  - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law;
  - d. Meet all requirements for retaining public records and transfer to the AUTHORITY, at no cost, all public records in possession of the CONTRACTOR upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the AUTHORITY in a format that is compatible with the information technology systems of the agency.
  - e. The failure of CONTRACTOR to comply with the provisions in the Article shall constitute a default and breach of this Contract.

If the CONTRACTOR has questions regarding the application of Chapter 119, Florida Statutes, to the CONTRACTOR's duty to provide public records relating to this contract, contact the custodian of public records at: City of Cape Coral Clerk's Office - City Hall - 1015 Cultural Park Blvd. - Cape Coral, FL 33990, by phone at (239) 574-0411, by fax at (239) 242-5344, or by email at [ctyck@capecoral.net](mailto:ctyck@capecoral.net).

10. **Assignment:** This Agreement may not be assigned except at the written consent of the AUTHORITY, and if so assigned, shall extend and be binding upon the successors and assigns of the CONTRACTOR.
11. **Disclosure:** The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation,

**Cape Coral Charter School Authority  
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individual or CONTRACTOR, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of the Agreement.

12. **Administration of Agreement:** The City of Cape Coral's Public Works Director, or his representative, shall administer this Agreement for the AUTHORITY.
13. **Governing Law:** The validity, construction and effect of this Contract shall be governed by the laws of the State of Florida. All claim and/or dispute resolution under this Agreement, whether by mediation, arbitration, litigation, or other method of dispute resolution, shall take place in Lee County, Florida. More specifically, any litigation between the parties to this Agreement shall be conducted in the Twentieth Judicial Circuit, in and for Lee County, Florida. In the event of any litigation arising out of this Contract, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and attorney's fees.
14. **Amendments:** No amendment or variation of the terms or conditions of this Agreement shall be valid unless in writing and signed by the parties.
15. **Invalid Provision:** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
16. **Indemnity:** To the extent permitted by law (F.S. 768.28), the CONTRACTOR shall indemnify and hold harmless the AUTHORITY its officers and employees, from liabilities, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and any persons employed or utilized by CONTRACTOR in the performance of this Contract.
17. **Insurance:** Without limiting its liability, the CONTRACTOR shall be required to procure and maintain at its own expense during the life of the Contract insurance of the types and in the minimum amounts specified in the Contract Documents. CONTRACTOR will provide Certificate of Insurance naming the CITY as additional insured. The CITY shall be given 30 days prior to cancellation or modification of any required insurance by the CONTRACTOR.
18. **Unauthorized Aliens:** The employment of unauthorized aliens by any CONTRACTOR is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the CONTRACTOR knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of any contract resulting from this solicitation. This applies to any subcontractors used by the CONTRACTOR as well.
19. **Licenses and Permits:** Contractor shall maintain and submit copies of all Licenses and Permits required to complete the assigned project to the AUTHORITY.
20. **Background & Identification Badges:** Level 2 background screening is required of all CONTRACTOR employees who will be working at any AUTHORITY site when students are present. CONTRACTOR employees are required to wear, at all times on any AUTHORITY site, State issued identification badges per AUTHORITY policies and the Jessica Lunsford Act. Employees will not be allowed on any AUTHORITY site without proper badges.



**Cape Coral Charter School Authority  
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CON-CHARTER18-120CV**

21. Entire Agreement: This Contract constitutes the entire and exclusive Agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements, whether written or verbal.

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials this Agreement on the date last signed as below written.

**AUTHORITY:**

CAPE CORAL CHARTER SCHOOL AUTHORITY

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LEGAL REVIEW:**

\_\_\_\_\_  
Dolores Menendez,  
City Attorney

**CONTRACTOR:**

Good Wheels Services, LLC

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Cape Coral Charter School Authority  
Student Transportation Services  
Service Agreement  
CON-CHARTER18-120CV**

**EXHIBIT A**

**GOOD WHEELS SERVICES, LLC  
10075 Bavaria Road  
Fort Myers, FL 33913**

**COST PROPOSAL FOR CAPE CORAL CHARTER SCHOOLS TRANSPORTATION**

**Good Wheels will provide for 24 working days, from August 7, 2018 through September 10, 2018, a quantity of four (4) 77-passenger school buses (all one [1] year old) and operators as follows:**

- **Operator Practice**
  - **August 7 - August 9 (total of 3 days)**
  - **\$322.75/day/per bus**
- **Student Transport Service**
  - **August 10 – September 10 (total of 21 days)**
  - **\$322.75/day/per bus**

**Cape Coral Charter Schools will provide routes to Good Wheels no later than August 1.**

**The four one-year old buses are air conditioned and have cameras.**

**All operators have passed Level 1 and Level 2 background checks.**

**All operators are Class B CDL licensed with Passenger and School Bus endorsements.**

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>9/11/2018</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 10.A.**

**Meeting Date: 9/11/2018**

**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: 9/11/2018**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 12.A. <b>Meeting Date:</b> 9/11/2018 <b>Item Type:</b> STAFF COMMENT:
---

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Frank Haba, Charter School Authority Athletic Director and CSA Electives Teachers and Staff

**SUMMARY:**

**ADDITIONAL INFORMATION:**



**Item Number: 13.A.**

**Meeting Date: 9/11/2018**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Discussion of Christa McAuliffe Elementary Expansion Project Proposal Options 1-3, and Approval for Presentation to City Council - Superintendent Collins and Daniel Flynn, Engineer/GM, Wayne Arnold, Director of Planning/GM, Art Castellanos, Architect, Castellanos & Tramonte

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

#### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ CME EXPANSION DUE DILIGENCE RESEARCH REPORT MAR/SEP 2018	Backup Material
▣ CME EXPANSION PRESENTATION GRADYMINOR	Backup Material



DRAFT

**Due Diligence Research Report**  
**for**  
**Christa McAuliffe Elementary School**

**Parcel No. 17-44-23-C1-03934.0000**  
**Section 17, Township 44S, Range 23E**  
**City of Cape Coral, Florida**

**Client:**

Vincent Cautero, AICP  
City of Cape Coral Community Development Director  
1015 Cultural Park Boulevard  
Cape Coral, FL 33990

**Consultant/Agent:**



**GradyMinor**

3800 Via Del Rey  
Bonita Springs, FL 34134

March 2018

## **TABLE OF CONTENTS**

<b>Section I</b>	Purpose
<b>Section II</b>	Replacement Options
<b>Section III</b>	Constructability
<b>Section IV</b>	Permitting Requirements
<b>Section V</b>	Impact Fee Review
<b>Section VI</b>	Cost Estimate

### **ATTACHMENTS:**

Existing Aerial

SFWMD Coordination E-mail

Conceptual Site Plan 1 with Architectural Plans

Conceptual Site Plan 2 with Architectural Plans

Conceptual Site Plan 3 with Modular Building Details

Architectural Renderings

## **Purpose**

Christa McAuliffe Charter Elementary School (Christa McAuliffe) is part of the City of Cape Coral Charter School System. The elementary school currently provides classes from Voluntary Pre-Kindergarten program (VPK) to 5<sup>th</sup> Grade. There are 786 students with 50-60 faculty members excluding bus drivers. The school's Planned Development Project (PDP) was approved in 2005 and the school opened in 2006. Since the original approved PDP for the school, two amendments have been approved by the City of Cape Coral (City), one of which allowed the construction of four portable educational classroom buildings. The portable educational classroom buildings have been in use at the school for approximately 10 years and have an expected useful life of 15 years. The City desires to replace the four portable educational classroom buildings by January 2020.

The City would prefer to replace the portable educational classroom buildings with a single, 2-story, brick and mortar building with 8 total classrooms in the current location of the portable classrooms. Each classroom will need to be approximately 1,000 square feet, accommodate approximately 25 students, and include its own restroom facility.

The purpose of this report is to assist the City in determining options for the replacement of four (4) portable educational classroom buildings at Christa McAuliffe Charter Elementary School.

The information included in this report was based upon information provided by the City and additional research performed using that information. The fee information included in this report was accurate at the time the report was prepared and is subject to change.

## **Replacement Option 1**

### **(Proposed 2-story expansion with 16 additional classrooms.)**

1. **Landscaping**

Existing Buffer adjacent to the right-of-way for S.W. 29<sup>th</sup> Avenue and S.W. 3<sup>rd</sup> Street is adequate and will remain.

2. **Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 16 classrooms would result in an additional 16 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

3. **Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 1 will add an additional ±6,000 SF of building and an additional ±950 SF of concrete sidewalk. This will result in the addition of ±6,950 of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

4. **FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per FEMA Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

5. **UTILITIES** –

**Sewer**- Per the permitted plan set SP 08-00900011, a 6" PVC sewer service that was constructed to service the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 1, which is attached to this report, for proposed modifications.

**Water**- Per the permitted plan set SP 08-00900011, a 2" water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 1 for proposed modifications.

**Fire Sprinkler Service** – Fire service to the building expansion will be provided with a 4" fire service per the attached Conceptual Site Layout 1. Two (2) post indicator valves (PIV) and two (2) Fire Department Connections (FDC) will need to be added. Please note the fire sprinkler services sizes were estimated and should be verified by a fire sprinkler contractor or plumbing engineer.

**Christa McAuliffe Building Expansion**  
**Replacement Option 1 (Proposed 2-story expansion with 16 additional classrooms)**

**SITE IMPROVEMENTS**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
2	4" FIRE SERVICE	LF	285	\$ 20.00	\$ 5,700.00
3	POST INDICATOR VALVE	EA	2	\$ 1,500.00	\$ 3,000.00
4	FIRE DEPARTMENT CONNECTION	EA	2	\$ 1,000.00	\$ 8,220.00
5	6" SEWER SERVICE	LF	5	\$ 15.00	\$ 75.00
6	SEWER CLEANOUT	EA	1	\$ 600.00	\$ 600.00
7	2" WATER SERVICE	LF	5	\$ 10.00	\$ 50.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	400	\$ 20.00	\$ 8,000.00
12	PROPOSED SIDEWALK	SF	950	\$ 7.50	\$ 7,125.00
13	PROPOSED COVERED WALKWAY	SF	230	\$ 50.00	\$ 11,500.00
				<b>Site Improvement Total</b>	<b>\$ 83,520.00</b>

**BUILDING CONSTRUCTION**

14	PROPOSED EXPANSION (INCLUDES EVERYTHING MINUS FURNITURE)	SF	20,270	\$ 225.00	\$ 4,560,750.00
				<b>Building Total</b>	<b>\$ 4,560,750.00</b>
				<b>Replacement Option 1 Total</b>	<b>\$ 4,644,270.00</b>
				20% Contingency	\$ 928,854.00
				<b>Replacement Option 1 Grand Total</b>	<b>\$ 5,573,124.00</b>

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 1

Dated Date 10/01/2018

Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						6,155,000	6,155,000
01/01/2019	135,000	3.500%	53,856.25	188,856.25		6,020,000	6,020,000
04/01/2019	130,000	3.500%	52,675.00	182,675.00		5,890,000	5,890,000
07/01/2019	130,000	3.500%	51,537.50	181,537.50		5,760,000	5,760,000
10/01/2019	130,000	3.500%	50,400.00	180,400.00	733,468.75	5,630,000	5,630,000
01/01/2020	140,000	3.500%	49,262.50	189,262.50		5,490,000	5,490,000
04/01/2020	135,000	3.500%	48,037.50	183,037.50		5,355,000	5,355,000
07/01/2020	135,000	3.500%	46,856.25	181,856.25		5,220,000	5,220,000
10/01/2020	135,000	3.500%	45,675.00	180,675.00	734,831.25	5,085,000	5,085,000
01/01/2021	140,000	3.500%	44,493.75	184,493.75		4,945,000	4,945,000
04/01/2021	140,000	3.500%	43,268.75	183,268.75		4,805,000	4,805,000
07/01/2021	140,000	3.500%	42,043.75	182,043.75		4,665,000	4,665,000
10/01/2021	140,000	3.500%	40,818.75	180,818.75	730,625.00	4,525,000	4,525,000
01/01/2022	145,000	3.500%	39,593.75	184,593.75		4,380,000	4,380,000
04/01/2022	145,000	3.500%	38,325.00	183,325.00		4,235,000	4,235,000
07/01/2022	145,000	3.500%	37,056.25	182,056.25		4,090,000	4,090,000
10/01/2022	145,000	3.500%	35,787.50	180,787.50	730,762.50	3,945,000	3,945,000
01/01/2023	150,000	3.500%	34,518.75	184,518.75		3,795,000	3,795,000
04/01/2023	150,000	3.500%	33,206.25	183,206.25		3,645,000	3,645,000
07/01/2023	150,000	3.500%	31,893.75	181,893.75		3,495,000	3,495,000
10/01/2023	150,000	3.500%	30,581.25	180,581.25	730,200.00	3,345,000	3,345,000
01/01/2024	160,000	3.500%	29,268.75	189,268.75		3,185,000	3,185,000
04/01/2024	155,000	3.500%	27,868.75	182,868.75		3,030,000	3,030,000
07/01/2024	155,000	3.500%	26,512.50	181,512.50		2,875,000	2,875,000
10/01/2024	155,000	3.500%	25,156.25	180,156.25	733,806.25	2,720,000	2,720,000
01/01/2025	160,000	3.500%	23,800.00	183,800.00		2,560,000	2,560,000
04/01/2025	160,000	3.500%	22,400.00	182,400.00		2,400,000	2,400,000
07/01/2025	165,000	3.500%	21,000.00	186,000.00		2,235,000	2,235,000
10/01/2025	160,000	3.500%	19,556.25	179,556.25	731,756.25	2,075,000	2,075,000
01/01/2026	170,000	3.500%	18,156.25	188,156.25		1,905,000	1,905,000
04/01/2026	165,000	3.500%	16,668.75	181,668.75		1,740,000	1,740,000
07/01/2026	165,000	3.500%	15,225.00	180,225.00		1,575,000	1,575,000
10/01/2026	170,000	3.500%	13,781.25	183,781.25	733,831.25	1,405,000	1,405,000
01/01/2027	170,000	3.500%	12,293.75	182,293.75		1,235,000	1,235,000
04/01/2027	170,000	3.500%	10,806.25	180,806.25		1,065,000	1,065,000
07/01/2027	170,000	3.500%	9,318.75	179,318.75		895,000	895,000
10/01/2027	180,000	3.500%	7,831.25	187,831.25	730,250.00	715,000	715,000
01/01/2028	175,000	3.500%	6,256.25	181,256.25		540,000	540,000
04/01/2028	175,000	3.500%	4,725.00	179,725.00		365,000	365,000
07/01/2028	175,000	3.500%	3,193.75	178,193.75		190,000	190,000
10/01/2028	190,000	3.500%	1,662.50	191,662.50	730,837.50		
	6,155,000		1,165,368.75	7,320,368.75	7,320,368.75		

