



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, June 13, 2023

OASIS HIGH SCHOOL - Cafeteria, 3519 Oasis Blvd., Cape Coral, FL 33914

5:30 PM

1. CALL TO ORDER

A. Chairman Dr. Guido Minaya

2. MOMENT OF SILENCE:

A. Chairman Dr. Guido Minaya

3. PLEDGE OF ALLEGIANCE:

A. Chairman Dr. Guido Minaya

4. ROLL CALL:

A. Chairman Dr Guido Minaya, Vice Chair Dr Melissa Rodriguez Meehan, Mykisha Atisele, Kristifer Jackson, Keith Long, District 6, Karen Michaels, Cathy Stout. Parent Representatives: Jennifer Hoagland, OHS-SAC

5. APPROVAL OF MINUTES:

- A. Request for Approval of the Minutes of the CSA Budget Workshop #1 held on Tuesday, May 9, 2023.
- B. Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, May 9, 2023.

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Request for Approval of the Agenda for the Regular Governing Board Meeting, June 13, 2023.

7. PUBLIC COMMENT:

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

8. CONSENT AGENDA:

- A. Request for Approval of the Cape Coral Charter School Authority 2023-2024 Annual Purchase Orders Over \$100,000.00 - Wanda Roop, Purchasing Manager, City of Cape Coral
- B. Request for Approval of the FY 23 Title II (Project 8359) Allocation and Approved Title II Activities for Oasis Elementary South in the Amount of \$7,650.00 - Marybeth Grecsek, Principal, Oasis Elementary South
- C. Request for Approval of the Salary Range Expansion for the Charter School Assistant Principal - Amy Brown, Manager Human Resources, Oasis Charter Schools
- D. Request for Approval of the Salary Range Expansion for the Charter School Paraprofessional II - Amy Brown, Manager Human Resources, Oasis Charter Schools
- E. Request for Approval of the Salary Range Expansion for the Charter School Paraprofessional I - Amy Brown, Manager Human Resources, Oasis Charter Schools

9. SUPERINTENDENT REPORT:

- A. Jacquelin Collins, Superintendent, Oasis Charter Schools
- B. Submission to the Lee County School District the Oasis Charter Schools' Safety and Security Requirements Assurances and the Oasis Charter Schools' Safety and Security Requirement Compliances Documents SY 2022-2023 - Jacquelin Collins, Superintendent
- C. Aurora Institute Symposium 2023, October 15-17, 2023, Palm Springs, CA - Superintendent Collins

10. CITY MANAGER REPORT:

- A. Request for Approval of the Cape Coral Charter School Authority FY 2024 Tentative Budget - Mark Mason, Director of Financial Services, City of Cape Coral
- B. Request for Approval and Adoption of the Cape Coral Charter School Authority Financial Management Policies - Mark Mason, Director of Financial Services, City of Cape Coral

11. CHAIRMAN REPORT:

- A. Chair Dr Guido Minaya
- B. Governing Board Recess - July 2023
- C. Florida Charter School Governance Conference 2023 - Saturday, September 9, 2023, 8:00am-4:00pm, Jacksonville, Florida LIVE ATTENDANCE OR VIRTUAL

12. FOUNDATION REPORT:

- A. Gary Cerny, Foundation President

13. STAFF COMMENT:

- A. Presentation of the Oasis Charter Schools Assistant Principal Development and Teacher Leadership Programs - Dr Brianne Romano, Assistant Principal, Oasis Middle School

14. UNFINISHED BUSINESS:

- A. October 2023 Meeting Date Correction: CSA Governing Board Meeting Dates School Year 2023-2024 - Superintendent Collins
- B. Request for Approval to Provide Business Cards for the City of Cape Coral Charter School Authority Governing Board Members - Board Member Stout

15. NEW BUSINESS:

- A. Request for Approval of the Charter School Substitute Clinic Assistant Job Description and Salary Range - Amy Brown, Manager Human Resources, Oasis Charter Schools

16. FINAL BOARD COMMENT AND DISCUSSION:

- A. Board Member Michaels - Update: City-Charter Service Level Agreements
- B. Board Member Jackson - Comments Regarding attendance at the Resilient Lee Recovery Task Force Town Hall
- C. Vice Chair Resignation and Immediate Board Reorganization - Chair Minaya

17. TIME AND DATE OF NEXT MEETING

- A. The City of Cape Coral Charter School Authority Governing Board will be in Recess During the Month of July 2023.
- B. The Next Regular Governing Board Meeting will be held on Tuesday, August 15, 2023 at 5:30p.m., in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

18. 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 SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

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

Item Number:	1.A.
Meeting Date:	6/13/2023
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 2.A.

Meeting Date: 6/13/2023

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.

Meeting
Date: 6/13/2023

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Dr. Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	6/13/2023
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Dr Guido Minaya, Vice Chair Dr Melissa Rodriguez Meehan, Mykisha Atisele, Kristifer Jackson, Keith Long, District 6, Karen Michaels, Cathy Stout. Parent Representatives: Jennifer Hoagland, OHS-SAC

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 5.A.

Meeting Date: 6/13/2023

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Minutes of the CSA Budget Workshop #1 held on Tuesday, May 9, 2023.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ BUDGET WORKSHOP #1 MINUTES 2023	Backup Material



GOVERNING BOARD MINUTES

Budget Workshop # 1

City of Cape Coral Charter School Authority Governing Board Regular Meeting City Council Chambers Tuesday, May 9, 2023 at 4:30p.m.

1. Welcome and Introduction

Jacquelin Collins, Superintendent, Oasis Charter Schools

2. Budget Overview

Nicole Reitler, Management/Budget Administrator, City of Cape Coral

3. Presentations

Mark Mason, Director of Financial Services, City of Cape Coral

FY24 Budget Presentation - Nicole Reitler (Attached)

4. Open Discussion

Chairman Minaya, Vice Chair Rodriguez Meehan, Mykeisha Atisele, Kristifer Jackson, Keith Long, District 6, Karen Michaels, Cathy Stout.

5. Presentation Conclusion

The FY 2024 Proposed Operating Budget is presented at \$32,985,665 which reflects an increase of 0.30% over the FY23 Adopted Operating Budget of \$32,886.765.

The final Tentative Budget will be presented in August for Approval by the Charter School Authority Governing Board and incorporated into the Cape Coral Public Hearings for final approval in September 2023.

6. Final Board Comments

CSA Governing Board Members agreed to have the Director of Financial Services, City of Cape Coral, or his delegate return to the Board on June 13, 2023 for a final vote on the CSA Tentative Budget FY24.

7. Adjournment

The City of Cape Coral Charter School Authority Budget Workshop #1 adjourned at 5:01p.m.

Respectfully Submitted,
Kathleen Paul-Evans
Charter School Authority Board Secretary

Secretary

Date of approval

Item Number: 5.B.

Meeting Date: 6/13/2023

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Minutes of the Regular Governing Board Meeting on Tuesday, May 9, 2023.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
GB MINUTES MAY 9 2023	Backup Material



GOVERNING BOARD MINUTES

Regular Meeting

City of Cape Coral Charter School Authority Governing Board City of Cape Coral Council Chambers Tuesday, May 9, 2023

1. Call to Order

Chairman Dr. Guido Minaya

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, May 9, 2023 at City of Cape Coral Council Chambers, 105 Cultural Park Blvd., Cape Coral, FL 33990. Chair Minaya called the meeting to order at 5:31p.m.