**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 1

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	3.687447%
Average Coupon	3.500000%
Average Life (years)	5.410
Weighted Average Maturity (years)	5.410
Duration of Issue (years)	4.831
Par Amount	6,155,000.00
Bond Proceeds	6,155,000.00
Total Interest	1,165,368.75
Net Interest	1,165,368.75
Total Debt Service	7,320,368.75
Maximum Annual Debt Service	734,831.25
Average Annual Debt Service	732,036.88
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	6,155,000.00	100.000	3.500%	5.410	2,972.65
	6,155,000.00			5.410	2,972.65

	TIC	All-In TIC	Arbitrage Yield
Par Value	6,155,000.00	6,155,000.00	6,155,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-50,000.00	
- Other Amounts			
Target Value	6,155,000.00	6,105,000.00	6,155,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	3.687447%	3.515313%

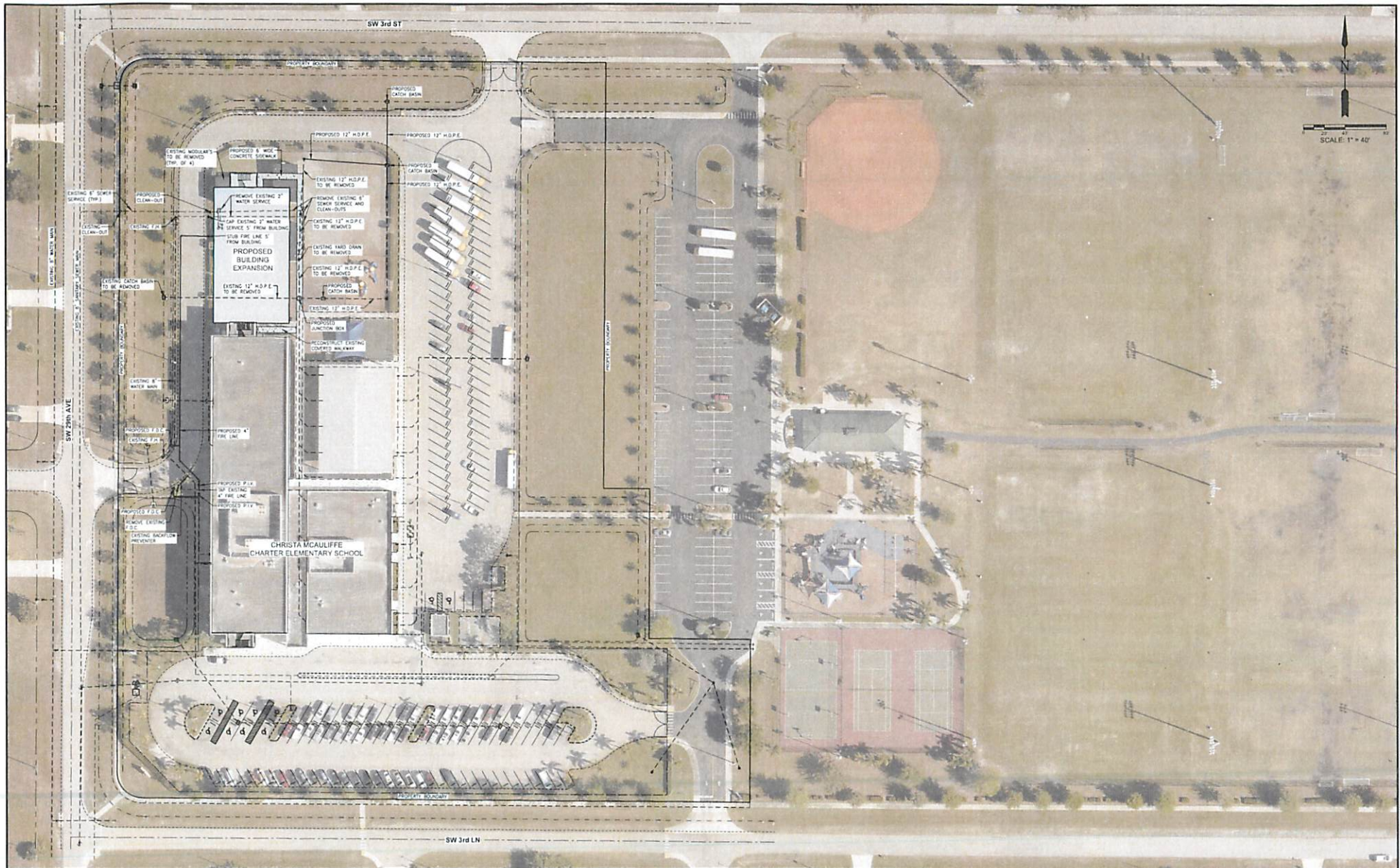


**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 1

Dated Date 10/01/2018  
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	525,000	3.500%	208,468.75	733,468.75	5,630,000	5,630,000
10/01/2020	545,000	3.500%	189,831.25	734,831.25	5,085,000	5,085,000
10/01/2021	560,000	3.500%	170,625.00	730,625.00	4,525,000	4,525,000
10/01/2022	580,000	3.500%	150,762.50	730,762.50	3,945,000	3,945,000
10/01/2023	600,000	3.500%	130,200.00	730,200.00	3,345,000	3,345,000
10/01/2024	625,000	3.500%	108,806.25	733,806.25	2,720,000	2,720,000
10/01/2025	645,000	3.500%	86,756.25	731,756.25	2,075,000	2,075,000
10/01/2026	670,000	3.500%	63,831.25	733,831.25	1,405,000	1,405,000
10/01/2027	690,000	3.500%	40,250.00	730,250.00	715,000	715,000
10/01/2028	715,000	3.500%	15,837.50	730,837.50		
	6,155,000		1,165,368.75	7,320,368.75		



**LEGEND**

Revision	Date	Description

DESIGNED BY	D.W.F.
DRAWN BY	K.E.W.
APPROVED	D.W.F.
JOB CODE	CMSD
SCALE	1" = 40'

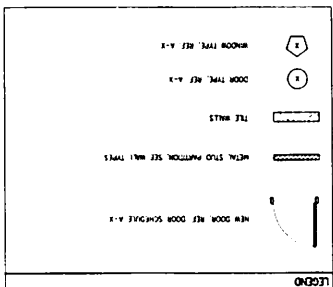

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 Bonita Springs, 239.947.1144    www.GradyMinor.com    Fort Worth, 239.400.4390

**Christa McAuliffe Charter Elementary School**  
**CONCEPTUAL SITE PLAN 1**  
**2-STORY (16 TOTAL CLASSROOM ADDITION)**

MUNICIPALITY	CITY OF CAPE CORAL
DESIGNER/PROJECT NAME	12/445/236
DATE	MARCH 2018
SUBMITTAL TYPE	EXHIBIT
SHEET 1 OF 1	

K. BRADY, FLOR. P.E.  
 FLORIDA P.E. LICENSE NO. 76205

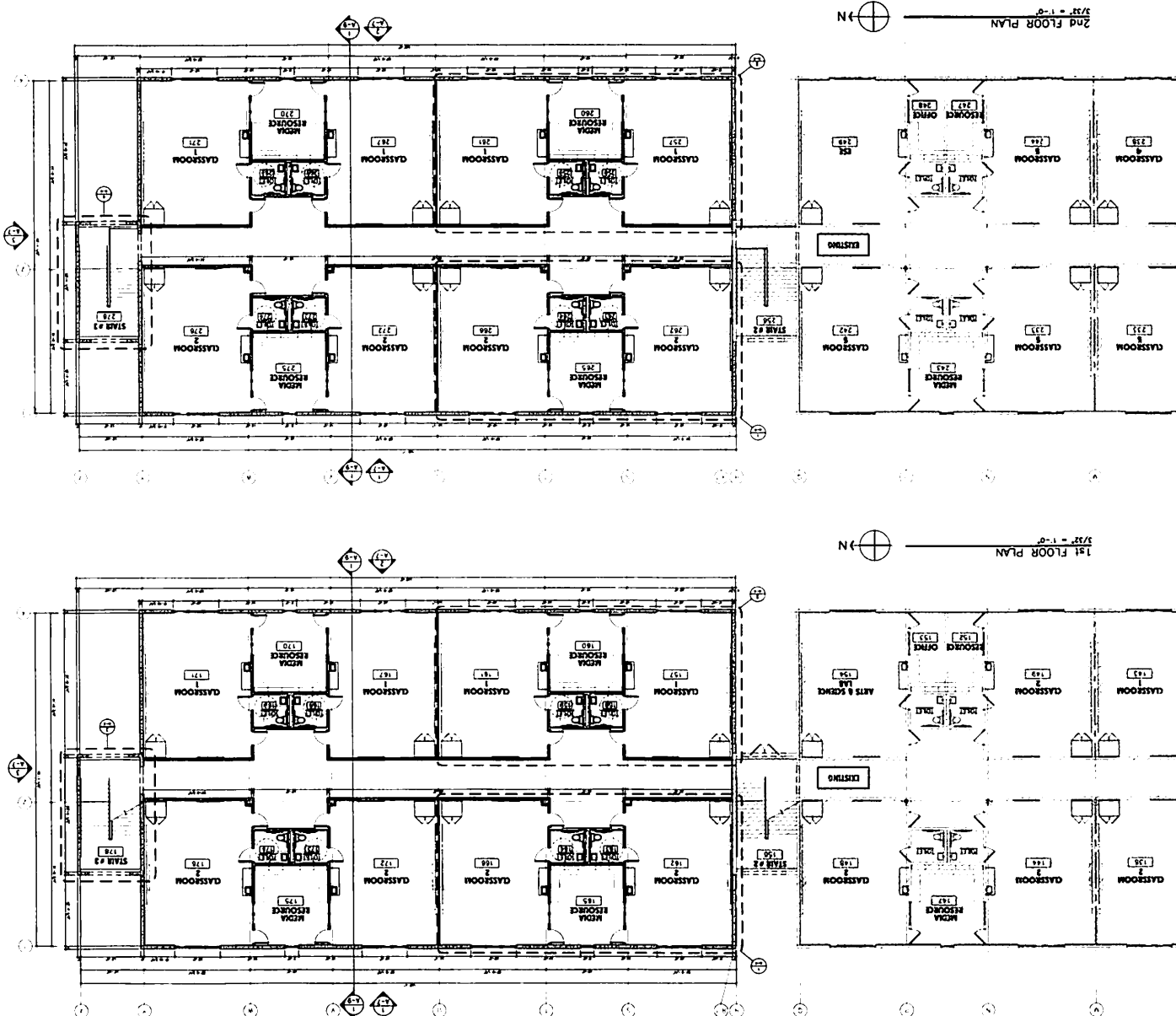
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WALT TRES

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GENERAL NOTES:







## **Replacement Option 2**

### **(Proposed 2-story expansion with 8 additional classrooms)**

**1. Landscaping**

Existing Buffer adjacent to the right-of-way for S.W. 29<sup>th</sup> Avenue and S.W. 3<sup>rd</sup> Street is adequate and will remain.

- 2. Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 8 classrooms would result in an additional 8 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

- 3. Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 1 will add an additional ±1,500 SF of building and an additional ±755 SF of concrete sidewalk. This will result in the addition of ±2,255 SF of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

- 4. FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per FEMA Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

**5. UTILITIES –**

**Sewer**- Per the permitted plan set SP 08-00900011, a 6" PVC sewer service that was constructed to service the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 2, which is attached to this report, for proposed modifications.

**Water**- Per the permitted plan set SP 08-00900011, a 2" water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 2 for proposed modifications.