2. Moment of Silence

Chair Minaya

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

Chair Minaya

4. Roll Call

Chair Minaya, Vice Chair Melissa Rodriguez Meehan, Mykisha Atisele, Kristifer Jackson, Keith Long, Karen Michaels, Cathy Stout. Parent representative: Jennifer Hoagland, OHS/SAC, Jose Soto, OES

Also Present: Jacquelin Collins, Superintendent

Dr Christina Britton, Principal, OHS

Elizabeth Cannon, Assistant Principal, OHS

Tim Loughren, Assistant Principal, OHS

Donnie Hopper, Principal, OMS

Dr Brianne Romano, Assistant Principal OMS

Marybeth Grecsek, Principal, OES

Carrie Abes, Assistant Principal, OES
Kevin Brown, Principal, OEN
Kelly Weeks, Assistant Principal, OEN
Amy Brown, CSA Human Resources Manager
Caroline Sterling, Interim Food Service Manager
Mark Moriarty, Assistant City Attorney, CCC
Mark Mason, Finance Director, CCC
Wanda Roop, Purchasing manager, CCC
Andrea Clark, Senior Accountant, CCC
Angela Cline, Human Resources, CCC
Rigo Chacon, CCC
Damon Grant, Public Works/Facilities Project, CCC
Gary Cerny, Foundation President
Amy Pawlowski, Educator, OMS

5. Approval of Minutes

Motion made by Vice Chair Rodriguez Meehan, Second by Member Jackson to Approve the Minutes of the Charter School Authority Regular Governing Board Meeting held on Tuesday, April 11, 2023. Unanimous. Motion Carried

6. Approval of Regular Agenda Meeting

Motion made by Vice Chair Rodriguez Meehan, Second by Member Jackson to Approve the Agenda of the Regular Governing Board Meeting on Tuesday, May 9, 2023. Unanimous. Motion Carried

7. Public Comment

No Activity

8. Consent Agenda

Motion made by Member Jackson, Second by Vice Chair Rodriguez Meehan to Approve the Consent Items as Presented. UNANIMOUS

8A. Request for Approval of the Cape Coral Charter School General Personnel Recommendations January 2023 - April 2023 - Superintendent Jacquelin Collins

8B. Request for Approval of the Cape Coral Charter School Authority General Personnel Transfer of Assistant Principal, Oasis High School to Assistant Principal, Oasis Middle School - Superintendent Collins

8C. Request for Approval of the Cape Coral Charter School Authority General Personnel Transfer of Assistant Principal, Oasis Middle School to Assistant Principal, Oasis High School - Superintendent Collins

8D. Request for Approval of the Cape Coral Charter School Authority Regular Governing Board Meetings School Year 2023-2024 - Superintendent Jacquelin Collins

9. Superintendent's Report

- 9A. Introduction of Jackie Corey, the new Oasis High School principal.
- 9B. Jackie Corey - Introduction to the Governing Board and General Comments
- 9C. Superintendent's Report
 - OHS CLASS OF 2023: Graduation stats included 99% grad rate, \$2.7 million in scholarships, top 5.82 GPA, issued 84 AICE diplomas, among other achievements.
 - HB 733: Superintendent is watching this Bill closely which changes school start times by SY 2026. Discussions have started with the transportation team and principals to get a jump on the logistics of the new times.
 - TESTING RESULTS: State test results arrived with excellent results: OEN has a 70% prof rate for ELA; OES is 69%. Lee County is overall 42%, and the State of Florida comes in at 30%.
 - TEACHER FOCUS SY 2023-2024: Heavy trainings with Marzano, Kagan, Universal Design and Learning, and PBL among other offerings.
 - TITLE II: Additional ESSER money will be coming in shortly and principals are making plans to purchase materials that will help them shorten the learning gap.
 - OEN PORTABLES: Mark Ridenour has been providing periodic updates. The project is moving on schedule.

10. City Manager's Report

Mark Mason, Director of Financial Services, City of Cape Coral

- Presentation of *The Cape Coral Charter School Authority Financial Management Policies - 2023*

11. Chairman's Report

- Discussed Resilient Lee Recovery Town Hall Meeting which is at City Hall on May 10th. This is a billion dollar generational funding project that will effect all areas of the City including the charter schools. Minaya is on a TaskForce and will initiate project funding after discussions with the superintendent and finding out what the schools need.
- Minaya will participate in the SLA review with Mayor Gunter and Superintendent Collins.

12. **Foundation Report**

Gary Cerny, Foundation Presiden

- Proud of the scholarships they gave out to Oasis students and looking forward to supporting the schools even more so, next year.

13. **Staff Comment**

No Activity

14. **Unfinished Business**

No Activity

15. **New Business**

Motion made by Member Jackson, Second by Vice Chair Rodriguez Meehan to Approve the New Business Items as Presented. UNANIMOUS

15A. Request for Approval of the Cape Coral Charter School Authority Wellness Policy School Year 2023-2024 - Caroline Moreno Sterling, Interim Food Service Manager

15B. Request for Approval to Enter into a 63-month Lease Agreement with Canon Solutions America, Incorporated ("CSA"), Utilizing the OMNIA Partners, Public Section Cooperative Purchasing Program - Lead Agency University of California Contract # 2020002755, for the Lease of Copier Equipment and Uniflow Software Systems for the Cape Coral Charter School Authority and City of Cape Coral Oasis Charter Schools for a Total Lease Amount of \$263,136 (annual amount of \$51,264); and Authorize the Superintendent of the City of Cape Coral Charter School Authority, and the City of Cape Coral Oasis Charter Schools for the lease and all related documents after the Approval of the Cape Coral City Council - Wanda Roop, Procurement Manager, City of Cape Coral

15C. Request for Approval of Modifications to the General Job Description of the Cape Coral Charter School Authority Bookkeeper - Amy Brown, Human Resources Manager, City of Cape Coral

15D. Request for Approval of Modifications to the General Job Description of the Cape Coral Charter School Authority School Secretary - Amy Brown, Human Resources Manager, City of Cape Coral

16. Final Board Comment and Discussion

MINAYA: Thanked Mark Mason and Nicole Reitler for a well done Budget Workshop. Proud of OHS Class of 2023 achievements and Dr Britton's leadership. Encourages everyone to attend the Lee Resilient Town Hallmeeting if they can.

RODRIGUEZ MEEHAN: Congratulated Class of 2023. Welcomed new OHS principal, Jackie Corey.

ATISELE: Congratulated and thanked Dr Britton on such a successful run as the high school principal, and proud of the OHS graduation rate of 99.

JACKSON: Congratulated Class of 2023. Thanked Mson and Reitler for easy budget presentation.

17. Time and Date of Next Meeting

The next Regular Governing Board Meeting will be held on Tuesday, May 9, 2023 at 5:30p.m., at Oasis High School - Cafeteria, 3419 Oasis Blvd., Cape Coral, FL 33914

18. Adjournment

The Governing Board Regular Meeting adjourned at 6:34 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	6/13/2023
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Agenda for the Regular Governing Board Meeting, June 13, 2023.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 7.A. Meeting Date: 6/13/2023 Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

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

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 8.A.
Meeting Date: 6/13/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Cape Coral Charter School Authority 2023-2024 Annual Purchase Orders Over \$100,000.00 - Wanda Roop, Purchasing Manager, City of Cape Coral

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ CSA ANNUAL PO OVER \$100K 2023-24	Backup Material



Cape Coral Charter School Authority
2023-2024 Annual Purchase Orders
Over \$100,000.00

Vendor	Good/Services Provided	ESTIMATED
Amazon	Miscellaneous Supplies	\$160,000.00
Lee County Electric Coop	Utilities, Electric	\$800,000.00
School District Lee County	Diesel Fuel	\$130,000.00
US Foods Holding Corp.	Food for Lunch Program	\$638,000
JAMA Food Services, Inc DBA: Little Caesars Pizza	Pizza for Lunch Program	\$110,000
Curriculum Associates, Inc DBA: Cambridge AICE Curriculum and Diplomas	AICE tests for AICE diploma	\$325,000.00
Florida School Book Depository	Textbooks	\$325,000.00
Gateway Education Holdings, LLC DBA: Savvas Learning Company	Textbooks	\$650,000.00
CDW-Government	Computer Equipment	\$93,000.00
Dell Inc	Computer Equipment	\$325,000.00
United Data Technologies, Inc (UDT)	Chromebooks	\$650,000
Green Yard Landscaping & Lawn Maintenance, LLC	Lawn & Landscape Maintenance	\$97,767

Item Number: 8.B.
Meeting Date: 6/13/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the FY 23 Title II (Project 8359) Allocation and Approved Title II Activities for Oasis Elementary South in the Amount of \$7,650.00 - Marybeth Grecsek, Principal, Oasis Elementary South

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ OES FY 23 TITLE II ALLOCATION \$7650	Backup Material

FY23 Allocation Letter

Charter Allocation

Greetings!

We are writing to inform you of your FY23 Title II allocation and approved Title II activities.

FY23 Title II Allocation	\$14,205.00 (South)
Approved Title II Activities	<p>I-Ready Training/Date: 8/5/22/Hours: 2/Location: Oasis Elementary/Participants: 12 staff/Total = \$1,750.00</p> <p>Safari Training/Date: 8.5.22/Hours: 4/Location: Oasis Elementary/Participants: 40/Amount: \$2,970.00</p> <p>Amended Activities requested on 5/30/23: Registration for Online Conference 6/26-6/28 \$85 X 18 teachers = \$1,530</p> <p>Materials for Professional Development: 20 Teacher Editions for University of Florida Literacy Initiative (\$70 x 20 + shipping) = \$1,400 plus shipping</p>

Submit all invoices to Sylvia Davis within 30 days of the activity for reimbursement. Please keep in mind the following FLDOE guidelines attached for use of Title II funds.

Please see the table below for important 22/23 timelines.

Activity	Action	Timeline
Contracts included as part of your approved FY23 Title II plan	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity; no later than June 1, 2023
Registration for travel/conferences included as part of your FY23 Title II plan	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity; no later than June 1, 2023
Supplies and registration for professional development	Submit all quotes, invoices, and receipts to Sylvia Davis	Within 30 days of completed activity;

included as part of your FY23 Title II plan		no later than June 1, 2023
New contract for professional development activity	Submit request here: https://forms.gle/mqgh34KQYgekMWfF6	At least 90 business days prior to activity; no later than April 1, 2023
New request for out of county travel		
New request for supplies, registration, stipends, guest teacher coverage, etc.		

As always, please reach out to Sylvia Davis or Helen Martin with any questions. Thank you!

Item Number: 8.C.
Meeting Date: 6/13/2023
Item Type: **CONSENT AGENDA:**

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Salary Range Expansion for the Charter School Assistant Principal - Amy Brown, Manager Human Resources, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ AP SALARYEXPANSION JUNE 23	Backup Material



Charter School Assistant Principal

Class Code:
CHS 120010

CITY OF CAPE CORAL
Established Date: Mar 24, 2009
Revision Date: June 13, 2023

SALARY RANGE

\$75,000.00 - \$90,000.00 Annually

GENERAL STATEMENT OF JOB:

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

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provides leadership that will ensure continuous improvement in measurable student performance and achievement.

Supports Governing Board policy, State statutes and Federal regulations as they pertain to assigned school.

Assists in developing, implementing and evaluating the School Improvement Plan.

Assists with development of the master schedule and assigns teachers according to identified student needs.

Observes and evaluates teacher performance as it relates to student learning and provides such assistance as needed.

Supervises and monitors the accurate and timely completion of data collection and reporting requirements.

Helps develop and implement training opportunities for all school personnel.

Demonstrates interpersonal skills and the skill to work with diverse groups of people.

Enforces District guidelines for proper student conduct and disciplinary procedures and policies, based on the Student Code of Conduct, that assures a safe and orderly environment.

Is familiar with and able to execute a school-based crisis plan and provides leadership in the event of such happening.

Develops positive school and community relations which includes effective oral and written communications to all stakeholder groups.

Participates in the recruitment, interviews and recommendations of qualified personnel for employment that reflect racial and ethnic diversity.

Assists in leading staff meetings that involve staff in the discussion of instructional programs that focus on student achievement, policy changes, potential problems and resolution of existing problems.

Establishes and manages student accounting and attendance procedures at the assigned school.

Facilitates maintenance functions, provides for plant safety and facilitates facility inspections.

Manages and supervises school sponsored events, coordinates the supervision of events and maintains a calendar of all school events.

Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.

Participates in building management meetings and other meetings appropriate for professional development.

Performs other tasks as assigned by the Principal.

MINIMUM QUALIFICATIONS:

Master's degree with academic training in educational administration or leadership and valid Florida School Principal certification or a valid Florida Educational leadership certificate (or a valid School Principal certification from another State with the ability to obtain Florida certification within one (1) year of hire) required; supplemented by a minimum of three (3) years of successful teaching experience; Must be able to demonstrate mastery of the Florida Principal Competencies and have thorough knowledge of Sunshine State Standards regarding education within one (1) year of hire; or other qualifications as the Board may find appropriate or acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Has general knowledge of business mathematics.

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

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

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

Is able to issue and follow oral and written instructions.

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, 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.



Charter School Assistant Principal

Class Code:
CHS120010

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Mar 24, 2009
Revision Date: Jun 13, 2017

SALARY RANGE

\$28.85 - \$36.06 Hourly
\$2,307.69 - \$2,884.62 Biweekly
\$5,000.00 - \$6,250.00 Monthly
\$60,000.00 - \$75,000.00 Annually

GENERAL STATEMENT OF JOB:

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

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provides leadership that will ensure continuous improvement in measurable student performance and achievement.

Supports Governing Board policy, State statutes and Federal regulations as they pertain to assigned school.

Assists in developing, implementing and evaluating the School Improvement Plan.

Assists with development of the master schedule and assigns teachers according to identified student needs.

Observes and evaluates teacher performance as it relates to student learning and provides such assistance as needed.

Supervises and monitors the accurate and timely completion of data collection and reporting requirements.

Item Number: 8.D.
Meeting Date: 6/13/2023
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Salary Range Expansion for the Charter School Paraprofessional II - Amy Brown, Manager Human Resources, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ PARA 2 SALARY EXPANSION JUNE 23	Backup Material



Charter School Paraprofessional II

Class Code:
99053

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: May 12, 2005
Revision Date: June 13, 2023

SALARY RANGE

\$16.50 - \$21.51 Hour

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Aids in the efficient operation of the school or department by assisting in the coordination and communication with Administration, other instructional and support staff, parents and students. In the absence of the Teacher, incumbent will act as the substitute teacher. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member.

In the absence of the Teacher, assumes the instructional process by implementing instructor-developed lesson plans.

Assists in the preparation, organization and use of instructional aids, materials and technology as directed.

Works with the Teacher to reinforce positive learning and behavior patterns among students.

Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.

Supports parental involvement activities.

Demonstrates understanding and respect of individual student's culture and interests.

Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.

Performs related clerical and recordkeeping duties as directed.

Adheres to good safety procedures.

ADDITIONAL JOB FUNCTIONS

Provides support in a computer laboratory, library/media center and/or other learning facilities when appropriate.

Participates in training programs when appropriate.

May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate training.

Performs related work as required.

MINIMUM QUALIFICATIONS:

- Associate degree or
- At least sixty (60) college credit hours, or
- Certified Barton Tutor in grades K-5.

Bilingual skills encouraged.

A minimum of three (3) years' experience as a Teacher Assistant/Paraprofessional preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Has general knowledge of business mathematics.

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

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

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

Is able to issue and follow oral and written instructions.

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, 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.



Charter School Paraprofessional II

Class Code:
99053

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: May 12, 2005
Revision Date: Apr 7, 2023

SALARY RANGE

\$15.00 - \$21.51 Hourly

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Aids in the efficient operation of the school or department by assisting in the coordination and communication with Administration, other instructional and support staff, parents and students. In the absence of the Teacher, incumbent will act as the substitute teacher. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member.

In the absence of the Teacher, assumes the instructional process by implementing instructor-developed lesson plans.

Assists in the preparation, organization and use of instructional aids, materials and technology as directed.

Works with the Teacher to reinforce positive learning and behavior patterns among students.

Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.

Supports parental involvement activities.

Demonstrates understanding and respect of individual student's culture and interests.

Item Number: 8.E. Meeting Date: 6/13/2023 Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Salary Range Expansion for the Charter School Paraprofessional I - Amy Brown, Manager Human Resources, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ PARA 1 SALARY EXPANSION JUNE 23	Backup Material



Charter School Paraprofessional I

Class Code:
99051

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL
Established Date: Feb 14, 2005
Revision Date: June 13, 2023

SALARY RANGE

\$15.50 - \$19.78 Hourly

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assists in the instructional process by working with individual students, small groups or in learning labs or field trips as directed.

Assists in the maintenance and utilization of software and hardware available in various student programs.

Prepares instructional materials as assigned.

Performs routine clerical and recordkeeping duties as directed.

Assists in providing for the safety of students.

Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.

Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.

ADDITIONAL JOB FUNCTIONS

Participates in training programs when appropriate.

May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate training.

Performs related work as required.

MINIMUM QUALIFICATIONS:

High school diploma or GED required. Must have either forty-eight (48) hours of college credit from an accredited institution or the Paraprofessional Certification. Bilingual skills encouraged.

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

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

Has general knowledge of business mathematics.

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

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

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

Is able to issue and follow oral and written instructions.

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, 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.



CITY OF CAPE CORAL
Established Date: Feb 14, 2005
Revision Date: Aug 26, 2022

Charter School Paraprofessional I

Class Code:
99051

Bargaining Unit: NON-BARGAINING
EMPLOYEE

SALARY RANGE

\$15.00 - \$19.78 Hourly

GENERAL STATEMENT OF JOB:

Under the general supervision of the Teacher or designated Supervisor, provides assistance to the teacher and/or supervisor in achieving the objectives of the school/department and to assist students in meeting academic, social and personal goals. Performs related work as required.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assists in the instructional process by working with individual students, small groups or in learning labs or field trips as directed.