**Fire Sprinkler Service** – Fire service to the building expansion will be provided with a 4" fire service per the attached Conceptual Site Layout 2. Two (2) post indicator valves (PIV) and two (2) Fire Department Connections (FDC) will need to be added. Please note the fire sprinkler services sizes were estimated and should be verified by a fire sprinkler

**Christa McAuliffe Building Expansion**  
**Replacement Option 2 (Proposed 2-story expansion with 8 additional classrooms)**

**SITE IMPROVEMENTS**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
2	4" FIRE SERVICE	LF	260	\$ 20.00	\$ 5,200.00
3	POST INDICATOR VALVE	EA	2	\$ 1,500.00	\$ 3,000.00
4	FIRE DEPARTMENT CONNECTION	EA	2	\$ 1,000.00	\$ 8,220.00
5	6" SEWER SERVICE	LF	44	\$ 15.00	\$ 660.00
6	SEWER CLEANOUT	EA	2	\$ 600.00	\$ 1,200.00
7	2" WATER SERVICE	LF	31	\$ 10.00	\$ 310.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	375	\$ 20.00	\$ 7,500.00
12	PROPOSED SIDEWALK	SF	755	\$ 7.50	\$ 5,662.50
13	PROPOSED COVERED WALKWAY	SF	230	\$ 50.00	\$ 11,500.00
				<b>Site Improvement Total</b>	<b>\$ 82,502.50</b>

**BUILDING CONSTRUCTION**

14	PROPOSED EXPANSION (INCLUDES EVERYTHING MINUS FURNITURE)	SF	10,645	\$ 225.00	\$ 2,395,125.00
				<b>Building Total</b>	<b>\$ 2,395,125.00</b>
				<b>Replacement Option 2 Total</b>	<b>\$ 2,477,627.50</b>
				20% Contingency	\$ 495,525.50
				<b>Replacement Option 1 Grand Total</b>	<b>\$ 2,973,153.00</b>

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date 10/01/2018  
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	285,000	3.500%	114,275.00	399,275.00	3,085,000	3,085,000
10/01/2020	295,000	3.500%	104,300.00	399,300.00	2,790,000	2,790,000
10/01/2021	310,000	3.500%	93,581.25	403,581.25	2,480,000	2,480,000
10/01/2022	320,000	3.500%	82,731.25	402,731.25	2,160,000	2,160,000
10/01/2023	330,000	3.500%	71,268.75	401,268.75	1,830,000	1,830,000
10/01/2024	340,000	3.500%	59,587.50	399,587.50	1,490,000	1,490,000
10/01/2025	355,000	3.500%	47,556.25	402,556.25	1,135,000	1,135,000
10/01/2026	365,000	3.500%	35,000.00	400,000.00	770,000	770,000
10/01/2027	380,000	3.500%	22,093.75	402,093.75	390,000	390,000
10/01/2028	390,000	3.500%	8,662.50	398,662.50		
	3,370,000		639,056.25	4,009,056.25		

**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	3.830758%
Average Coupon	3.500000%
Average Life (years)	5.418
Weighted Average Maturity (years)	5.418
Duration of Issue (years)	4.839
Par Amount	3,370,000.00
Bond Proceeds	3,370,000.00
Total Interest	639,056.25
Net Interest	639,056.25
Total Debt Service	4,009,056.25
Maximum Annual Debt Service	403,581.25
Average Annual Debt Service	400,905.63
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	3,370,000.00	100.000	3.500%	5.418	1,630.20
	3,370,000.00			5.418	1,630.20

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,370,000.00	3,370,000.00	3,370,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-50,000.00	
- Other Amounts			
Target Value	3,370,000.00	3,320,000.00	3,370,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	3.830758%	3.515313%



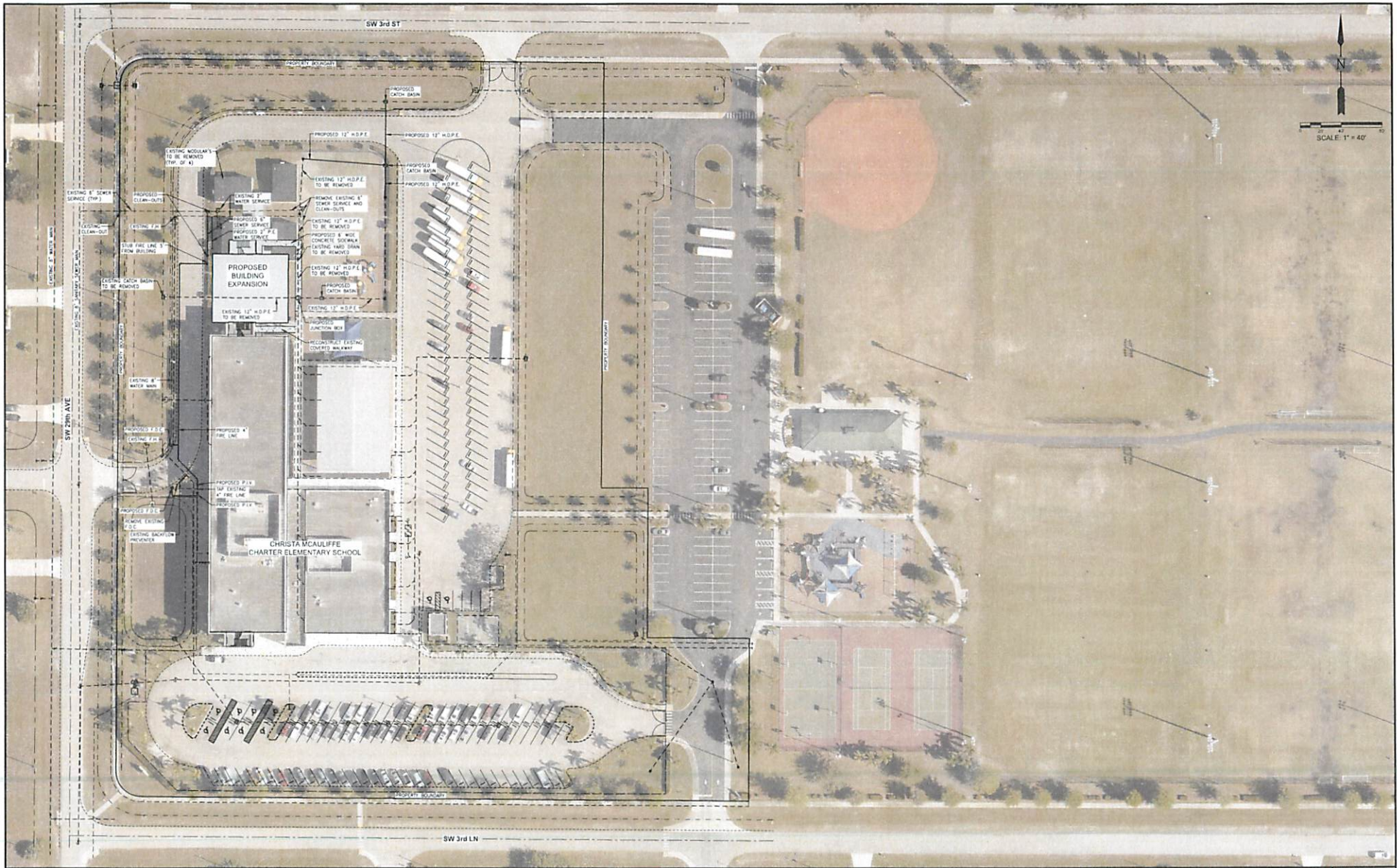
**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 2

Dated Date 10/01/2018

Delivery Date 10/01/2018

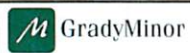
Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						3,370,000	3,370,000
01/01/2019	70,000	3.500%	29,487.50	99,487.50		3,300,000	3,300,000
04/01/2019	70,000	3.500%	28,875.00	98,875.00		3,230,000	3,230,000
07/01/2019	70,000	3.500%	28,262.50	98,262.50		3,160,000	3,160,000
10/01/2019	75,000	3.500%	27,650.00	102,650.00	399,275.00	3,085,000	3,085,000
01/01/2020	70,000	3.500%	26,993.75	96,993.75		3,015,000	3,015,000
04/01/2020	70,000	3.500%	26,381.25	96,381.25		2,945,000	2,945,000
07/01/2020	70,000	3.500%	25,768.75	95,768.75		2,875,000	2,875,000
10/01/2020	85,000	3.500%	25,156.25	110,156.25	399,300.00	2,790,000	2,790,000
01/01/2021	80,000	3.500%	24,412.50	104,412.50		2,710,000	2,710,000
04/01/2021	75,000	3.500%	23,712.50	98,712.50		2,635,000	2,635,000
07/01/2021	75,000	3.500%	23,056.25	98,056.25		2,560,000	2,560,000
10/01/2021	80,000	3.500%	22,400.00	102,400.00	403,581.25	2,480,000	2,480,000
01/01/2022	80,000	3.500%	21,700.00	101,700.00		2,400,000	2,400,000
04/01/2022	75,000	3.500%	21,000.00	96,000.00		2,325,000	2,325,000
07/01/2022	75,000	3.500%	20,343.75	95,343.75		2,250,000	2,250,000
10/01/2022	90,000	3.500%	19,687.50	109,687.50	402,731.25	2,160,000	2,160,000
01/01/2023	85,000	3.500%	18,900.00	103,900.00		2,075,000	2,075,000
04/01/2023	80,000	3.500%	18,156.25	98,156.25		1,995,000	1,995,000
07/01/2023	80,000	3.500%	17,456.25	97,456.25		1,915,000	1,915,000
10/01/2023	85,000	3.500%	16,756.25	101,756.25	401,268.75	1,830,000	1,830,000
01/01/2024	85,000	3.500%	16,012.50	101,012.50		1,745,000	1,745,000
04/01/2024	85,000	3.500%	15,268.75	100,268.75		1,660,000	1,660,000
07/01/2024	85,000	3.500%	14,525.00	99,525.00		1,575,000	1,575,000
10/01/2024	85,000	3.500%	13,781.25	98,781.25	399,587.50	1,490,000	1,490,000
01/01/2025	90,000	3.500%	13,037.50	103,037.50		1,400,000	1,400,000
04/01/2025	85,000	3.500%	12,250.00	97,250.00		1,315,000	1,315,000
07/01/2025	85,000	3.500%	11,506.25	96,506.25		1,230,000	1,230,000
10/01/2025	95,000	3.500%	10,762.50	105,762.50	402,556.25	1,135,000	1,135,000
01/01/2026	90,000	3.500%	9,931.25	99,931.25		1,045,000	1,045,000
04/01/2026	90,000	3.500%	9,143.75	99,143.75		955,000	955,000
07/01/2026	90,000	3.500%	8,356.25	98,356.25		865,000	865,000
10/01/2026	95,000	3.500%	7,568.75	102,568.75	400,000.00	770,000	770,000
01/01/2027	95,000	3.500%	6,737.50	101,737.50		675,000	675,000
04/01/2027	90,000	3.500%	5,906.25	95,906.25		585,000	585,000
07/01/2027	90,000	3.500%	5,118.75	95,118.75		495,000	495,000
10/01/2027	105,000	3.500%	4,331.25	109,331.25	402,093.75	390,000	390,000
01/01/2028	95,000	3.500%	3,412.50	98,412.50		295,000	295,000
04/01/2028	95,000	3.500%	2,581.25	97,581.25		200,000	200,000
07/01/2028	95,000	3.500%	1,750.00	96,750.00		105,000	105,000
10/01/2028	105,000	3.500%	918.75	105,918.75	398,662.50		
	3,370,000		639,056.25	4,009,056.25	4,009,056.25		



**LEGEND**

Revision	Date	Description

DESIGNED BY	D.W.F.
DRAWN BY	K.S.M.
APPROVED	D.W.F.
JOB CODE	CMSD
SCALE	1" = 40'



**GradyMinor**  
 Civil Engineers • Land Surveyors • Planners • Landscape Architects  
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 Bonita Springs 239.947.1144    www.GradyMinor.com    Fort Myers 239.690.4380

O. Grady Minor and Associates, P.A.  
 3800 Via Del Rey  
 Bonita Springs, Florida 34134

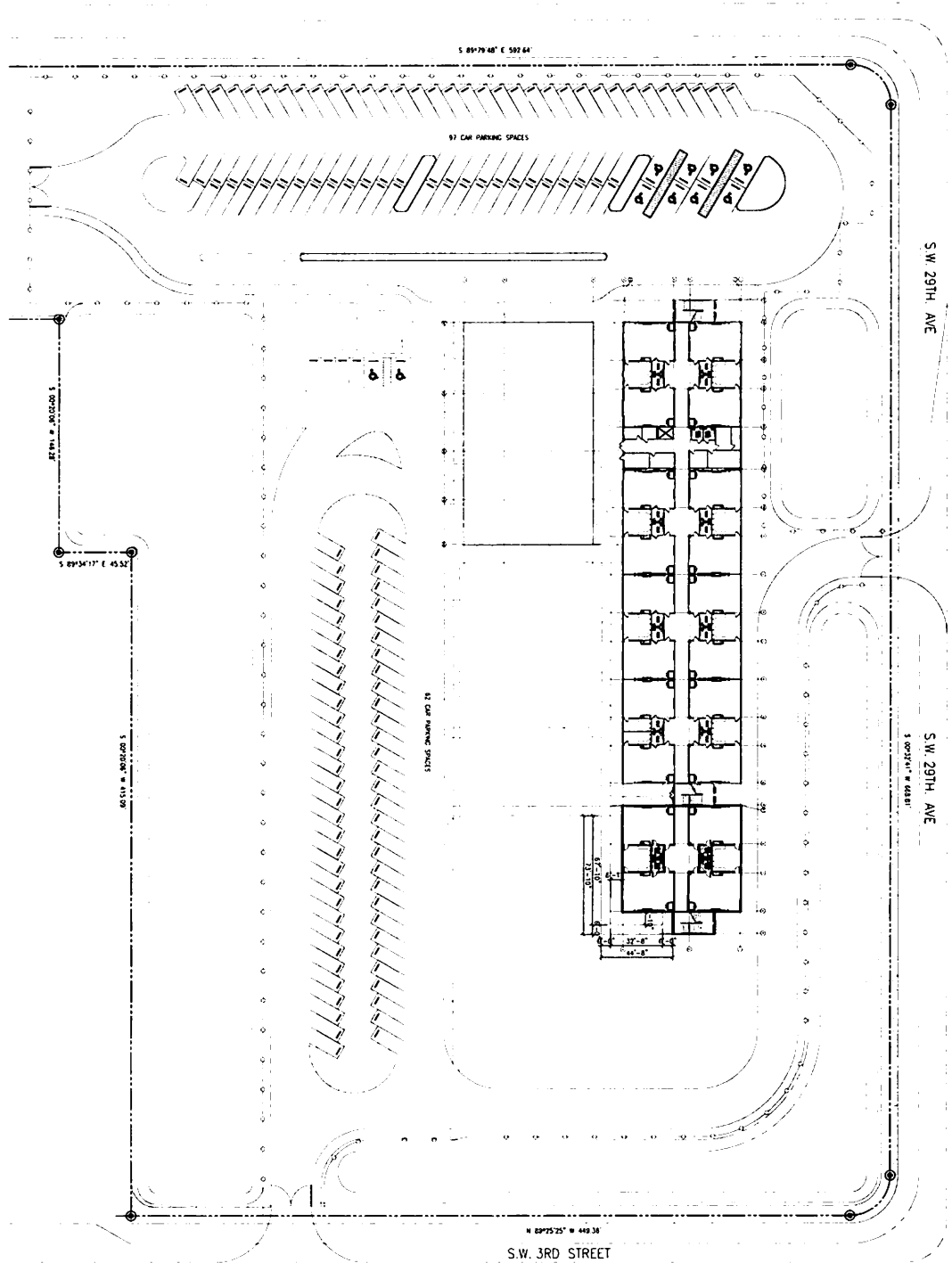
**Christa McAuliffe Charter Elementary School**