Assists in the maintenance and utilization of software and hardware available in various student programs.

Prepares instructional materials as assigned.

Performs routine clerical and recordkeeping duties as directed.

Assists in providing for the safety of students.

Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.

Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.

ADDITIONAL JOB FUNCTIONS

Participates in training programs when appropriate.

May be assigned to back-up other assistants in areas such as ESE or Clinic after appropriate training.

Item Number:	9.A.
Meeting Date:	6/13/2023
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Jacquelin Collins, Superintendent, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	9.B.
Meeting Date:	6/13/2023
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Submission to the Lee County School District the Oasis Charter Schools' Safety and Security Requirements Assurances and the Oasis Charter Schools' Safety and Security Requirement Compliances Documents SY 2022-2023 - Jacquelin Collins, Superintendent

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	9.C.
Meeting Date:	6/13/2023
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Aurora Institute Symposium 2023, October 15-17, 2023, Palm Springs, CA - Superintendent Collins

SUMMARY:

This cutting edge conference is the largest gathering of administrators, educators, and student innovators working to transform K-12 education.

The three-day symposium will include lessons learned from the field to the classroom, as well as discussions about the latest research and policy to support education transformations.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ AURORA INSTITUTE 2023	Backup Material

Aurora Institute Symposium 2023

Palm Springs, California | October 15-17, 2023

Join the field's largest gathering of education innovators working to transform K-12 education at the Aurora Institute Symposium on October 15-17, 2023 in Palm Springs, California.

Stay for the community, lessons about education innovation from the field, and the latest research and policy to support education transformation. Leave equipped to take immediate action in advancing next generation learning designs.

As an attendee, you'll have access to inspirational keynote presentations and breakout sessions showcasing the field's brightest ideas – providing an inside look at cutting edge approaches, strategies, and guidance.

The Aurora Institute Symposium 2023 is the leading conference for transforming K-12 education systems, advancing breakthrough practices and policies, and implementing personalized, competency-based learning.

	Early Bird Pricing <i>Ends July 13, 2023</i>
Aurora Institute Members*	\$900
Non-Members	\$1,275
Presenters (Members)*	\$550
Presenters (Non-Members)*	\$700
Students (Full Time Higher Ed)*	\$525
Current Policymakers, Media, K-12 Students*	\$0
Pre-Con Workshops (Half Day)	\$400
Pre-Con Workshops (Full Day)	\$525
Corporate Affiliate, For Profit (Member)	\$945
Corporate Affiliate, For Profit (Non-Member)	\$3,000

*If you are a member, presenter, current policymaker, media correspondent, K-12 student, or graduate student, please contact zvulevic@aurora-institute.org, and she will provide you with a discount code to use at check-out. Group Pricing for 5 or more registrants qualifies for a 10% discount, please register 5+ attendees together or contact zvulevic@aurora-institute.org for more information.

Discount codes do not apply to Pre-Conference Workshops.

You can sign up to become an Aurora Institute Member [here](#).

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Ticket Options

Please select your ticket choice(s):*

- ☐ Pre-conference Full Day (\$525.00)
Sunday, October 15, 2023
9:00 AM - 4:00 PM PT
- ☐ Pre-conference Half Day (AM) (\$400.00)
Sunday, October 15, 2023
9:00 AM - 12:00 PM PT
- ☐ Pre-conference Half Day (PM) (\$400.00)
Sunday, October 15, 2023
1:00 PM - 4:00 PM PT
- ☐ Full Symposium Registration (\$1,275.00)
Monday, October 16, 2023 - Tuesday, October 17, 2023
8:15 AM - 5:00 PM PT
- ☐ Corporate Affiliate (For Profit) - Member (\$945.00)
Monday, October 16, 2023 - Tuesday, October 17, 2023
8:15 AM - 5:00 PM PT
- ☐ Corporate Affiliate (For Profit) - Non-Member (\$3,000.00)
Monday, October 16, 2023 - Tuesday, October 17, 2023
8:15 AM - 5:00 PM PT

Item Number: 10.A.

Meeting Date: 6/13/2023

Item Type: CITY MANAGER
REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval of the Cape Coral Charter School Authority FY 2024 Tentative Budget -
Mark Mason, Director of Financial Services, City of Cape Coral

SUMMARY:

The Final Tentative Budget FY 2024 will be presented in August for CSA Board approval, and
incorporated into the City of Cape Coral Public Hearings for Final Approval in September 2023.

ADDITIONAL INFORMATION:

**SUPPORTING DOCUMENTS ARE IN PRODUCTION
PLEASE STAND BY**

RECOMMENDED ACTION:

ATTACHMENTS:

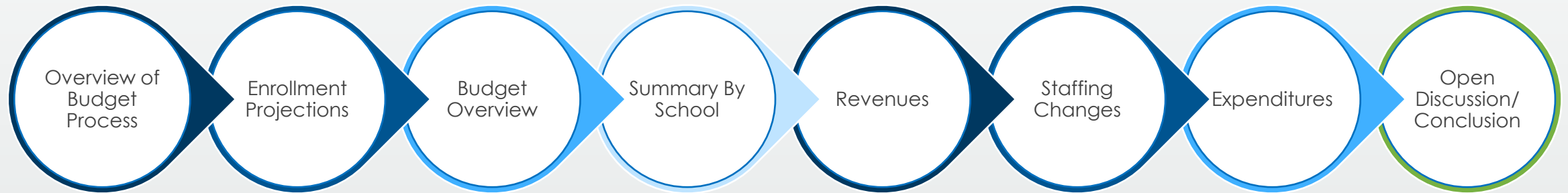
Description	Type
TENTAIVE BUDGET FY 24 - W#2	Backup Material



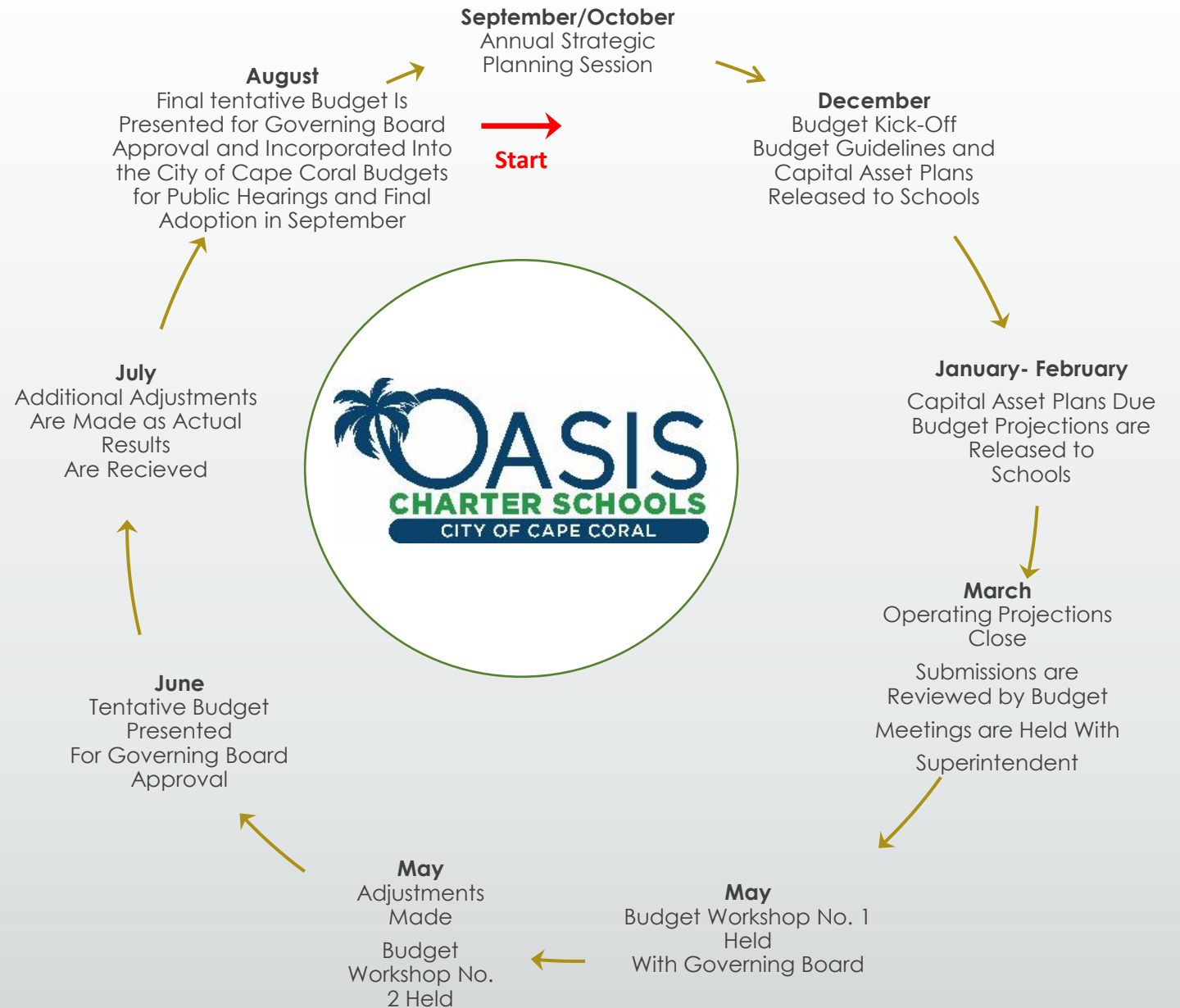
Budget Workshop No. 2

June 13, 2023

Agenda



Budget Process



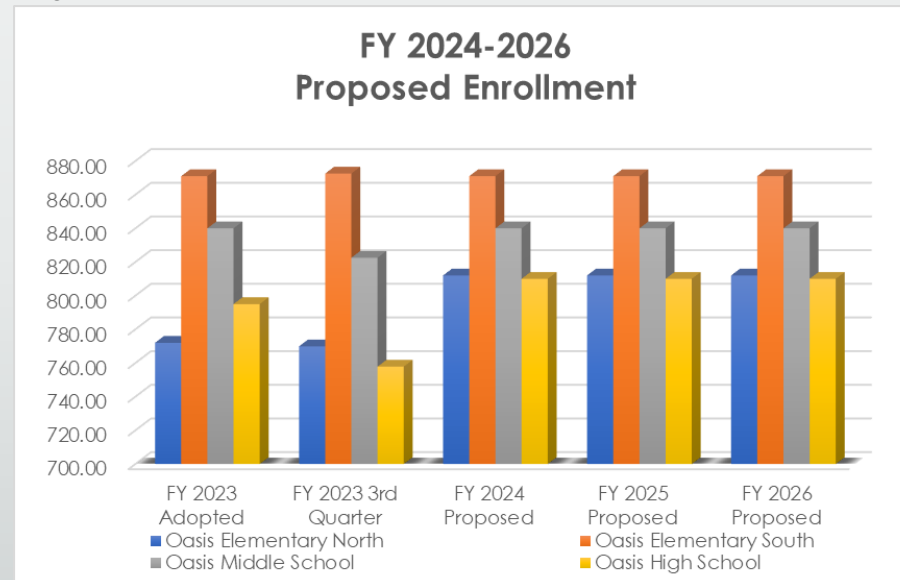
Enrollment Forecast

	FY 2023 Adopted	FY 2023 3rd Quarter	FY 2024 Proposed	% Change from FY 2023 Adopted	%Change from FY 2023 3rd Quarter	FY 2025 Proposed	FY 2026 Proposed
Oasis Elementary North	772.00	769.90	812.00	5.18%	5.47%	812.00	812.00
Oasis Elementary South	871.00	872.56	871.00	0.00%	-0.18%	871.00	871.00
Oasis Middle School	840.00	822.55	840.00	0.00%	2.12%	840.00	840.00
Oasis High School	795.00	757.84	810.00	1.89%	6.88%	810.00	810.00
	3,278.00	3,222.85	3,333.00			3,333.00	3,333.00

Note:

The High School is expecting full capacity starting in FY 2024

Oasis North Elementary will be adding two additional Classrooms in FY 2024



Budget Overview

REVENUES								
Revenue Categories - Sources	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2024 ESSER III	FY 2024 Total	% Change From FY 2023 Adopted	FY 2025 Proposed	FY 2026 Proposed
Intergovernmental	\$ 24,939,250	\$ 25,197,386	\$ 27,524,735	\$ -	\$ 27,524,735	9.24%	\$ 28,365,431	\$ 29,064,446
Capital Outlay (PECO)	1,690,182	1,620,919	1,779,170	-	1,779,170	9.76%	1,796,961	1,814,931
ESSERS III	1,162,402	4,621,355	-	3,006,321	3,006,321	-34.95%	-	-
Charges for Services	957,885	1,158,500	1,014,255	-	1,014,255	-12.45%	1,043,956	1,074,548
Miscellaneous	330,252	204,605	233,607	-	233,607	14.17%	261,988	283,024
Transfers In	73,312	84,000	86,520	-	86,520	3.00%	89,116	91,789
Total Revenues:	\$ 29,153,285	\$ 32,886,765	\$ 30,638,287	\$ 3,006,321	\$ 33,644,608	-6.84%	\$ 31,557,452	\$ 32,328,738

EXPENDITURES								
Expenditure Categories - Uses	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2024 ESSER III	FY 2024 Total	% Change From FY 2023 Adopted	FY 2025 Proposed	FY 2026 Proposed
Personnel	\$ 19,550,873	\$ 21,185,780	\$ 22,444,613	\$ 736,622	\$ 23,181,235	5.94%	\$ 23,052,359	\$ 23,651,442
Operating	7,549,021	10,876,131	6,255,903	2,269,699	8,525,602	-42.48%	6,593,093	6,752,152
Capital Outlay	501,665	762,223	174,151	-	174,151	-77.15%	173,232	186,376
Debt Service	1,541,579	-	1,738,768	-	1,738,768	0.00%	1,738,768	1,738,768
Total Expenditures:	\$ 29,143,138	\$ 32,824,134	\$ 30,613,435	\$ 3,006,321	\$ 33,619,756	-6.73%	\$ 31,557,452	\$ 32,328,738

Net Revenues & Expenditures	\$ 10,147	\$ 62,631	\$ 24,852	\$ -	\$ 24,852		\$ -	\$ -
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Budget Overview by School

FY 2024

Revenues	Oasis South Elementary	Oasis North Elementary	Oasis Middle	Oasis High	Total
Intergovernmental	\$ 7,249,613	\$ 6,795,354	\$ 6,645,234	\$ 6,834,534	\$ 27,524,735
Capital Outlay (PECO)	480,919	424,398	461,766	412,087	1,779,170
ESSERS III	988,455	769,160	630,973	617,733	3,006,321
Charges for Services	255,420	210,870	281,160	266,805	1,014,255
Miscellaneous	66,972	74,648	52,969	39,018	233,607
Transfers In	41,200	14,420	20,600	10,300	86,520
Total Revenues	\$ 9,082,579	\$ 8,288,850	\$ 8,092,702	\$ 8,180,477	\$ 33,644,608
Expenditures					
Personnel Services	\$ 6,031,711	\$ 5,932,614	\$ 5,633,014	\$ 5,583,896	\$ 23,181,235
Operating	2,108,074	1,948,809	2,125,073	2,343,646	8,525,602
Capital Outlay	44,869	38,094	53,094	38,094	174,151
Debt Service	412,643	404,263	429,581	492,281	1,738,768
Total Expenditures	\$ 8,597,297	\$ 8,323,780	\$ 8,240,762	\$ 8,457,917	\$ 33,619,756
Net Revenues & Expenditures	\$ 485,282	\$ (34,930)	\$ (148,060)	\$ (277,440)	\$ 24,852



Revenues

1. Budgeted at 99%
2. Adjusted based on the Legislative Session that concluded on May 5, 2023
3. Florida Education Finance Program (FEFP) projections will increase \$405 on average per student to \$8,648. Highest amount of per-student funding in Florida history. Note that the funding per school varies.
4. Capital Outlay (Public Education Capital Outlay – PECO) level funded
5. Grants – not budgeted
 1. Title IV, Title II & TAPS
6. Other
 1. E-Rate Award of \$345,000 to be spent over the next 3 years. Working with City IT to identify needs.
 2. Teacher Salary Allocation – received \$261,640 in 2023 with expectation to receive similar amount in 2023-2024.