**CONCEPTUAL SITE PLAN 2  
 2-STORY (8 TOTAL CLASSROOM ADDITION)**

R. David Flynn, P.E.  
 Florida P.E. License No. 16205

MUNICIPALITY	CITY OF CAPE CORAL
SEC/TOWNSHIP/RNG	SEC/TOWNSHIP/RNG 17/44S/23E
DATE	MARCH 2018
SUBMITTAL TYPE	CONCEPT
SHEET	1 OF 1

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 08-07-96 BY 60321 UCBAW/SJS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 08-07-96 BY 60321 UCBAW/SJS

A-1

SWEE

SITE PLAN

DRAWING NAME

ORDER BY	SALE
CHECKED BY	ACC
ISSUED FOR	



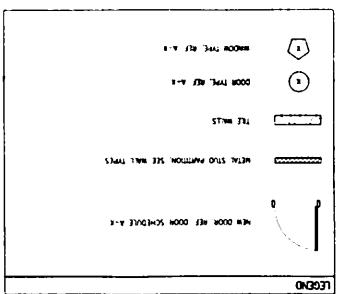
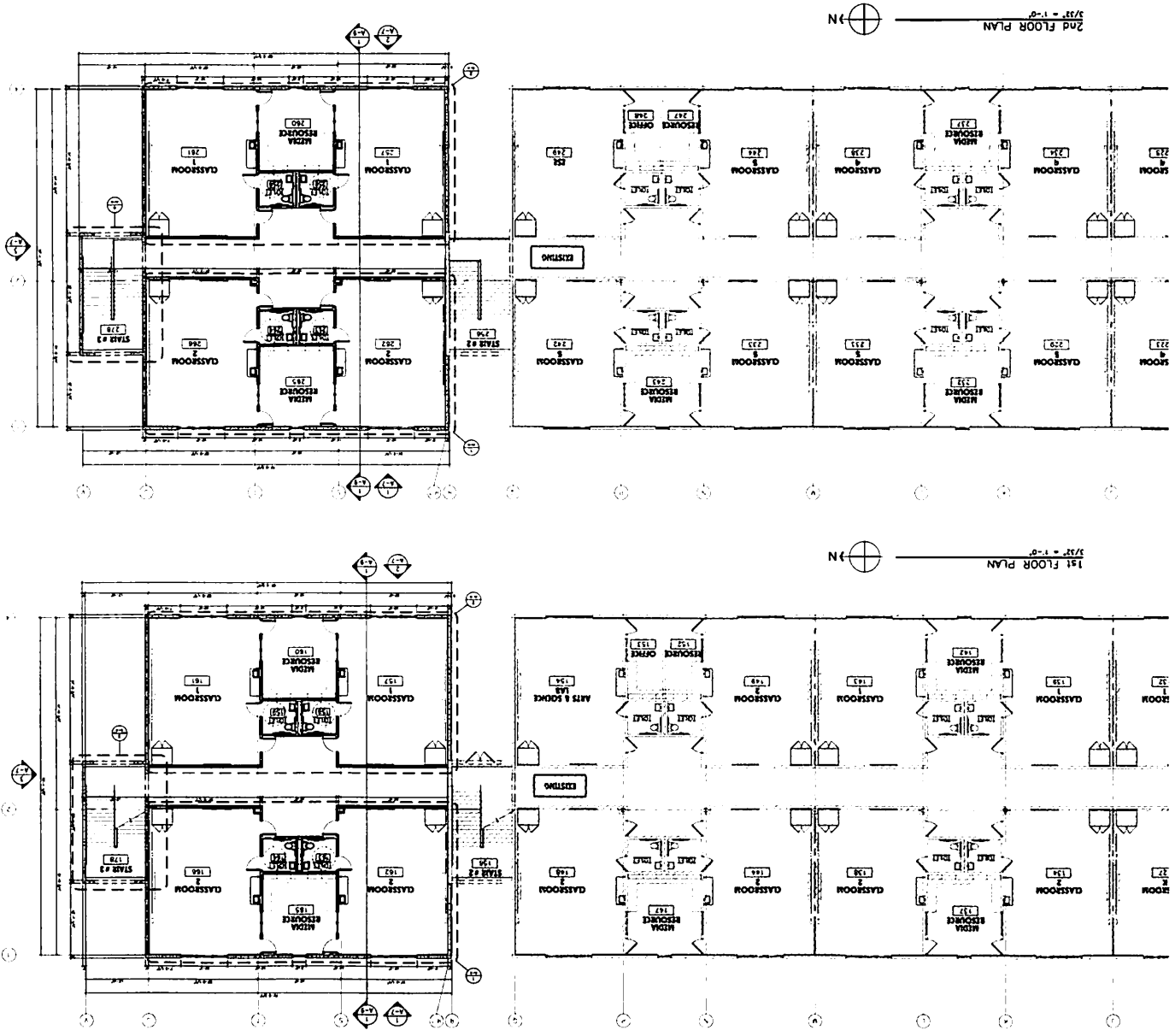
**CASTELLANOS  
+ TRAMONTE**  
ARCHITECTS

1625 SE 46TH STREET SUITE 2A CAPE CORAL, FLORIDA 33904  
(239) 549-0997 AA 26003303

CHARTER ELEMENTARY SCHOOL NORTH  
CAPE CORAL, FLORIDA

**THE UNIVERSITY OF TEXAS AT AUSTIN**





- WALL TYPES**
- 1. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 2. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 3. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 4. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 5. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 6. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 7. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 8. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 9. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.
  - 10. 3/8" x 2 1/2" CA WITH STUDS @ 16" O.C. W/ 5/8" TYP. CIP BO. EACH SIDE. NO SOUND BATT INSULATION. PROVIDE 3 1/2" SOUND BATT INSULATION FULL.

**GENERAL NOTES:**

1. PROVIDE ALL WOOD FLOORING NECESSARY FOR THE ATTACHMENT OF FLOORING TO THE SUBFLOORING AND TO THE CONCRETE SLAB.
2. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.
3. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.
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9. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.
10. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.

A-2  
SHEET

FLOOR PLAN  
DRAWING NAME

DESIGNED BY	DATE
CHECKED BY	DATE
INVESTIGATOR	DATE

**CASTELLANOS + TRAMONTE**  
ARCHITECTS  
1625 ST. 46TH STREET, SUITE 2A, CAPE CORAL, FLORIDA 33904  
(239) 548-0997

**CHARTER ELEMENTARY SCHOOL NORTH**  
CAPE CORAL, FLORIDA

1. PROVIDE ALL WOOD FLOORING NECESSARY FOR THE ATTACHMENT OF FLOORING TO THE SUBFLOORING AND TO THE CONCRETE SLAB.  
2. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.  
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10. THE REMOVAL OF EXISTING FLOORING SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT.

### **Replacement Option 3**

#### **(Proposed 2 Permanent Modular Buildings with 8 additional classrooms)**

1. **Landscaping**

Existing Buffer adjacent to the right-of-way for S.W. 29<sup>th</sup> Avenue and S.W. 3<sup>rd</sup> Street is adequate and will remain.

2. **Parking** – Per Cape Coral Code of Ordinances, § 5.1 - Off-street parking and circulation facilities, the parking requirement for Elementary and middle schools is one space per 25 classroom seats. The addition of 8 classrooms would result in an additional 8 parking spaces. Per the permitted plan set SP 08-00900011, no additional parking spaces would be required as there is an excess of 161 parking spots that are currently existing.

3. **Water Management** – The existing surface water management system provides 7.33 acre-feet of dry and wet detention which currently exceeds the required 2.26 acre-feet per SFWMD Permit 36-05446-P-02, Application 060630-1. Stormwater runoff for the existing site is conveyed by a system of drainage inlets and culverts to interconnected dry detention areas located on the north and west side of the property with discharge to the existing Cape Coral roadside drainage system located at the northwest corner of the site.

The proposed expansion for Replacement Option 3 will add an additional ±3,000 SF of building and an additional ±1,500 SF of concrete sidewalk. This will result in the addition of ±4,500 of impervious area. Per the e-mail attached to this report from Brian Rose with the South Florida Water Management District, a minor modification to an existing environmental resource permit application would be required.

4. **FEMA** – The existing site is zoned AE (EL 7 Feet NAVD) per Fema Panel 12071C0245F eff. 8/28/2008. The proposed improvements would need to adhere to Flood Design Class 3 which will require the finished floor elevation to be at 8 Feet NAVD.

5. **UTILITIES** –

**Sewer**- Per the permitted plan set SP 08-00900011, a 6" PVC sewer service that was constructed to service the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 3, which is attached to this report, for proposed modifications.

**Water**- Per the permitted plan set SP 08-00900011, a 2" water sewer service that was constructed to service to the 4 modular buildings can be modified for sewer service to the proposed building expansion. See attached Conceptual Site Layout 3 for proposed modifications.

**Fire Sprinkler Service** – The proposed modular buildings will not be sprinkled.

**Christa McAuliffe Building Expansion**  
**Replacement Option 3 (Proposed Two (2) Permanent Modular Buildings)**

**SITE IMPROVEMENTS**

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	DEMOLITION	LS	1	\$ 25,000.00	\$ 25,000.00
5	6" SEWER SERVICE	LF	45	\$ 15.00	\$ 675.00
6	SEWER CLEANOUT	EA	30	\$ 600.00	\$ 18,000.00
7	2" WATER SERVICE	LF	40	\$ 10.00	\$ 400.00
8	JUNCTION BOX	EA	1	\$ 2,500.00	\$ 2,500.00
9	CATCH BASIN	EA	3	\$ 2,500.00	\$ 7,500.00
10	12" HDPE	LF	170	\$ 25.00	\$ 4,250.00
11	ROADWAY OPEN CUT	SY	35	\$ 20.00	\$ 700.00
12	PROPOSED SIDEWALK	SF	1,500	\$ 7.50	\$ 11,250.00
				<b>Site Improvement Total</b>	<b>\$ 70,275.00</b>

**BUILDING CONSTRUCTION**

13	PROPOSED TWO (2) MODULAR BUILDINGS (INCLUDES EVERYTHING MINUS FURNTIURE)	SF	7,168	\$ 180.00	\$ 1,290,240.00
				<b>Building Total</b>	<b>\$ 1,290,240.00</b>
				<b>Replacement Option 3 Total</b>	<b>\$ 1,360,515.00</b>
				20% Contingency	\$ 272,103.00
				<b>Replacement Option 1 Grand Total</b>	<b>\$ 1,632,618.00</b>