Staffing Changes

School	FY 2023 Adopted	FY 2024 Proposed	Variance
Oasis Elementary North	66.75	83.75	17.00
Oasis Elementary South	70.25	86.50	16.25
Oasis Middle School	65.50	82.75	17.25
Oasis High School	59.00	82.00	23.00
Administration	30.00	41.00	11.00
Sub-Total:	291.50	376.00	84.50
Substitutes	65.00	-	(65.00)
Grand Total:	356.50	376.00	19.50

Note: Staffing Summary includes ESSER positions

Administration:

Addition of a Bus Driver
4 ESSER Long Term Subs will be removed in FY25
Addition of 4 Bookkeepers

Other:

FTE's were adjusted according to actual staffing in the system creating an overall adjustment to the total count

Oasis Elementary North (OEN):

Two additional Teachers for the two new classrooms

Oasis Elementary South (OES):

Addition of 1 Teacher - will only be filled if required based on staffing needs
2 ESSER Teachers will be removed in FY25

Oasis Middle School (OMS):

1 ESSER Receptionist will be removed in FY25
2 ESSER Paraprofessionals II - both will be removed in FY25
1 ESSER Teacher will be removed in FY25

Oasis High School (OHS):

Lead Food Service Worker reclassified to Food Service Supervisor
Maintenance Supervisor reclassified to Maintenance Technician
2 ESSER Paraprofessionals I, 1 ESSER Clinic Assistant, 1 ESSER Exceptional Teacher - 2 Paraprofessionals will be removed in FY25



Personnel

1. Comprises of base payroll, add pays, health plans, FRS and workers' compensation
2. Health plans budgeted at current rates; increased by 10%
3. Workers Comp rates at current rates
4. Florida Retirement System (FRS) new contribution rate 13.57%
5. Includes a 1% increase for staff and compression for the paraprofessionals/assistant principals
6. Includes the addition of 4 bookkeeper positions
7. \$25,000 per school for employee recognition bonus



Operating

1. Textbooks \$593,801
2. Technology \$280,466
3. Licenses for Miraki wireless access points - \$30,000, Nutanix - \$30,000 and Firewall maintenance -\$30,000 (50% covered by erate)
4. Marketing/Advertising/Recruitment (Strategic Planning per Charter School) \$13,750
5. Training & Seminars - \$142,729



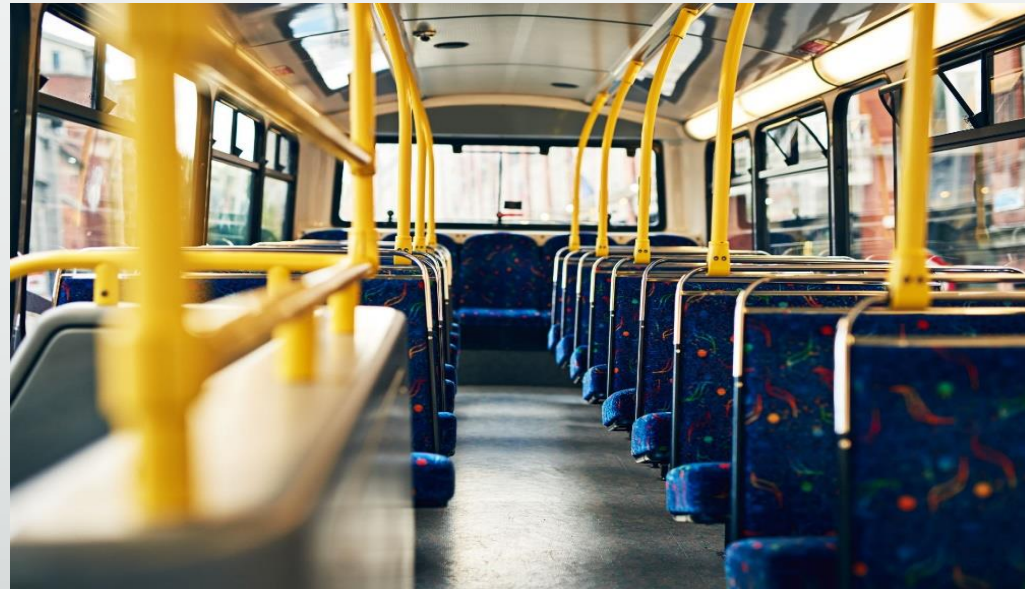
Capital Outlay

1. Two door freezer for OES - \$6,775
2. Camera System Upgrade - \$130,000
3. Centegix equipment - \$16,376
4. Synology - \$6,000
5. Steamtable - \$15,000



Leases

1. Budgeted at \$1,687,504
 1. Bus Leases - \$187,504 per year
 2. Building Lease - \$1,500,000 per year



Changes from Budget Workshop #1

- FRS Contribution rate from 10.86% to 13.57%
- Teachers base salary increases 2.275% in FY2023 plus 1% increase in FY24
- Steamtable \$15,000 added to FY24 budget instead of FY25



Conclusion

1. In conclusion, the FY 2024 Proposed Operating budget is presented at \$33,644,608 which reflects an increase of 2.30% over the FY 2023 Adopted Operating Budget of \$32,886,765.
2. The Final tentative budget will be presented in August 2023 for approval by the Charter School Authority Governing Board and incorporated into the City of Cape Coral Public Hearings for final approval in September 2023.
3. Questions???

Item Number: 10.B.

Meeting
Date: 6/13/2023

Item Type: CITY MANAGER
REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Request for Approval and Adoption of the Cape Coral Charter School Authority Financial Management Policies - Mark Mason, Director of Financial Services, City of Cape Coral

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ CCCSA FINANCIAL POLICIES 2023	Backup Material



Charter School Authority Financial Policies

June 13, 2023

Financial Management Policies

- Why adopt Financial Management Policies
 - Financial Sustainability –
 - Best Practice – ensures that a basic framework for the fiscal management of the Cape Coral Charter School Authority (CCCSA) is in place that will govern the overall financial management of the system.
 - Government Finance Officers Association – Best Practice – helps governments and schools to:
 - Institutionalize good financial management practices
 - Clarify and crystallize strategic intent for financial management.
 - Financial policies define limits on the actions staff may take.
 - Promote long-term and strategic thinking.
 - Manage risks to financial condition.

Financial Management Policies – Overview

- Establishes the framework for the policies in six policy segments:
 - Budget Management – 5 policies
 - Operating Management – 4 policies
 - Debt and Treasury Management – 2 policies
 - Accounts Management and Financial Planning – 4 policies
 - Funding Designations – 1 policy
 - Fund Balance – 3 policies

Financial Management Policies – Overview

- Policies originally established as part of the City's Financial Policies.
- Removed references to Charter Schools from the City's Policies – as an independent agency of the City, the Charter School System should have their own set of Financial Management Policies and not be commingled with the City's policies

Financial Management Policies – Budget Management Overview

- Policy #1: **Structurally Balanced Budget.** Committing to a structurally balanced budget, whereby current revenues equal current expenditures for the current and forecasted years.
- Policy #2: **Revenue Estimates.** Established percentage of State shared revenues to use in developing the budget
- Policy #3: **School Administration Expenditures.** Established administration expenses shall be allocated on a per student basis per school.

Financial Management Policies – Budget Management Overview

- Policy #4: Provides for a restriction on use of temporary or non-recurring revenue sources
- Policy #5: Requires establishment of policies and procedures for the development of the annual budget in each school

Financial Management Policies – Operating Management Overview

- Policy #6: **Insurance.** Provides a policy for the types and limits of insurance that the CCCSA will maintain.
- Policy #7: **Delinquent accounts.** Requires CCCSA to develop policies and procedures for the collection of overdue accounts receivable
- Policy #8: **Uncollectible Revenue.** Establishes a policy of when and the base amount that may be considered as uncollectible.
- Policy #9: **School Lunch Program.** Establishes policy policies regarding refunds and the School Lunch Program.

Financial Management Policies – Debt and Treasury Management Overview

- Policy #10: Establishes a policy for the governance and issuance of debt.
- Policy #11: Establishes a policy for the use of the City's investment policy as a resources for the investment of excess funds as well as who establishing who is responsible for the oversight of investments

Financial Management Policies – Accounts Management Overview

- Policy #12: Establishes a policy for the principles of account to use in financial reporting.
- Policy #13: Establishes the requirement for an annual audit.
- Policy #14: Establishes requirement for monitoring and reporting to Lee County School District.
- Policy #15: Establishes a requirement for developing, at a minimum, a six-year replacement program for certain equipment, books, etc.

Financial Management Policies – Fund Designations Overview

- Policy #16: Establishes a policy for what fund types will be used as what financial other resources will be followed when using those fund types.

Financial Management Policies – Fund Balance Overview

- Policy #17: Establishes a policy for minimum of unassigned fund balance at 5% of annual expenditures.
- Policy #18: Establishes a Fund Balance Policy and Reserves.
 - Definitions
 - Reservations:
 - Textbook – replace textbooks every four years – set aside 25% annual of the projected cost.
 - Student Laptop Computer reserve – Set aside 25% of the future estimated cost to replace student laptop computers every 4 years.
 - Information Technology equipment reserve – establish and fund a replacement schedule to replace servers and school computers and ancillary equipment over a seven-year period
 - Playground equipment – establish a reserve to replace playground equipment every ten years.
 - Assigned Fund Balance – to be used to establish reserves for assignment of expenditures to subsequent year's budget, etc.
- Policy #19: Establishes requirement to review the financial policies annually.

Next Steps

- Approve Financial Management Policies – June 15, 2023, with an effective date of June 30, 2023.
- Effective date is to ensure that these policies will be included in the Annual Financial Statements.

Thank you



Item Number: 11.A. Meeting Date: 6/13/2023 Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chair Dr Guido Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 11.B. Meeting Date: 6/13/2023 Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Governing Board Recess - July 2023

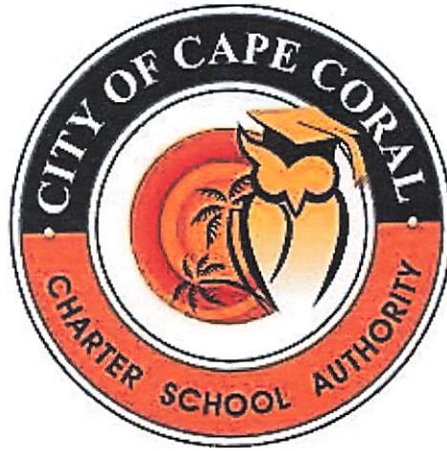
SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ GB RECESS JULY 2023 & BOARD POLICY	Backup Material



GOVERNING BOARD IN RECESS

MEETINGS RESUME

Tuesday, August 15, 2023

Cape Coral City Council Chambers

Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC EXPRESSIONS OF MEMBERS
Code	po0149.1
Status	Active
Adopted	April 12, 2016

0149.1 - PUBLIC EXPRESSIONS OF MEMBERS

The Governing Board Chair shall function as the official spokesperson for the Board.

From time-to-time, however, individual Board members may make public statements on school matters to local media and/or to local or State officials.

Sometimes the letters imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

Under no circumstances shall Board members use e-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted are still accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, are subject to disclosure under the Public Records Act, unless an exemption would apply.

Last Modified by Tammy R Shroyer on November 8, 2017

Book	Policy Manual
Section	0000 Bylaws
Title	BOARD-STAFF COMMUNICATIONS
Code	po0149.3
Status	Active
Adopted	April 12, 2016

0149.3 - BOARD-STAFF COMMUNICATIONS

The Governing Board is a policy making body and its individual members do not have authority to direct the day-to-day operations of the Authority or its employees. Nevertheless, the Board believes that open channels of communication between itself and the staff will benefit the Authority. The preferred line of official Authority communication should, however, be through the superintendent.

A. Staff Communications to the Board

All communications regarding official business of the Authority from staff members to the Board should be preferably submitted through the superintendent. The superintendent shall forward such communications received from staff members to the Board no later than seven (7) days following receipt.

If a staff member chooses to communicate directly with the Board regarding Authority business, then that communication should be sent to all members of the Board and the superintendent should be copied as well.

This communication protocol is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will generally be communicated through the superintendent, who shall also keep staff members informed of the Board's concerns and actions.

C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the Authority. However, since Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, Board members and members of the staff should not discuss individual personalities, personnel grievances, or other complaints. Instead, such matters should be addressed in accordance with the procedures established in Board policy.

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Last Modified by Tammy R Shroyer on February 4, 2022

Book	Policy Manual
Section	0000 Bylaws
Title	PRESIDING OFFICER
Code	po0163
Status	Active
Adopted	April 12, 2016

0163 - PRESIDING OFFICER

The Chair shall preside at all meetings of the Governing Board. In the absence, disability, or disqualification of the Chair, the Vice-Chair shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Last Modified by Tammy R Shroyer on November 8, 2017

Book	Policy Manual
Section	0000 Bylaws
Title	USE OF AUTHORITY-ISSUED ELECTRONIC MAIL AND OTHER SOCIAL MEDIA
Code	po0167.1
Status	Active
Adopted	April 12, 2016

0167.1 - USE OF AUTHORITY-ISSUED ELECTRONIC MAIL AND OTHER SOCIAL MEDIA

All communication sent or received using a School Board member's Authority-issued E-mail account or any other social media is considered the same as written communication and may be subject to Florida's Public Records Act as set forth in F.S. Chapter 119. For purposes of this bylaw, social media includes but is not limited to webmail, text messages, instant messages, websites, software, and internet-based applications that facilitates communication and networking between individuals or groups.

Board members have no expectation of privacy when using Authority-issued E-mail or other social media. Unless an exemption would apply, communications sent or received about Board business, whether using a Board member's Authority-issued E-mail account or any other social media are subject to retrieval and disclosure as a public record.

Under no circumstances shall Board members use Authority-issued E-mail accounts or other forms of social media to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

Further, the Board prohibits adults from knowingly distributing to minors any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the Authority's network. An adult who knowingly distributes any such material to a minor through e-mail sent, or caused to be sent, to or through the Authority's network also commits a felony under State law.

Legal F.S. Chapter 119, Chapter 286, 847.012

Last Modified by Tammy R Shroyer on November 8, 2017

Book	Policy Manual
Section	0000 Bylaws
Title	DUTIES
Code	po0170
Status	Active
Adopted	April 12, 2016

0170 - DUTIES

The Governing Board is committed to an inclusive governance model so that policy focuses on student learning.

Last Modified by Tammy R Shroyer on November 8, 2017

Item Number: 11.C.
Meeting Date: 6/13/2023
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Florida Charter School Governance Conference 2023 - Saturday, September 9, 2023, 8:00am-4:00pm, Jacksonville, Florida LIVE ATTENDANCE OR VIRTUAL

SUMMARY:

This annual conference is FREE.
Attend live or virtually.
RSVP: cmentis@bhope.org

Workshops include presentations by State Approved Trainers, Charter Attorneys, Board Presidents, FLDOE Directors, Charter Consultants and Service Providers with excellent track records in charter school service.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ GB CONF 2023 JACKSONVILLE 9/9/23	Backup Material

SEPTEMBER, 2023

09

SEP

2023 GOVERNANCE CONFERENCE

≡ EVENT DETAILS

The Charter Support Unit in partnership with the Florida Department of Education, through a CSP grant, will once again host a statewide Governance Conference designed specifically for Florida charter school governing board members and leaders. The event is scheduled for **Saturday, September 9, 2023 in Jacksonville.**

This conference is being offered free to attendees and will be a hybrid conference — providing participants the flexibility to participate in person or virtually — and offers a full day of workshops with presenters that include State Approved Trainers, Charter Attorneys, Board Presidents, FLDOE Directors, Charter Consultants, and Service Providers with excellent track records in charter school service.

For more information, contact cmentis@bhope.org

[less](#)

🕒 TIME

(Saturday) 8:00 am - 4:00 pm



CALENDAR **GOOGLECAL**

You must be logged in to post a comment.

Item Number: 12.A.

Meeting Date: 6/13/2023

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 13.A. Meeting Date: 6/13/2023 Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Presentation of the Oasis Charter Schools Assistant Principal Development and Teacher Leadership Programs - Dr Brianne Romano, Assistant Principal, Oasis Middle School

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 14.A.
Meeting Date: 6/13/2023
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

October 2023 Meeting Date Correction: CSA Governing Board Meeting Dates School Year 2023-2024 - Superintendent Collins

SUMMARY:

The correct Governing Board Meeting date for the month of October 2023 is:
October 10, 2023
Apologies for the typo in the previous notice.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ BOARD MEETING DATES 2023-24	Backup Material



CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD REGULAR MEETINGS 2023-2024

All City of Cape Coral Charter School Authority Governing Board Regular Meetings are held at 5:30P.M., in Cape Coral City Council Chambers, at 1015 Cultural Park, Blvd., Cape Coral, FL 33990, unless otherwise noticed.