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date 10/01/2018

Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
10/01/2018						1,925,000	1,925,000
01/01/2019	45,000	3.500%	16,843.75	61,843.75		1,880,000	1,880,000
04/01/2019	40,000	3.500%	16,450.00	56,450.00		1,840,000	1,840,000
07/01/2019	40,000	3.500%	16,100.00	56,100.00		1,800,000	1,800,000
10/01/2019	40,000	3.500%	15,750.00	55,750.00	230,143.75	1,760,000	1,760,000
01/01/2020	40,000	3.500%	15,400.00	55,400.00		1,720,000	1,720,000
04/01/2020	45,000	3.500%	15,050.00	60,050.00		1,675,000	1,675,000
07/01/2020	40,000	3.500%	14,656.25	54,656.25		1,635,000	1,635,000
10/01/2020	45,000	3.500%	14,306.25	59,306.25	229,412.50	1,590,000	1,590,000
01/01/2021	40,000	3.500%	13,912.50	53,912.50		1,550,000	1,550,000
04/01/2021	40,000	3.500%	13,562.50	53,562.50		1,510,000	1,510,000
07/01/2021	40,000	3.500%	13,212.50	53,212.50		1,470,000	1,470,000
10/01/2021	55,000	3.500%	12,862.50	67,862.50	228,550.00	1,415,000	1,415,000
01/01/2022	45,000	3.500%	12,381.25	57,381.25		1,370,000	1,370,000
04/01/2022	45,000	3.500%	11,987.50	56,987.50		1,325,000	1,325,000
07/01/2022	45,000	3.500%	11,593.75	56,593.75		1,280,000	1,280,000
10/01/2022	45,000	3.500%	11,200.00	56,200.00	227,162.50	1,235,000	1,235,000
01/01/2023	50,000	3.500%	10,806.25	60,806.25		1,185,000	1,185,000
04/01/2023	45,000	3.500%	10,368.75	55,368.75		1,140,000	1,140,000
07/01/2023	45,000	3.500%	9,975.00	54,975.00		1,095,000	1,095,000
10/01/2023	50,000	3.500%	9,581.25	59,581.25	230,731.25	1,045,000	1,045,000
01/01/2024	50,000	3.500%	9,143.75	59,143.75		995,000	995,000
04/01/2024	45,000	3.500%	8,706.25	53,706.25		950,000	950,000
07/01/2024	45,000	3.500%	8,312.50	53,312.50		905,000	905,000
10/01/2024	55,000	3.500%	7,918.75	62,918.75	229,081.25	850,000	850,000
01/01/2025	50,000	3.500%	7,437.50	57,437.50		800,000	800,000
04/01/2025	50,000	3.500%	7,000.00	57,000.00		750,000	750,000
07/01/2025	50,000	3.500%	6,562.50	56,562.50		700,000	700,000
10/01/2025	50,000	3.500%	6,125.00	56,125.00	227,125.00	650,000	650,000
01/01/2026	55,000	3.500%	5,687.50	60,687.50		595,000	595,000
04/01/2026	50,000	3.500%	5,206.25	55,206.25		545,000	545,000
07/01/2026	50,000	3.500%	4,768.75	54,768.75		495,000	495,000
10/01/2026	55,000	3.500%	4,331.25	59,331.25	229,993.75	440,000	440,000
01/01/2027	50,000	3.500%	3,850.00	53,850.00		390,000	390,000
04/01/2027	50,000	3.500%	3,412.50	53,412.50		340,000	340,000
07/01/2027	50,000	3.500%	2,975.00	52,975.00		290,000	290,000
10/01/2027	65,000	3.500%	2,537.50	67,537.50	227,775.00	225,000	225,000
01/01/2028	60,000	3.500%	1,968.75	61,968.75		165,000	165,000
04/01/2028	55,000	3.500%	1,443.75	56,443.75		110,000	110,000
07/01/2028	55,000	3.500%	962.50	55,962.50		55,000	55,000
10/01/2028	55,000	3.500%	481.25	55,481.25	229,856.25		
	1,925,000		364,831.25	2,289,831.25	2,289,831.25		



**BOND SUMMARY STATISTICS**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date	10/01/2018
Delivery Date	10/01/2018
Last Maturity	10/01/2028
Arbitrage Yield	3.515313%
True Interest Cost (TIC)	3.515313%
Net Interest Cost (NIC)	3.500000%
All-In TIC	4.072516%
Average Coupon	3.500000%
Average Life (years)	5.415
Weighted Average Maturity (years)	5.415
Duration of Issue (years)	4.835
Par Amount	1,925,000.00
Bond Proceeds	1,925,000.00
Total Interest	364,831.25
Net Interest	364,831.25
Total Debt Service	2,289,831.25
Maximum Annual Debt Service	230,731.25
Average Annual Debt Service	228,983.13
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Bond Component	1,925,000.00	100.000	3.500%	5.415	930.50
	1,925,000.00			5.415	930.50

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,925,000.00	1,925,000.00	1,925,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-50,000.00	
- Other Amounts			
Target Value	1,925,000.00	1,875,000.00	1,925,000.00
Target Date	10/01/2018	10/01/2018	10/01/2018
Yield	3.515313%	4.072516%	3.515313%

**BOND DEBT SERVICE**

City of Cape Coral Charter School Authority  
Christa McAuliffe Building Expansion, Option 3

Dated Date 10/01/2018  
Delivery Date 10/01/2018

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
10/01/2019	165,000	3.500%	65,143.75	230,143.75	1,760,000	1,760,000
10/01/2020	170,000	3.500%	59,412.50	229,412.50	1,590,000	1,590,000
10/01/2021	175,000	3.500%	53,550.00	228,550.00	1,415,000	1,415,000
10/01/2022	180,000	3.500%	47,162.50	227,162.50	1,235,000	1,235,000
10/01/2023	190,000	3.500%	40,731.25	230,731.25	1,045,000	1,045,000
10/01/2024	195,000	3.500%	34,081.25	229,081.25	850,000	850,000
10/01/2025	200,000	3.500%	27,125.00	227,125.00	650,000	650,000
10/01/2026	210,000	3.500%	19,993.75	229,993.75	440,000	440,000
10/01/2027	215,000	3.500%	12,775.00	227,775.00	225,000	225,000
10/01/2028	225,000	3.500%	4,856.25	229,856.25		
	1,925,000		364,831.25	2,289,831.25		





## Constructability

All three replacement options would require the existing 4 modular buildings to be removed prior to the start of construction. The construction site would need to be fenced off from the rest of the school due to the construction activities related to the expansion. As discussed at the kickoff meeting, the proposed options detailed below may be utilized to maintain the existing enrollment at Christ McAuliffe.

1. The use of temporary portables within the existing parking lot area.
2. Relocating staff to a temporary site and utilizing staff area for temporary classrooms.

## Permitting Requirements

### 1. City of Cape Coral Site Application

The City of Cape Coral has multiple applications for proposed modifications to an existing site. The applications vary from a SDP Minor Change application which has an application fee of \$100.00 to a SDP Amendment, which has an application fee of \$625.00. An advisory meeting has been requested with the City of Cape Coral for the proposed conceptual designs. The type of application that will be required for the proposed improvements will be verified at the time of the meeting.

### 2. South Florida Water Management District (SFWMD):

The site has been previously permitted the SFWMD under the Environmental Resource Permit (ERP) No. 36-05446-P-02 (attached). Three previous applications have been submitted under this ERP which are detailed below.

- **Application #050728-6** was approved October 6, 2005 and was for the construction of a surface water management system to serve a combined charter school and recreational sports complex which was proposed to be constructed in two phases. The first phase would be the construction of the charter school building. The second phase of the project proposed the construction of a concession building and the remaining parking and surface water management system.
- **Application #060630-1** was approved August 29, 2006 and proposed to modify the original permit by enlarging the existing lake and configuration of the parking areas and athletic fields.
- **Application #080414-7** was approved June 4, 2008 and proposed to modify the original permit by improving the school site by adding four modular buildings.

The proposed improvements will require a minor modification to the existing ERP application. The application fee for a minor modification per the Permit Application Fee Schedule (Effective 10/1/2013) is \$250.00.

### **3. City of Cape Coral Zoning**

The property is zoned RD, residential development. A Planned Development Project designation was previously approved for the Charter School, which authorized construction of a 41,075 square foot, 600 student charter elementary school. The PDP resolution was amended in 2014, which authorized an extension of the length of time the portable classrooms could be utilized until January 1, 2020. An amendment to the PDP will be required in order to construct the additional classroom space, beyond the previously authorized 41,075 square feet. According to the Cape Coral Land Development Code, a public or private schools are required to obtain a Special Exception in the RD zoning district. Our research shows no prior approval for a Special Exception for the existing school use. In the upcoming meeting with City staff, it should be confirmed whether a Special Exception for the school use will be required in addition to the PDP approval. Should a Special Exception be required, a public hearing before the Hearing Examiner will be required. The time-frame for approval will likely be in the 4-6 month time frame.

#### **Application Fee Summary**

City of Cape Coral Site Application = \$100-\$625

SFWMD = \$250.00

City of Cape Coral Zoning Special Exception Application = \$833.00 first 3 acres plus \$220.00 each additional acre over 3 up to 20 acres; \$22.00 per acre over the first 20 acres. Also all required advertising costs are to be paid by the applicant.

## **Impact Fee Review**

There are no anticipated impact fees associated with the proposed improvements for the expansion of Christa McAuliffe. GradyMinor contacted the City of Cape Coral on March 20, 2018 to verify the Impact Fees that would be required for the proposed building expansion. Per discussion with Tammy Whitaker and Craig Trimmer, City of Cape Coral, the only identified impact fees that were associated with a previous application for an expansion of one of the City's Charter Schools was a small fee for irrigation. There are no anticipated irrigation improvements with the proposed building expansions.

Christa McAuliffe Expansion Project  
Option #4

Option (4) of this project is to determine the approximate funding loss reducing student enrollment and demolishing the four portables therefore decreasing the size of Christa McAuliffe Elementary. This would involve removing the portables and reducing enrollment by 88 students and 4 teachers.

Reduction of 88 students	-\$633,600
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Demolition cost	-\$25,000
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Loss	\$658,000
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Reduction of teaching staff	\$240,000 (savings)
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Cost savings on AC electric	\$36,000 (yr)
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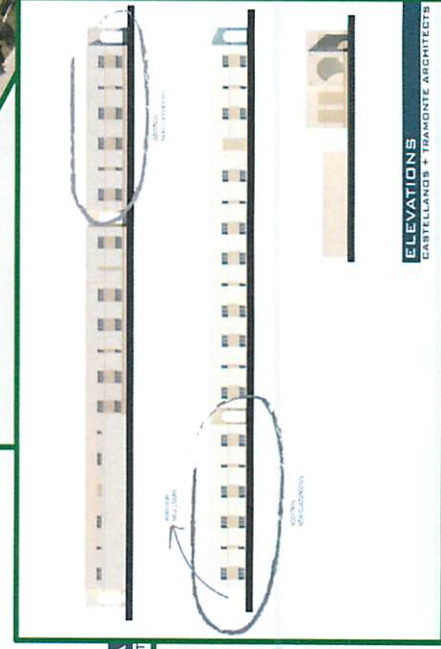
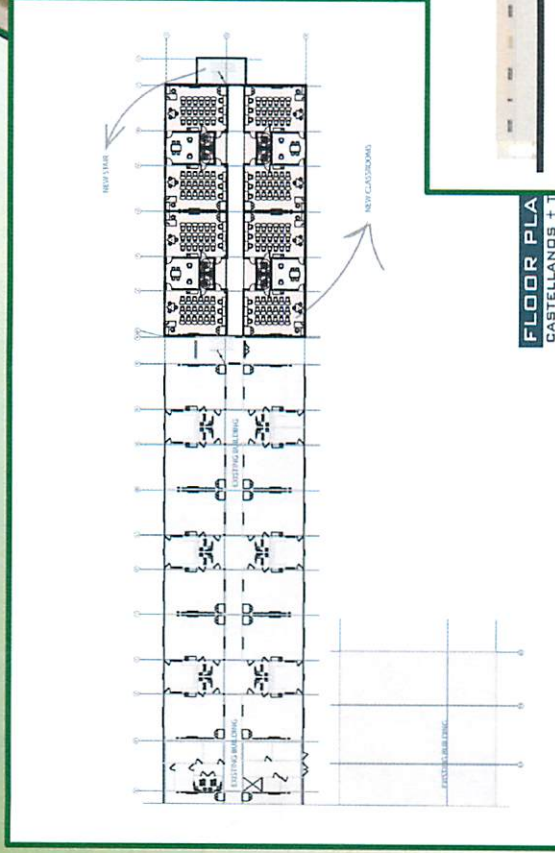
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Savings	\$276,000
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Net Loss:	\$382,000
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# Christa McAuliffe Elementary School Expansion





# Christa McAuliffe Due Diligence Report

- Planned Development Project (PDP) History
- Site Improvement History
- Replacement Options
- Permitting
- Cost Estimate

# PDP History

PDP 1-2010

PDP 5-2005

PDP 3-2014



GradyMinor



# Site Improvement History

2007



2010



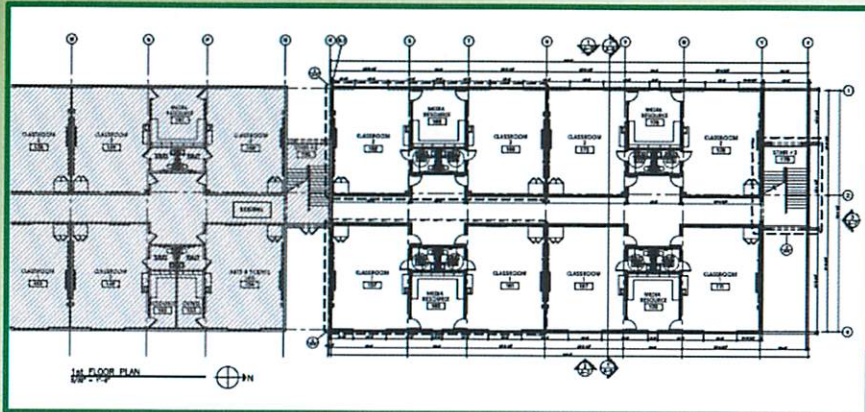
2011



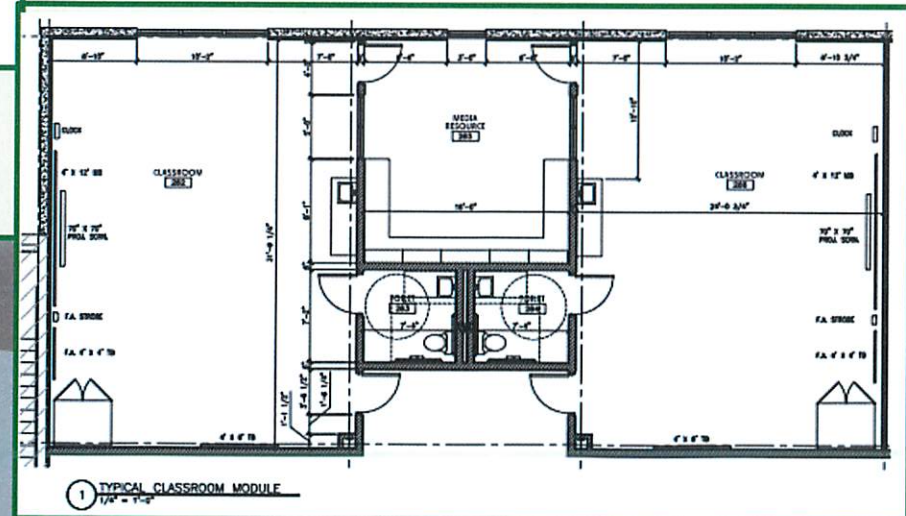
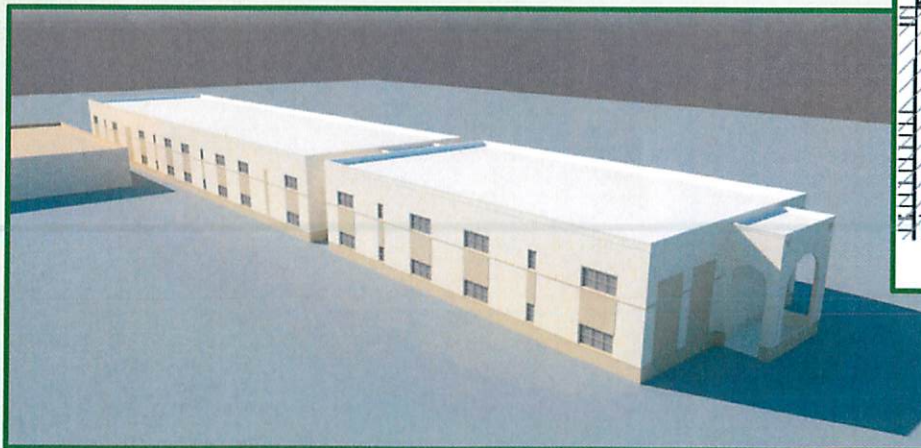


# Replacement Options

- Replacement Option 1 (2-story expansion with 16 total classroom)



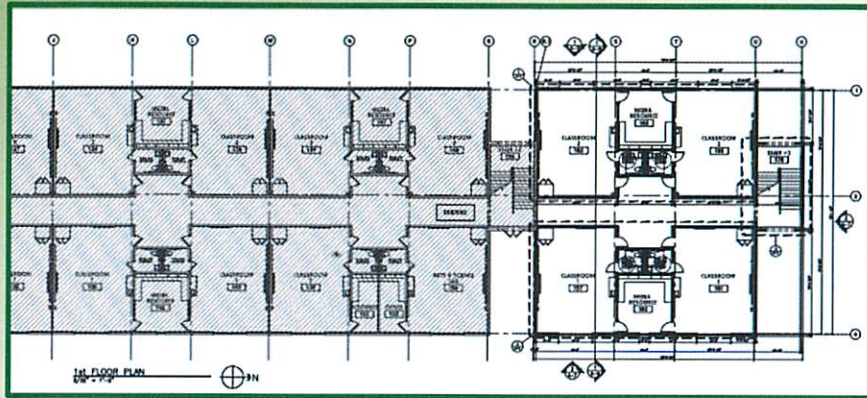
- Classroom size =  $\pm 765$  SF
- Media Resource Area =  $\pm 270$  SF



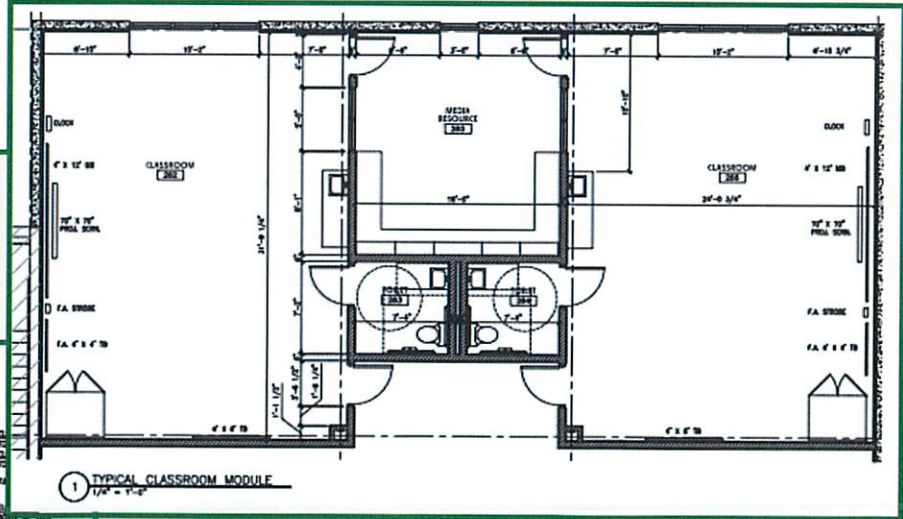
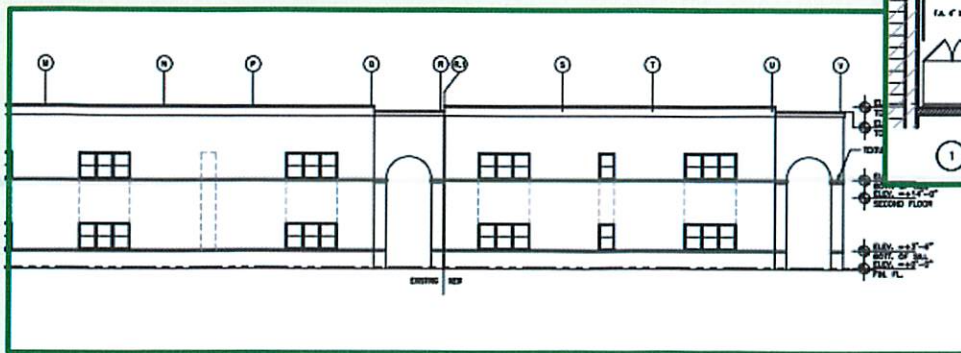


# Replacement Options

- Replacement Option 2 (2-story expansion with 8 total classroom)



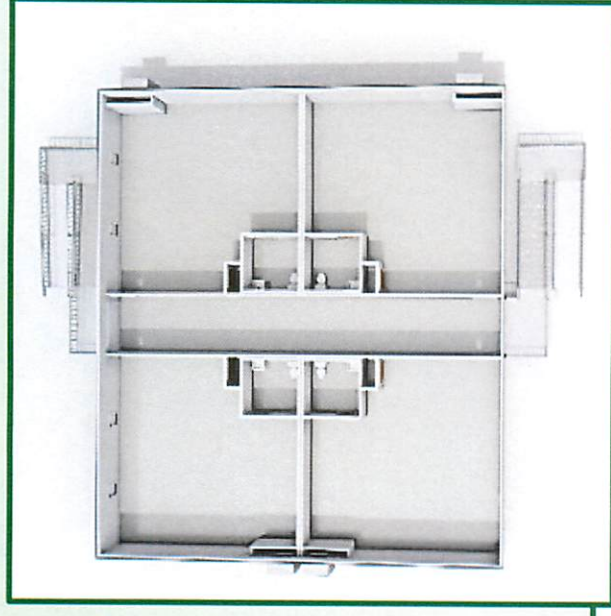
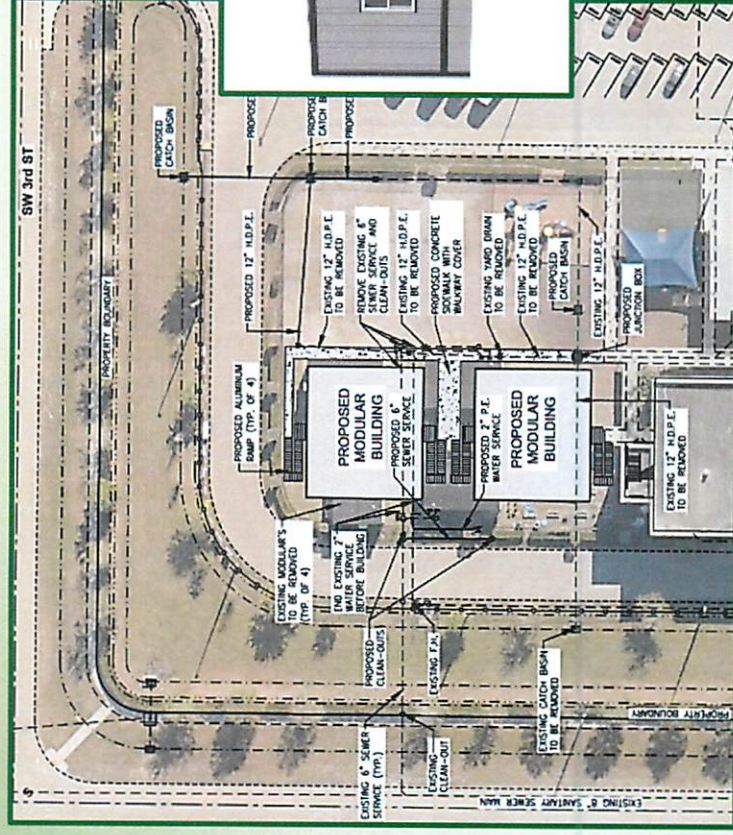
- Classroom size =  $\pm 765$  SF
- Media Resource Area =  $\pm 270$  SF





# Replacement Options

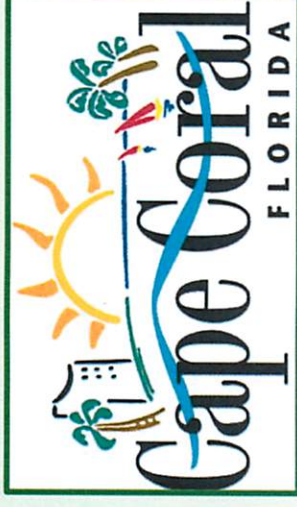
- Replacement Option 3  
(2 Permanent Modular Building with 8 total classrooms)
- Classroom size = ±755 SF





# Permitting

- City of Cape Coral
  - Site- SDP Amendment (5-7 months)
  - Zoning – PDP Amendment(3-6 months)



- South Florida Water Management (3-4 months)
- Building Permit Application

- Building Permit Application



GradyMinor

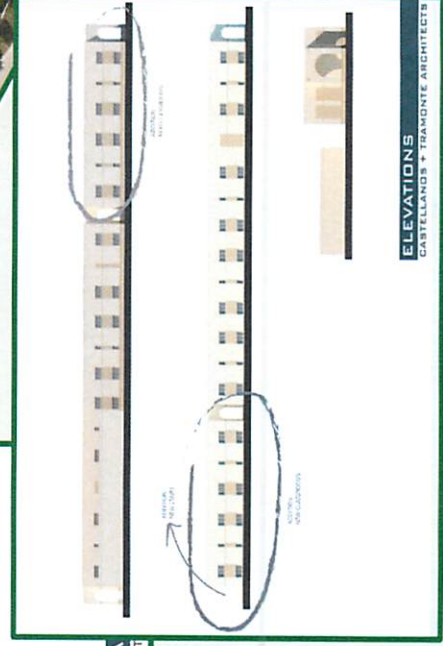
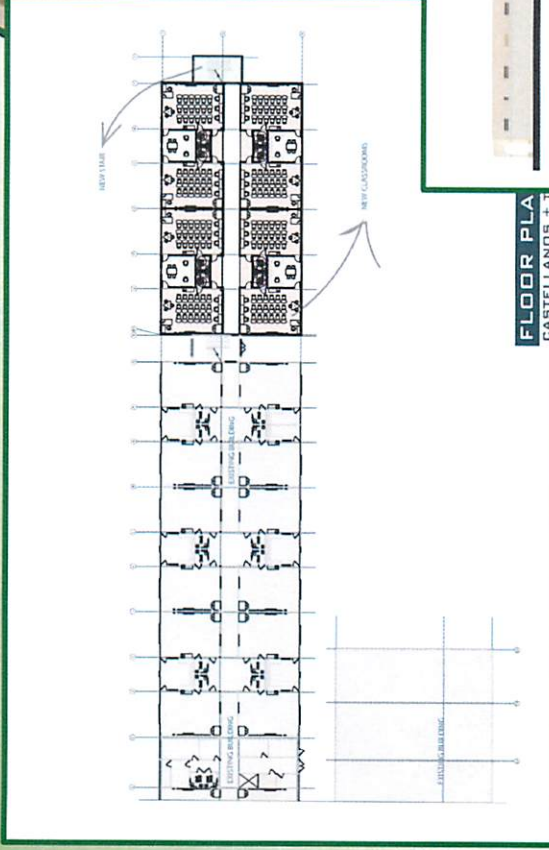


# Cost Estimate

- Replacement Option 1 - (2-story expansion with 16 total classroom)
  - \$6,100,938.00
- Replacement Option 2 - (2-story expansion with 8 total classroom)
  - \$3,316,917.00
- Replacement Option 3 – (2 Permanent Modular Building with 8 total classrooms)
  - \$1,872,897.00



# Questions



**CASTELLANOS  
+ TRAMONTE**  
ARCHITECTS



**Grady Minor**

**Item Number: 13.B.**  
**Meeting Date: 9/11/2018**  
**Item Type: UNFINISHED BUSINESS:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Charter School Bookkeeper Job Description and Salary- Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Charter School Bookkeeper 2018	Backup Material



# Charter School Bookkeeper

Class Code:  
CS179702

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Aug 9, 2016  
Revision Date: Sept. 11, 2018

## SALARY RANGE

\$14.29 – \$21.66 Hourly  
\$1,143.20 – \$1,732.80 Biweekly  
\$29,723.20 – \$45,052.80 Annually

### **GENERAL STATEMENT OF JOB:**

Works independently under general supervision of the Superintendent of the City of Cape Coral Charter School. Responsible for reviewing, analyzing, correction and monitoring all items pertaining to cash, in compliance with established cash management policies. Work in this class is performed with a sub professional working knowledge of governmental accounting practices and policies in interpreting procedures, recording transactions, and preparing financial records. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and to supervisory review for conformity with established policies and procedures.

**Individuals assigned to this position must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Applies School and City policies and procedures in all financial transactions.
  - Communicates these policies and procedures to all school employees.
- Ensure proper procedures, processes, training and forms to be used by school personnel for cash handling, bank deposits, and internal controls.
- Monitor school internal funds database in general ledger system as well as on all secure user forms.
- Performs daily accounting tasks related to work performed, i.e., calculating, billing, and cash handling associated with payments; balancing daily revenues.
- Prepares and updates Internal Funds Balance Reports to determine available funding.
- Traces errors and records adjustments.
- Computes and records cash receipt summaries.
- Reconciles WORKS purchasing cards to ensure appropriate documentation is in order for accounts payable.
- Works with internal and external customers relating to facility rental requests and fees.
- Calculates and prepares various payments to school staff.
- Functions as cashier for individual schools when accepting and processing cash and check deposits for the Internal Fund and General Fund.
- Manages My School Bucks account activity and enters New Activity transactions.
- Title II-A Travel and Training:
  - Makes all travel arrangements for school business travel and training in compliance with Title II-A procedures.
  - Prepares forms for reimbursement of out of pocket expense to employees and processes through the accounts payable system.

- Maintains Title II-A expense tracking worksheets to insure budget is fully utilized but not overspent. Distributes to the Principals on a regular basis.
- Prepares documentation for reimbursement of Title II-A expenditures with the Lee County School District and monitors funding distribution.
- Manages collection activities for all dishonored checks. Refers unresolved dishonored checks to a collection agent.
- Handles banking transactions. Records all daily bank transactions in the general ledger system through journal entries. (Estimate 150 transactions per month).

#### **ADDITIONAL JOB FUNCTIONS**

- Assists in implementation of system changes and enhancements to insure compliance with reporting requirements and policies. (i.e. JDE integration of internal funds).
- Keeps up with industry trends and makes recommendation
- Assists office staff to ensure smooth operation of daily functions.
- Performs related work as required.
- (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED required, **Associate's degree preferred**; with minimum four (4) years' experience in accounting, bookkeeping or related field. Ability to read, write and follow instructions in the English language. Experience with industry-standard computer applications. Governmental experience preferred.

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

Has considerable knowledge of governmental accounting principles and educational procedures.

Has considerable knowledge of report and record maintenance principles and techniques.

Has considerable knowledge of filing principles and methods.

Has general knowledge of modern office practices and procedures and office equipment, i.e. computers, facsimile machines and copiers.

Is skilled in oral communications and interpersonal relations for effective expression and clarity.

Is skilled in processing numbers and figures with a high degree of accuracy.

Is able to work with diverse groups.

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

Is able to organize and review work for efficient results and accuracy.

Is able to handle diverse tasks while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

#### **MINIMUM STANDARDS REQUIRED:**

Physical Requirements: Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light weight 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 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 and 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 hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

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

<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>9/11/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Emergency Purchase Order for Oasis High School 75-ton Air Conditioning Rooftop Units Replacement - Superintendent Collins and Danielle Jensen, Director of Procurement

**SUMMARY:**

The recommendation is to ratify the emergency purchase order request to proceed with ordering the two, 75-ton units which will allow the units to be manufactured. The Charter School is requesting approval of the emergency purchase order request for up to \$247,500 which is within the identified budget numbers for 2018-19.

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
EMERGENCY A/C OHS (2) 75-TON	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: September 6, 2018

SUBJECT: Cape Coral Charter School Authority - Oasis High School 75- ton Air Conditioning Rooftop units Replacement

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**BACKGROUND:**

Last year, all air conditioning units were evaluated and a timeline was established to handle replacements. The high school's 75 ton units were identified to be replaced in 2020. At the beginning of the school year, many issues were identified as the two buildings were continuously having cooling issues. Some classrooms, were reaching over 80 degrees and many students, parents, and staff were concerned. Further inspection of the units has identified the need to replace them this year. A thorough evaluation will be done on the units by an outside company to determine how we keep the units running until we can purchase and install new units. Even with the purchase order issued the week of September 9, there is 16-18 week lead time. This would put the delivery after the holiday break. The unit delivery will be closely monitored to see if replacement can be completed during the holiday break or will have to wait until spring break.

**RECOMMENDATION:**

Daikin manufactures the existing units the Charter School currently has in place at the school. They can manufacture a unit that will fit the existing space and duct work that currently exists. Each unit costs \$87,417.20 and we need both replaced for a total delivered cost of \$174,834.40. Installation costs have not been provided yet so a high estimate of \$50,000 is reserved for any installation costs. In addition, the Charter Schools will ask for a 10% contingency for any potential issues during the installation of the unit. The total estimated cost of the project will be \$247,500 which is within the identified budget numbers for 2018-19.

The recommendation is to ratify the emergency purchase order request to proceed with ordering the 2 75-ton units which will allow the units to be manufactured. Due to the long time frame to get the units built, the Governing Board will need to waive the procurement process because it jeopardizes the health and safety of its students. The Charter School will incur whatever costs it needs to keep the existing units running, but it is essential to start the replacement process now. The Charter School is requesting approval of the emergency purchase order request for up to \$247,500.

# CITY OF CAPE CORAL EMERGENCY PURCHASE FACT SHEET

DATE: 9-4-2018  
DEPARTMENT: Maintenance  
DIVISION: OHS

REQUESTER: Mark Ridenour  
REQUISITION #: \_\_\_\_\_  
AMOUNT: \$247,500

## EQUIPMENT/FACILITY REQUIRING EMERGENCY ACTION:

Replace 2 -75 ton units at OHS school. Units need to be replaced. School is working with a vendor to keep the current units operating until the units can be replaced.

## DESCRIBE CONSEQUENCES IF NOT HANDLED AS AN EMERGENCY:

The current air conditioning units are not performing at capacity. These issues have led to some classrooms reaching over 80 degrees. This is not acceptable in a learning environment. Units need to be ordered now to be built so that we can replace the units at the holiday break in December. There is a 15 week lead time which means units may not be delivered until January 1 with all of the holidays in between. Repairs will be done to the existing units to keep them running even at not full capacity.

## NAMES OF COMPANIES CONTACTED AND THEIR QUOTES:

COMPANY NAME	CONTACT	AMOUNT
1. <u>Daikin</u>		<u>\$247,500, with \$175K for units only</u>
2. _____		
3. _____		

## REASON(S) FOR NOT OBTAINING QUOTES:

Working with vendors to obtain quotes, but with 15 week lead time, we need to get units ordered now.

## SIGNATURES:

DEPARTMENT DIRECTOR: *[Signature]* DATE: 9/6/18

PROCUREMENT MANAGER: *[Signature]* DATE: 9/6/18

CITY MANAGER: *[Signature]* DATE: 9/6/18

*In accordance with The City of Cape Coral Ordinance, Chapter 2, Article VII, Division 1, Sec. 2-144(d) "Emergency Purchases", The City Manager shall approve all emergency requisitions in excess of \$20,000.00. Any emergency purchases in excess of \$50,000 must be approved by the City Council either before or as soon as practicable after the purchase.*

*Notwithstanding any other provisions of this ordinance, the Procurement Manager may make, or authorize others to make, emergency purchases of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances.*

## FOR PROCUREMENT USE ONLY:

PURCHASE ORDER # \_\_\_\_\_

COUNCIL APPROVAL DATE: \_\_\_\_\_

## Executive Summary

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Thank you for providing Daikin Applied with the opportunity to propose a solution for The School District of Lee County.

Daikin Applied will provide:

- Two (2) new Daikin Applied Packaged Rooftop Unit; model RDT075D
  - Complete technical information can be reviewed in Appendix starting on page 10
  - Completely factory-assembled, piped, wired, tested, and shipped in one piece
  - Heavy-gauge galvanized steel base and frame, exterior panels constructed of heavy gauge galvanized steel, phosphatized and coated with baked-on light gray enamel
  - Hinged access panels on both sides of unit in all sections with flush-mounted, single-level latching mechanisms
  - Condensing unit section with heavy duty scroll compressors
  - Direct drive condenser fans
  - Direct expansion evaporator coil
  - **INCLUDED OPTIONS**
  - Economizer outside air hood
  - Ultra-Low leak Dampers for Return Air and Outside Air
  - Factory installed Damper linkage with Actuator
  - 2" 1½ lb. Solid Double wall insulation
  - Starter with control transformer and fusing
  - Discharge Air Temperature Controller
  - Duct Static Pressure Sensor
  - Non-fused service disconnect
  - Filter section with 1 set of 30% efficient , MERV8
  - 5 Row DX coil ( 60 Sq. ft. min)
  - Electrofin DX coil coating
  - IAQ Stainless steel drain pan with stainless steel connections
  - 44" Airfoil plenum fan, internally isolated
  - **FIXED** drive
  - Premium efficiency 30HP ODP motor
  - Marine Service Light for Fan Section
  - Factory Mounted VFD w/ Bypass
  - *Factory Mounted Supply Air Smoke Detector*
  - TEAO Condenser Fan Motors
  - Electrofin Coated Condenser Coil
  - Compressor Isolation Valves
  - Replaceable Core Dryers
  - 6 Stages of compressor unloading
  - **BACNET MS/TP CARD**
  - Manufacturer's std 1st year parts only warranty (5 Year parts on Comp) from date of equipment start-up not to exceed eighteen (18) months from date of shipment, whichever occurs first
  - **NOT INCLUDED:** Hot Gas Bypass, Return Air Smoke Detector, condensate overflow switch, Controls, valves, operators, filter gauges, Extra Filters or any other accessories not noted herein.
  - **NOTES:** New Model RDT080D designed to fit onto existing curb, Contractor to provide and install RA smoke detector between Filter and DX coil.

## Oasis Charter HS – Packaged Rooftop Units

**Note:**

- As of August 30, 2018, the factory scheduled lead time for Daikin RDT units is 16-18 weeks production (upon credit approval and release) plus shipping (approximately 1 week)
- Proposed pricing includes **FOB First Destination** (continental United States) for GSA products per our GSA contract terms and conditions
- Country of Origin: U.S.A.
- Proposal is valid for 30 days

**GSA Schedule 84 Pricing**

Pricing included in this proposal is based on Daikin Applied's GSA Schedule 84 contract (GS-07F-0377V). The total cost for the proposed solution is \$174,834.40.

Thank you again for your interest in Daikin Applied. We are very pleased to have this opportunity to offer a solution using our GSA Schedule 84 contract.

Thank you,  
Bryce Zaner  
National Account – Project Engineer  
Daikin Applied  
Email: [bryce.zaner@daikinapplied.com](mailto:bryce.zaner@daikinapplied.com)  
C: 763.203.1330  
F: 763.509.7628

Andrew Kee  
Sales Manager – SW Florida/Florida Keys  
Carroll Air Systems, Inc.  
Email: [akee@carrollair.com](mailto:akee@carrollair.com)  
C: 239.209.0520  
F: 239.939.5549

<b>Item Number:</b>	<b>14.B.</b>
<b>Meeting Date:</b>	<b>9/11/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Custodial Outsourcing; RFP-Charter18-79-MM to United States Services Industries, Inc (USSI) - Danielle Jensen, Director of Procurement

**SUMMARY:**

The recommendation is to proceed with USSI to outsource custodial needs with a projected start date of October 1, 2018. The contract will be for nine months this school year at a cost of \$401,553.36.

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ CUSTODIAL OUTSOURCE USSI - SEP 2018	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: September 4, 2018  
SUBJECT: Cape Coral Charter School Authority Custodial Outsourcing; RFP-CHARTER18-79-MM;  
Firm recommendation.

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**BACKGROUND:**

Currently, the Charter Schools have our custodian work done by Charter School staff. Our primary function is education and with our limited number of support staff to manage this function, we wanted to research using a firm that specializes in this function. It has been difficult to prevent turnover at the school with our salary scale combined with our needs to primarily have staff work second shift. With the constant coverage issues along with the need to train new staff, it has been an ongoing issue at the school. The Charter Schools consider our student's health and well-being an essential concern which led to searching for other ways to ensure our buildings are cleaned and maintained to our standards. It was budgeted in our 2018-19 general fund budgets to have current staff until this proposal was completed with actual numbers.

**RECOMMENDATION:**

A request for proposal bid package was completed and distributed to the public on May 16, 2018. All vendor questions were submitted in writing by May 31<sup>st</sup> with the requirement that all final bids needed to be submitted by 1:30pm on June 22, 2018. We had 6 vendors submit proposals for all schools. An Evaluation Team meeting was held on July 19, 2018 to score the firms. Based on scoring, the Evaluation Team is in total agreement and is recommending awarding the proposal to United States Service Industries, Inc. (USSI). The experience of the staff and firm, along with their thorough training and scope were key drivers in our decision. Their proposed cost of \$535,404.48 would include all labor and supply cost. This cost was originally less than our 2018-19 custodial budget but since all of the custodial staff opted out of benefits this year; there will actually be an additional annualized cost of \$82,024. It is important to note that benefits are an option that the custodians can change each year during annual enrollment.

Our recommendation is to proceed with USSI to outsource our custodial needs with a projected start day of October 1, 2018. The annual contract amount cost would require an increase to the budgeted amount for the year so we will have to add this to the budget amendment. The contract will be for 9 months this school year at a cost of \$401,553.36. With the Governing Board's approval, we will finalize the contract with USSI.



**City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM**

THIS CONTRACT is made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between the **Cape Coral Charter School Authority, Cape Coral, Florida**, hereinafter called "**AUTHORITY**", and **United States Service Industries, Inc. (USSI)** a corporation located at 4340 East-West Hwy. Suite 204, Bethesda, MD 20814, hereinafter called "**CONTRACTOR**".

WITNESSETH: For and in consideration of the payments and agreements mentioned hereinafter:

1. The CONTRACTOR will commence with the **Cape Coral Charter School Authority Custodial Outsourcing, (RFP-CHARTER18-79/MM)** service in accordance with the Contract Documents.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the services described in the Contract Documents. Time is of the essence in the performance of this Contract.
3. The CONTRACTOR will commence work as required by the CONTRACT DOCUMENTS within 30 calendar days after the receipt of the written Notice to Proceed.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS for the following annual amount of **\$535,404.48** as listed on the CONTRACTOR'S Official Quote Proposal Form during the term of the contract, more specifically Exhibit A hereto and made part hereof.
5. The term of the contract to be awarded as a result of this proposal shall be for 3 years starting on October 1, 2018 and ending on September 30, 2021 and may be renewed for 2 additional, one-year periods upon mutual agreement by the AUTHORITY and the CONTRACTOR. However, the CONTRACTOR has the option to terminate the Contract on a yearly basis by giving written notice of the termination within 180 days prior to the end of each year in the three-year term, including any renewal term. Upon termination, CONTRACTOR shall be paid in full for all outstanding monies due for work performed pursuant to this Contract
6. This Contract may be terminated by the AUTHORITY for its convenience upon thirty (30) days prior written notice to the CONTRACTOR. In the event of termination, the CONTRACTOR shall be paid as compensation in full for work performed to the day of such termination, an amount prorated in accordance with the work substantially performed under this Contract. Such amount shall be paid by the AUTHORITY after inspection of the work to determine the extent of performance under this Contract, whether completed or in progress.
7. The Term "Contract Documents" shall include this Contract, addenda, Contractor's Bid except when it conflicts with any other contractual provision, the Notice to Proceed, Certificates, and the Bid Package prepared and issued by the AUTHORITY. In the event of conflict between any provision of any other document referenced herein as part of the contract and this Contract, the terms of this Contract shall control.

City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

8. **Assignment:** This Contract may not be assigned except with the written consent of the AUTHORITY, and if so assigned, shall extend and be binding upon the successors and assigns of the CONTRACTOR.
9. **Disclosure:** The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of the Contract.
10. **Administration of Contract:** The Charter School Authority Facility Manager, or his representative, shall administer this Contract for the AUTHORITY.
11. **Governing Law:** The validity, construction and effect of this Contract shall be governed by the laws of the State of Florida. All claim and/or dispute resolution under this Agreement, whether by mediation, arbitration, litigation, or other method of dispute resolution, shall take place in Lee County, Florida. More specifically, any litigation between the parties to this Agreement shall be conducted in the Twentieth Judicial Circuit, in and for Lee County, Florida. In the event of any litigation arising out of this Contract, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and attorney's fees.
12. **Amendments:** No Amendments or variation of the terms or conditions of this Contract shall be valid unless in writing and signed by the parties.
13. **Payments:** AUTHORITY shall make payment and CONTRACTOR shall be in receipt of all sums properly invoiced within thirty (30) days of the AUTHORITY's receipt of such invoice unless, within a fifteen (15) day period, AUTHORITY notifies CONTRACTOR in writing of its objection to the amount of such invoice, together with AUTHORITY'S determination of the proper amount of such invoice. AUTHORITY shall pay any undisputed portion of such invoice within such thirty (30) day period. If AUTHORITY shall give such notice to the CONTRACTOR within such fifteen (15) day period, such dispute over the proper amount of such invoice shall be resolved, and after final resolution of such dispute, AUTHORITY shall promptly pay the CONTRACTOR the amount so determined, less any amounts previously paid by AUTHORITY with respect to such invoice. In the event it is determined that AUTHORITY has overpaid such invoice, the CONTRACTOR shall promptly refund to the AUTHORITY the amount of such overpayment.
14. **Contractor's Representations:** In order to induce AUTHORITY to enter into the Contract, CONTRACTOR makes the following representations:  
CONTRACTOR has been familiarized with the Contract Documents and the nature and extent of the work required to be performed, locality, local conditions, and Federal, State, and Local laws, ordinances, rules and regulations that in any manner may affect costs, progress or performance of the work.

CONTRACTOR has made or caused to be made examinations, investigations and tests and studies as deemed necessary for the performance of the Work at the Contract Price,

City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

CONTRACTOR has given AUTHORITY written notice of all conflicts, errors or discrepancies that have been discovered in the CONTRACT DOCUMENTS and the written resolution thereof by AUTHORITY is acceptable

15. **Indemnity:** To the extent permitted by law (F.S. 768.28), the CONTRACTOR shall indemnify and hold harmless the AUTHORITY, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and any persons employed or utilized by CONTRACTOR in the performance of this Contract.
16. **Damage Liability:** The awarded CONTRACTOR shall be responsible for all claims filed for damage to private property, windows, screen enclosures, and real estate signs. Additionally, the CONTRACTOR shall be responsible for damage to all public property or utility property, fire hydrants, catch basins, and guywires telephone pedestals. Copies of all damage claims shall be submitted to the Procurement Division.
17. **Invalid Provision:** The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
18. **Project Records:** The awarded Proposer shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting principles, and the AUTHORITY of Cape Coral reserves the right to determine the record-keeping method in the event of non-conformity. If a Public Construction Bond is required records shall be maintained for ten (10) years, after final payment has been made, and shall be readily available to AUTHORITY personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Records of the Contractor's personnel, sub-consultants, and the costs pertaining to the Project shall be kept in accordance with generally accepted accounting practices.

Contractor shall keep full and detailed accounts and financial records pertaining to the provision of services for the AUTHORITY. Prior to commencing work, Contractor shall review with and obtain the AUTHORITY's approval of the accounting procedures and records to be utilized by the Contractor on the Project. Contractor shall preserve the aforementioned Project records for a period of ten (10) years after final payment, or for such longer period as may be required by law.

City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

19. **Public Records:** Pursuant to Florida Statute §287.058 (1) (c), this contract may be unilaterally cancelled by the City if the Vendor, refuses to allow public access to all documents, papers, letters, or other material made or received by the Consultant in conjunction with this contract, unless the records are exempt from disclosure.
20. **Insurance:** Unless otherwise specified, FIRM shall, at its own expense, carry and maintain the following minimum insurance coverage, as well as any insurance coverage required by law:
- A. Workers' Compensation Insurance with limits that comply with statutory requirements and Employer's Liability Insurance with a lower limit of \$1,000,000 per occurrence, including, without limitation, coverage for Occupational Diseases, to provide for the payment of benefits to its employees employed on or in connection with the Work covered by this Agreement and/or to their dependents.
  - B. Broad Form Commercial General Liability Insurance (on an occurrence basis), with a minimum combined single limit for Bodily Injury, including Death of \$1,000,000 per occurrence and for Property Damage of at least \$1,000,000 per occurrence.
  - C. Business Auto Liability Insurance with minimum Bodily Injury and Death Limit per accident of \$1,000,000 and a minimum Property Damage Limit per accident of \$1,000,000.
  - D. FIRM shall require its subcontractors to provide for such benefits and carry and maintain the foregoing types of insurance at no expense to AUTHORITY.
  - E. AUTHORITY shall be named as an "Additional Insured" under the CONTRACTOR'S General Liability Insurance Policy with respect to the services performed by the CONTRACTOR or by the OWNER.
  - F. Prior to commencing any Work under this Agreement, FIRM shall submit to AUTHORITY a certificate or certificates of insurance evidencing that such benefits have been provided, and that such insurance is being carried and maintained. Such certificates shall stipulate that the insurance will not be cancelled or materially changed without thirty (30) days prior written notice by certified mail to AUTHORITY, and shall also specify the date such benefits and insurance expire. FIRM agrees that such benefits shall be provided, and such insurance carried and maintained until the Work has been completed and accepted by AUTHORITY.
  - G. Such benefits and such coverage as are required herein, or in any other document to be considered a part hereof, shall not be deemed to limit Firm's liability under this Agreement.

City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

21. **Unauthorized Aliens:**  
The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of any contract resulting from this solicitation. This applies to any sub-contractors used by the Contractor as well.
22. **Background & Identification Badges**  
Level 2 background screening is required of all CONTRACTOR employees who will be working at any AUTHORITY site when students are present. CONTRACTOR employees are required to wear, at all times on any AUTHORITY site, State issued identification badges per AUTHORITY policies and the Jessica Lunsford Act. Employees will not be allowed on any AUTHORITY site without proper badges.
23. **Annual Appropriation Contingency:** Pursuant to FL Statute §166.271, the City's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the City Council. This Contract is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the City if the City Council reduces or eliminates appropriations.
24. **Entire Agreement:** This Contract constitutes the entire and exclusive agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements, whether written or verbal.

City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed, by their duly authorized officials this Contract in one counterpart which shall be deemed an original on the date last signed as below written:

**AUTHORITY:**

**CHARTER SCHOOL AUTHORITY**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY LEGAL REVIEW:**

*HL*  
Dolores Menendez  
City Attorney

Date: 8/6/18

**United States Service Industries, Inc., (USSI):**

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



City of Cape Coral Charter School Authority  
CUSTODIAL OUTSOURCING  
Contract CON-CHARTER18-79-MM

## ATTACHMENT A

CAPE CORAL CHARTER SCHOOL AUTHORITY

CUSTODIAN OUTSOURCING CHARTER-CS18-79/MM

### EXHIBIT L

#### Price Sheet

Price is all inclusive Lump Sum that includes the service, support and supplies that are outlined in this RFP.		
Description	Monthly Price	Annual Price
Oasis High School	\$ 11,264.99 /month	\$135,179.89 year
Oasis Middle School	\$ 12,154.73 /month	\$145,856.79 year
Oasis Elementary School	\$ 9,932.33 /month	\$119,187.96 year
Christa McAuliffe Elementary	\$ 11,264.99 /month	\$135,179.49 year
All Inclusive Grand Total		\$ 535,404.48

Non-School Related Events and Activities that extend past normal schedule	
Monday - Friday: Standard Labor Rate:	\$ 21.00 / hour
Weekend : Labor Rate:	\$ 31.50 / hour
Overtime : Labor Rate:	\$ 31.50 / hour
Holiday : Labor Rate:	\$ 31.50 / hour

<b>Item Number:</b> 14.C.
<b>Meeting Date:</b> 9/11/2018
<b>Item Type:</b> NEW BUSINESS:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Charter School Transportation Coordinator Job Description and Salary -  
Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
▣	CSA Transportation Coordinator Job Description and Salary	Backup Material



# Charter School Transportation Coordinator

Class Code:  
CHS179500

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Apr 14, 2009  
Revision Date: Sept 11, 2018

## **SALARY RANGE**

\$15.54 - \$23.59 Hourly  
\$1,243.20 - \$1,887.20 Biweekly  
\$32,323.20 - \$49,067.20 Annually

## **GENERAL STATEMENT OF JOB:**

Under the supervision of the Charter School Superintendent, incumbent designs safe, timely, and efficient transportation routes to serve students and meet the educational needs of the school system.

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

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Designs/develops/plans and implements safe, efficient school bus routes utilizing computer assisted software, in accordance with:

- Sound routing and scheduling concepts and principles;
- All federal, state and local laws and ordinances;
- All state and local school board rules;
- School starting and ending schedules and budgetary constraints established by the Board.

Recognizes and recommends needed changes for improving routes and loading areas, and initiates such practices when authorized.

Completes and maintains required records within all areas of responsibility, including, but not limited to, student surveys, route sheets and route/stop change documentation, and ensures privacy and confidentiality statutes are following in the process.

Coordinates the daily route assignments of Bus Drivers.

Serves as the liaison to the Fleet repair facility providing them with Driver documented issues and concerns.

Completes and maintains required records within all areas of responsibility including, but not limited to student surveys, route sheets, and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.

Communicates professionally and effectively with parents, the public and all school employees to ensure positive relationships are maintained while meeting all of the goals of a safe, efficient transportation system.

Monitors and analyzes data related to arrival, layover, and departure times of buses; student load data; and other information (e.g., operator input) to implement routing and scheduling adjustments that ensure safety and efficiency of the transportation system.

Coordinates stop and route change notifications with operators, regional supervision and staff, schools, parents and students to ensure successful implementation.

Performs related work as assigned. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED required.

Experience with computer assisted routing and scheduling.

Excellent computer skills required.

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

Understanding of routing and scheduling concepts, principles and procedures.

Knowledgeable of geographic area.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other individuals position interacts with.

Is skilled in both written and oral communications for effective expression and clarity.

Has knowledge of report and record maintenance principles and techniques.

Is able to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

### **MINIMUM STANDARDS REQUIRED:**

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of visual concentration.



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

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to government, legal, and Charter School operations that range from moderate to complex levels.

**Intelligence:** Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

**Verbal Aptitude:** Must communicate efficiently and effectively 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, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors or shades of color depending on department of assignment.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed with minimal exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

Item Number:	16.A.
Meeting Date:	9/11/2018
Item Type:	TIME AND DATE OF NEXT MEETING

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

The next Regular Governing Board Meeting will be held on Tuesday, October 9, 2018 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**