Regular Meeting Dates School Year 2023-2024

Meeting Date	Location
August 15, 2023	Cape Coral City Council Chambers
September 12, 2023	Oasis Elementary North – Cafeteria, 2817 SW 3 rd Lane, Cape Coral, FL 33991
October 10, 2023	Cape Coral City Council Chambers
November 14, 2023	Cape Coral City Council Chambers
December 12, 2023	Oasis Middle School - Cafeteria, 3507 Oasis Blvd., Cape Coral, FL 33914
January 16, 2024	Cape Coral City Council Chambers
February 13, 2024	Oasis Elementary South – Cafeteria, 3415 Oasis Blvd., Cape Coral, FL 33914
March 12, 2024	Cape Coral City Council Chambers
April 9, 2024	Cape Coral City Council Chambers
May 14, 2024	Oasis High School – Cafeteria, 3519 Oasis Blvd., Cape Coral, FL 33914
June 11, 2024	Cape Coral City Council Chambers
JULY 2024	RECESS
August 13, 2024	Cape Coral City Council Chambers

Item Number: 14.B.

Meeting Date: 6/13/2023

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Request for Approval to Provide Business Cards for the City of Cape Coral Charter School Authority Governing Board Members - Board Member Stout

SUMMARY:

CCCSA Governing Board Meeting on 05/09/2023:

Member Stout discussed the possibility of providing GB members with business cards. The Chair advised that if Member Stout is so inclined, a return to the GB [next meeting] with a Motion is acceptable.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	15.A.
Meeting Date:	6/13/2023
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Request for Approval of the Charter School Substitute Clinic Assistant Job Description and Salary Range - Amy Brown, Manager Human Resources, Oasis Charter Schools

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▯ SUB CLINIC ASSIT JOB DESCRIP JUNE 2023	Backup Material



CITY OF CAPE CORAL
Established Date: June 13, 2023

Charter School Substitute Clinic Assistant

Bargaining Unit: NON-BARGAINING
EMPLOYEE

Class Code:
00600

SALARY RANGE

\$15.50 Hour

GENERAL STATEMENT OF JOB:

Under the general direction of the School Nurse or Principal, the Clinic Assistant provides first aid for injury or sudden illness of a student and to care for the student until the parent can be reached and/or medical care obtained. In addition to treatment, this position assists the school nurse in carrying out a School Health Services Program designed to promote, maintain, and improve the health of students within Federal, State and Cape Coral Charter School guidelines.

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Clinic Assistant's specific duties include, but are not limited to:

Administers first aid to ill or injured students according to American Red Cross and/or procedures in the Clinic Assistants' Handbook.

Assists in the administration of medication to students according to Florida Statute and Cape Coral Charter School guidelines for administration of medication.

Assists students with health and hygiene matters as needed to allow appropriate participation in the classroom.

Maintains appropriate records and assists in the maintenance and filing of health records.

Conducts health screening procedures as directed by the school nurse, such as vision, height, weight, dental, pediculosis and scoliosis screening.

Monitors students with minor health problems.

Observes and reports to the school nurse and/or guidance counselor and/or school superintendent any unusual physical or behavioral conditions of a student.

May be assigned to back up other assistance in areas such as Basic or ESE after appropriate training.

Participates in training regarding clinic management.

Participates in training regarding care of students with medical needs.

Participates in training regarding appropriate methods to deal with medical emergencies (e.g., seizures, cardiac problems, medication).

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 equivalent is required.

Certified Nursing Assistant (CNA) preferred.

Current certifications in Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and First Aid and must be maintained.

Demonstrated aptitude for working with ill/injured students.

Willingness to participate in in-service training re: clinic management, medical emergencies, medication administration, respiratory and toileting management.

A minimum of two (2) years of experience/training in the medical field or working with children or equivalent combination of training and experience.

Such alternatives to the above qualifications as the Cape Coral Charter School Authority Board may find appropriate and acceptable.

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

Has demonstrated aptitude for working with ill/injured students.

Is able to recognize and react appropriately in emergency situations.

Is able to work effectively under pressure due to nurse/student ratios.

Is able to establish and maintain effective working relationship with supervisors, support staff, and other relevant organizations/individuals.

Is able to uphold the ethical codes and standards of both nursing and education professions.

Is able to make decisions related to student needs in a variety of educational settings.

Is able to work independently with limited direct supervision.

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

Is able to issue and follow oral and written instructions.

Is able to exercise discretion and maintain confidentiality of sensitive information received and processed.

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

Has strong oral and written communication skills.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary with some walking & standing; some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Ability to exert up to 50 pounds of force occasionally. Tasks may require prolonged periods of visual concentration.

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

Interpersonal Communication: Requires the ability to speak and/or signal 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 specialty area.

Verbal Aptitude: Must be able to communicate effectively and efficiently in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

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

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions. Must be able to perform under stress when confronted with individuals acting under stress and in emergency situations involving life-threatening situations.

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

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

Item Number:	16.A.
Meeting Date:	6/13/2023
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Board Member Michaels - Update: City-Charter Service Level Agreements

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	16.B.
Meeting Date:	6/13/2023
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Board Member Jackson - Comments Regarding attendance at the Resilient Lee Recovery Task Force Town Hall

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ RESILIENT LEE	Backup Material

The City of Cape Coral hosted a Resilient Lee Town Hall in City Council Chambers on May 10th.

In response to the massive and widespread devastation caused by Hurricane Ian, the Lee County Board of County Commissioners voted unanimously to form the Recovery Task Force. The task force is charged with developing the Resilient Lee Recovery and Resiliency Plan based on the FEMA National Disaster Recovery Framework. Resilient Lee aims to survey the needs of Lee County, engage key partners and develop solutions to address those needs, maximize funding resources available and recommend policies.

This event allowed residents to learn about the Lee County Recovery Task Force and how to provide input.

For more information on the task force and to view a schedule of other upcoming town halls, visit resilientlee.com.

Item Number:	16.C.
Meeting Date:	6/13/2023
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Vice Chair Resignation and Immediate Board Reorganization - Chair Minaya

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ VICE CHAIR BOARD REORGANIZATION	Backup Material

**City of Cape Coral Charter School Authority
Governing Board**

Procedure to elect a Vice Chair:

- Only current voting board members can nominate and vote.
- Once a member makes a nomination, no second is needed.
- After nominations are complete, a motion with a second is made to close nominations.
- Board members vote, “yes” or “no” for a nominee.
- The member with the highest number of “yes” votes becomes the Vice Chair.
- Current Chairperson states *“As indicated by the number of “Yes” votes, Member _____ will take over as the newly elected Vice Chair and serve the balance of the outgoing Vice Chair’s responsibilities until the Board’s annual reorganization in November.”*
- *It is customary to show unanimous support for the new Vice Chair with a re-vote.*
- The newly elected Vice Chair assumes the seat.

Close Nominations for Vice Chair:

Motion made by member _____ to close nominations for Vice Chair
Seconded by member _____

Board Nominations - Vote

NOMINEES:		Y	N	#
Minaya				
Rodriguez				
Meehan				
Atisele				
Jackson				
Long, Dist. 6				
Michaels				
Stout				

Highest number votes: _____

Vice Chair Confirmation Vote:

MEMBERS:		Y	N	
Minaya				
Rodriguez				
Meehan				
Atisele				
Jackson				
Long, Dist. 6				
Michaels				
Stout				

NEW VICE CHAIR UNTIL NOVEMBER 2023: _____

May 18, 2023

Dr. Guido Minaya
Chairman
3519 Oasis Blvd.
Cape Coral, FL 33914

Dear Chairman Dr. Guido Minaya and Governing Board Members,

Please accept this resignation letter as formal notification that I will be leaving my role as Vice Chair/Board Member of the Oasis Governing Board. My final day of service will be June 13, 2023.

It has been a great experience working alongside you all and I thank you for the support throughout my time here. I wish you the best in securing a new board member to fill this position.

Sincerely,



Melissa Rodriguez Meehan, MPA, Ed.D.
Vice Chair
Oasis Governing Board

Cc:

Kimberly Bruns, City Clerk, City of Cape Coral

Connie Griglin, Legislative Executive Assistant to Mayor Gunter/Assistant Office Manager, City of Cape Coral

Jacquelin Collins, Superintendent, Oasis Charter Schools

Board Secretary, City of Cape Coral Charter School Authority Governing Board

Item Number:	17.A.
Meeting Date:	6/13/2023
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The City of Cape Coral Charter School Authority Governing Board will be in Recess During the Month of July 2023.

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	17.B.
Meeting Date:	6/13/2023
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The Next Regular Governing Board Meeting will be held on Tuesday, August 15, 2023 at 5:30p.m., in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: