



## **AGENDA**

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

**Tuesday, May 12, 2020**

**City Council Chambers**

**5:30 PM**

**1. CALL TO ORDER**

A. Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Chairman Michael Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Chairman Michael Campbell

**4. ROLL CALL:**

- A. Chairman Michael Campbell, Vice-Chair Tami Traiger, John Gunter Dist 1., Vanessa Metzger, Dr Guido Minaya, Susan Mitchell, Angela Ticich. Parent Representatives: Jennifer Hoagland (OHS SAC), Kristifer Jackson (OEN, OES)
- B. MOTION for Approval of Charter School Authority Governing Board Members who wish to virtually attend this meeting be allowed to continue to participate, discuss, and vote on items appearing on today's Agenda dated May 12, 2020 - Vice-Chair Tami Traiger
- C. Charter School Authority Governing Board Reorganization followed by Confirmation Roll Call- Chairman Michael Campbell

**5. APPROVAL OF MINUTES:**

A. Approval of Minutes of the Regular Governing Board Meeting on Tuesday, March 10, 2020

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

A. Approval of the Agenda for the Regular Governing Board Meeting, May 12, 2020

**7. PUBLIC COMMENT:**

- A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time. Members of the public can also submit comments on agenda items using the "Ecomment" form found on the City of Cape Coral's website under the City Clerk's "Agendas and Videos" page at [www.capecoral.net](http://www.capecoral.net). All Ecomments must be submitted no later than 12:00NOON the day of the Governing Board meeting.

**8. CONSENT AGENDA:**

- A. Request for Approval of the City of Cape Coral Charter School Authority Lee County Diesel Fuel Agreement 2020-2021 - Danielle Jensen, Director of Procurement and Food Services
- B. Request for Approval of the City of Cape Coral Charter School Authority National School Lunch Program Wellness Policy - Danielle Jensen, Director of Procurement and Food Services

**9. SUPERINTENDENT REPORT:**

- A. Presentation of Certified Audit Financial Report (CAFR) - Chris Kessler, CliftonLarsonAllen, LLC Please go online to view this material at: <https://www.capecharterschools.org> Click Governing Board Click Agendas
- B. Presentation of Charter School Authority STEAM Initiative School Year 2020-21 - Dr. John Omundsen, Oasis Educator
- C. Superintendent Jacquelin Collins

**10. CHAIRMAN REPORT:**

- A. Request for Approval of the Superintendent's Annual Performance Evaluation - Vice-Chair Tami Traiger

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

- A. No Comment

**13. UNFINISHED BUSINESS:**

- A. Request for Approval of Intent to Designate the City of Cape Coral Charter School Superintendent Position to the Local Agency Senior Management Service Class (SMSC) of the Florida Retirement System Division of Retirement - Leisa Orcutt, Director of Human Resources (moving forward from 11/12/2019)
- B. Request for Approval of the Expansion of Salary Range for Charter School Authority Principals - Leisa Orcutt, Director Human Resources (moving forward from 03/10/20)
- C. Request for Approval of the Expansion of Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Director Human Resources (moving forward from 03/10/20)

- D. Request for Approval of a Matching Funds Commitment Letter in the Amount of \$150,000 to be taken from Reserve Funds for the NFL Community Football Fields Grant that includes the Concept of a Joint-Use Agreement Between the City, the Oasis Charter Schools, and the Lee County Hawks Football & Cheer Organization - Superintendent Collins (moving forward from 02/11/20)

**14. NEW BUSINESS:**

- A. Request for Approval to Replace Elementary Schools Playground Flooring Using Funds Set Aside for Safety & Security - 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, June 9, 2020 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990
- B. The City of Cape Coral Charter School Authority Budget Workshop #2 is Scheduled for Friday, May 22, 2020 at 8:30 a.m. - 1:30 p.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>5/12/2020</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:**

**RECOMMENDED ACTION:**



**Item Number: 2.A.**

**Meeting Date: 5/12/2020**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 5/12/2020

**Item Type:** PLEDGE OF  
ALLEGIANCE:

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

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>5/12/2020</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

Chairman Michael Campbell, Vice-Chair Tami Traiger, John Gunter Dist 1., Vanessa Metzger, Dr Guido Minaya, Susan Mitchell, Angela Ticich. Parent Representatives: Jennifer Hoagland (OHS SAC), Kristifer Jackson (OEN, OES)

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.B.</b>
<b>Meeting Date:</b>	<b>5/12/2020</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

MOTION for Approval of Charter School Authority Governing Board Members who wish to virtually attend this meeting be allowed to continue to participate, discuss, and vote on items appearing on today's Agenda dated May 12, 2020 - Vice-Chair Tami Traiger

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.C.</b>
<b>Meeting Date:</b>	<b>5/12/2020</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

Charter School Authority Governing Board Reorganization followed by Confirmation Roll Call-  
Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 5.A.**

**Meeting**

**5/12/2020**

**Date:**

**Item Type: APPROVAL OF MINUTES:**

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

**TITLE:**

Approval of Minutes of the Regular Governing Board Meeting on Tuesday, March 10, 2020

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

	<b>Description</b>
▣	BOARD MINUTES MAR 10 2020

<b>Type</b>
Backup Material

# **GOVERNING BOARD MINUTES**

## **City of Cape Coral Charter School Authority**

### **Governing Board Regular Meeting**

**City Council Chambers**  
**Tuesday, March 10, 2020 at 5:30p.m.**



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

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, March 10, 2020 at City Council Chambers, Cape Coral FL 33990.

Vice Chair Tamisen Traiger called the meeting to order at 5:31p.m.

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

Vice Chair Traiger

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

Vice Chair Traiger

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

Present: Tami Traiger (VC), John Gunter, District 1, Vanessa Metzger, Dr Guido Minaya (arrived 5:48p.m.) Angela Ticich. Parent Representatives: Jackson(CME/OES), Hoagland (OHS), Robert Miniaci (OMS)

Absent Excused: Mitchell

Also Present: Jacquelin Collins, Superintendent

Tim Loughren, Assistant Principal, Oasis High

Donnie Hopper, Principal, Oasis Middle

Kevin Brown, Oasis Elementary North

MaryBeth Grecsek, Interim Principal, Oasis Elementary South

Danielle Jensen, Director of Procurement and Food Services

Leisa Orcutt, Director Human Resources

Heath Sterk, Educator, Oasis Middle

Cape Coral Residents (two anonymous)

Dolores Menendez, City Attorney

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Officer Hailey, CCPD Detail

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

Motion made by Member Metzger, Second by Member Gunter to approve the Minutes of the February 11, 2019 Regular Governing Board meeting. *Unanimous*

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

Motion made by Member Tami Traiger, Second by Member Gunter to table items 13A, 13B, 13C until the next Regular Governing Board Meeting on April 14, 2020 and approve the balance of the Agenda for the Regular Governing Board Meeting on March 10, 2020. *Unanimous.*

## **7. Public Comment**

No Activity

## **8. Consent Agenda**

Motion made by Member Traiger, Second by Member Metzger to approve the following items 8A-8D by *Consent. Unanimous; Motion Passed*

8A. Request for Approval to Purchase Two(2) 2021 IC Conventional 77-Passenger School Buses - Danielle Jensen, Director of Procurement **APPROVED**

8B. Request for Approval of the Lunch Program Refund Policy - Danielle Jensen, Director of Procurement and Food Services **APPROVED**

8C. Request for Approval of Payment for the Oasis High School Cambridge Assessments - MaryAnne Moniz, Business Manager **APPROVED**

8D. Request for Approval of Oasis High School JROTC to the National Drill Championship in Richmond, VA on March 18 to March 22, 2020 - Superintendent Collins **APPROVED**



## 9. Superintendent Report

Superintendent Collins outlined her COVID19 Letter to all employees and parents directing self-quarantine of 14-days if they travel to target countries or take a cruise during Spring Break. The CSA will be following the CDC guidelines, and SDLC directive template which they are also requiring of all their employees and students to follow. Collins has already tasked principals and teachers with preparing to move to virtual learning platforms in case schools close temporarily. She has also tasked administration with creating a remote business operations unit incorporating secured online and social media communication platforms, as well as intergrating with City partners so that business operations is not disrupted and staff continues to be productive.

Discussed Henderson/FAU STEM Tour and her executive decision that starting next year all CSA staff and students will receive STEM training and instruction. Collins has asked Dr. John Omundsen to attend our next meeting to discuss his clear and practical progression of a STEM program immediately effecting grades K-12. Mike Giamlombardo has agreed to assist with setting up a highly credentialed CSA STEM Advisory Board. More details of who will be on this team and how it will function will be provided by the next meeting.

Discussed Oasis Elementary North (OEN) raised close to \$6,156 for the AmeriVets Group. This is an annual event that gives 100% of it's donations directly to our American Veterans and their families. Teacher sponsors are Wendy Harriman and Dawn Oliver.

Discussed Football Field Grant application and development of a Fields Advisory Committee.

Discussed Governing Board member still need to have their fingerprints and current resumes to the Board Secretary by May 29, 2020.

## 10. Chairman Report

Chairman Michael Campbell and Vice-Chair Tami Traiger have been reappointed to the CSA Governing Board for another term. Both Board members thanked fellow Members for their vote of confidence and cooperation.

## 11. Foundation Report

*Jennifer Hoagland, Treasurer for Gary Cerny, President:* The Rally was a huge hit. The Golf Course community has asked the Foundation to return next year for a bigger, better fest and hopefully tables will open up to even more vendors. Final numbers and grant distribtions will follow. Also on the Foundation's plate is: Scholarship Applications and the LightHouse Awards. Please check the foundation website for more details.

## 12. Staff Comment

*No Activity*

## 13. Unfinished Business

Motion made by Member Tami Traiger, Second by Member Gunter to table items 13A, 13B, 13C until the next Regular Governing Board Meeting on April 14, 2020 and approve the balance of the Agenda for the Regular Governing Board Meeting on March 10, 2020.

*Unanimous.*

*TABLED 13A.* Request for Approval of Job Description and Salary Range for Charter School Authority Principals - Leisa Orcutt, Human Resources Manager

*TABLED 13B.* Request for Approval of Job Description and Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Human Resources Manager

*TABLED 13C.* Request for Approval of Job Description and Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Human Resources Manager

## 14. New Business

14A. Motion made by Member Ticich, Second by Member Minaya to Approve the Job Description and Salary Range for Charter School Authority Transportation BUSINESS Operations Supervisor - Leisa Orcutt, Human Resources Manager. *Unanimous*

14B. Motion made by Member Ticich, Second by Member Metzger to Approve the Job Description and Salary Range for Charter School Authority Transportation Supervisor BUS DRIVER Operations - Leisa Orcutt, Human Resources Manager. *Unanimous*

## 15. Final Board Comment and Discussion

**Vice-Chair Traiger** Thanked everyone for their vote of confidence in her return to the Board. She also supports the STEM Initiative and looks forward to more information and detailed plans.

**Member Metzger** appreciates hearing all the Good News coming out of the schools. She is confident we can move forward in the transportation department if job duties are divided. Metzger wants to take a closer look at STEM programs and make sure that all students receive this type of training and curriculum. Metzger reminded everyone that student theatre arts plays and artwork is on exhibit and it is important we support the students and their families. She also wished everyone good health and positive attitudes during the COVID19 situation.

**Member Minaya** He's very excited about the Henderson/FAU STEM Tour and is looking forward to the upcoming CSA STEM presentation by John Omundsen.

**Member Mitchell** Looks forward to STEM presentation and is impressed the Superintendent is showing proactive leadership regarding COVID19 preparations.

**Member Gunter, District 1** He is very impressed with the STEM Initiative and also looks forward to more information and a detailed plan. Gunter also wants to move forward with the NFL Football Fields Grants application and perhaps get more community stakeholders involved.

**OEN/OES Parent Rep Jackson** Thanked the Superintendent and staff for all their hard work.

**OHS Parent Rep Hoagland** Appreciated going on the Henderson/FAU STEM Tour and supports the CSA creating a universal STEM program for all students.

**OMS Parent Rep Miniaci** He is resigning his position due to family obligations. Miniaci thanked his fellow board members and most of all Superintendent Collins, her staff and teachers all of whom he believes consistently go above and beyond a parent's widest expectations. He is very proud to have served on the Board and is still a very proud parent of an Oasis student.

## 16. Time and Date of Next Regular Meeting

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

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

The City of Cape Coral Charter School Authority Budget Workshop #2 is scheduled for Thursday, May 14, 2020 at 8:30 a.m. at Nicholas Annex - Green Room/Conf Rm A-200, 815 Nicholas Parkway, Cape Coral, FL 339

**17. Adjournment**

The Governing Board adjourned at 6:52 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

---

Secretary

---

Date of approval

Item Number:	6.A.
Meeting Date:	5/12/2020
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

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

**TITLE:**

Approval of the Agenda for the Regular Governing Board Meeting, May 12, 2020

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 5/12/2020 <b>Item Type:</b> 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. Members of the public can also submit comments on agenda items using the "Ecomment" form found on the City of Cape Coral's website under the City Clerk's "Agendas and Videos" page at [www.capecoral.net](http://www.capecoral.net). All Ecomments must be submitted no later than 12:00NOON the day of the Governing Board meeting.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number: 8.A.</b>
<b>Meeting Date: 5/12/2020</b>
<b>Item Type: CONSENT AGENDA:</b>

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

**TITLE:**

Request for Approval of the City of Cape Coral Charter School Authority Lee County Diesel Fuel Agreement 2020-2021 - Danielle Jensen, Director of Procurement and Food Services

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▯ FUEL AGREEMENT 2020-21	Backup Material



CAPE CORAL CHARTER SCHOOL AUTHORITY  
ADMINISTRATION DIVISION

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent *[Signature]*  
FROM: Danielle Jensen, Director of Procurement and Food Services  
DATE: March 10, 2020  
SUBJECT: Cape Coral Charter School Authority – Lee County Diesel Fuel Agreement

---

**BACKGROUND:**

Lee County School District (LCSD) has 718 school buses in their fleet with 1200 employees serving their district. LCSD has historically provided the Charter School bus fleet with diesel fuel. Lee County provides the service at a cost of fuel plus 5% on a monthly basis.

**RECOMMENDATION:**

Since the Charter School has had a long relationship with Lee County schools to provide this service, the transportation department is recommending the fleet continues the relationship. Lee County can handle our volume and agrees to provide the service at cost plus 5%. The agreement is for the term of July 1, 2020 to June 30, 2021 with the option to renew for two additional one year periods.

In summary, the recommendation is to approve the agreement with Lee County to provide our diesel fuel for the Charter School buses for the next 2020-21 academic school year. The governing board must approve the purchase since the fuel purchases are estimated to be over \$100,000 next year.



**SCHOOL BUS FUEL AGREEMENT  
BETWEEN  
THE SCHOOL BOARD OF LEE COUNTY, FLORIDA  
AND  
CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY**

This Agreement is entered on this 31st day of July 2020, by and between the School Board of Lee County, Florida (herein, the "Board"), and the City of Cape Coral Charter School Authority (the "Authority").

The purpose of this Agreement is to set forth the terms and conditions upon which the Board will allow the Authority to fuel their buses.

**NOW THEREFORE**, in consideration of the mutual terms and conditions, promises, and covenants hereinafter set forth the Board and the Authority do hereby agree and promise as follows:

1. The Authority will be allowed to fuel the Authority's buses at the Board's fueling facilities and the Board will bill the Authority for the cost of the fuel to the Board cost plus 5% on a monthly basis.
2. The Board will bill the Authority on the first of every month for fuel used at the Board's fueling facilities.
3. In consideration of the services described above, the Authority will remit payment for the services within 30 days of the billing date. Payment should be mailed to:  
  
Finance Department  
School District of Lee County  
2855 Colonial Boulevard  
Fort Myers, FL 33966
4. This Agreement will be for the term of July 31, 2020 to June 30, 2021 and may be renewed upon mutual agreement of the Board and the Authority for two (2) additional one (1)-year terms. The Agreement may be terminated by the Board upon providing the Authority sixty (60) day notice in writing. The Board may terminate this agreement with shorter notice or without any notice whatsoever if the Authority breaches any part of this Agreement, or the Authority is revoked or is otherwise terminated, or the Authority ceases operation of its charter schools, or the Board determines in its sole discretion that such immediate termination is necessary. The Authority may terminate this Agreement at any time immediately upon receipt by the Board of written notice of the termination.
5. Subject to the limitations as set out in Section 768.28, Florida Statutes, the Authority shall defend, hold harmless and indemnify the Board from and against any and all claims, actions, damages, liability, cost and expense, including those arising from bodily injury, death and/or property damage or any other unlawful expense, including, but not limited to, attorney's fees and court costs, brought by third parties arising from the act or omission of the Authority, its agents, employees, or contractors under this Agreement. The provisions of this paragraph are not intended to abrogate the sovereign immunity of Authority or the Board beyond that set forth in Section 768.28, Florida Statutes.
6. Notices to be provided under this Agreement will be sent in the following manner, and to these persons:

THE SCHOOL DISTRICT OF LEE COUNTY

Notices to the Board: Will be hand delivered or sent by certified mail to:

School District of Lee County  
Transportation Services  
2855 Colonial Boulevard  
Ft. Myers, Florida 33966  
Attention: Roger W. Lloyd, Director

Notices to the Authority: Will be hand delivered or sent certified mail to:

City of Cape Coral Charter School Authority  
3519 Oasis Blvd.  
Cape Coral, Florida 33914  
Attention: Jacque Collins, Superintendent

Notices will be considered received upon delivery.

7. The foregoing constitutes the entire agreement between the parties and this Agreement will not be amended or changed except by a writing instrument executed by authorized representatives of the parties. There are no promises or undertakings between the parties not set forth herein.
8. This Agreement shall be in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Lee County, Florida. Each party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

Attest:

The School Board of Lee County

By: \_\_\_\_\_  
Gregory K. Adkins, Ed. D.

By: School Board Chair Superintendent

Approved as to Form:

By: \_\_\_\_\_  
John J. Quick, Esq.  
Board Attorney

Approved as to Form:

City of Cape Coral, Charter School Authority

By: Michael Campbell  
Chairperson

By: \_\_\_\_\_  
Dolorez Menendez  
Assistant City Attorney

By: Jacquelin Collins  
Superintendent

**Item Number: 8.B.**  
**Meeting Date: 5/12/2020**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Request for Approval of the City of Cape Coral Charter School Authority National School Lunch Program Wellness Policy - Danielle Jensen, Director of Procurement and Food Services

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

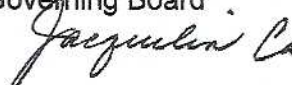
**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ WELLNESS POLICY 2020-21	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: May 1, 2020  
SUBJECT: Wellness Policy Update

---

One of the requirements of the National School Lunch Program is to annually review and implement a wellness policy. The Charter School food service department has followed the wellness policy and does not plan any changes to the policy this year but will continue to implement improvements identified in the Triennial Progress report.

This memo will outline a status update of what the school has completed, accomplished and future implementation plans for the next year. The committee always meets in May to review the school year but due to the COVID-19 pandemic, the committee did not meet, but reviewed the accomplishments via email with key members.

The first area is nutrition. The Charter School remains in compliance with offering the strict meal requirements as outlined by the National School Lunch Program (NSLP). These requirements include a maximum calorie and sodium range for both breakfast and lunch as well required portions of each menu component which includes milk, grain, meat, fruit and vegetables.

The Charter School lunch participation decreased this year over last year because of the school transition to virtual due to COVID-19 pandemic. Lee County School District provided free "Grab and Go" meals to anyone in Lee county that is 18 years and younger. Information was provided to our parents in the superintendent's status update letters.

Another area that is emphasized is the qualifications of school's food service staff. At the beginning of the year, the entire staff has food handling training and the Charter School ensures there are at least two staff members that have the food manager training. The annual food safety training session is a review for the returning staff and will ensure any new hires are trained properly.

The Charter School is in compliance with statute 7CFR 210.11., which deals with the sale of competitive foods and fundraisers. The sale of competitive food shall not be allowed to be sold during meal periods in the same area as reimbursable meals except for items sold by the food service department that meets Smart Snacks in Schools Regulations. The sale of competitive foods that do not meet the nutritional standards established in the Smart Snacks in Schools Regulations can only be permitted if approved by principal 30 minutes after the end of the official day until midnight of that day.

The second major area is nutrition and promotion of physical activity. An important part is the nutrition education of our students. At the elementary level, the physical education classes spend part of the class time teaching students about the myplate.gov and making healthy choices. At the middle school, students take either physical education or a Brain Food class for at least one semester that promotes healthy choices and good nutrition. The high school has the Health Opportunities in Physical Education (H.O.P.E) that promotes physical activity and nutrition education.

An important goal is to continue the promotion of nutritional education communication with the students and parents. The Food Service department provided monthly nutritional facts on the menus and websites for the parent's benefit.

Another goal is to complete student evaluations for all 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, and new to Lee County students. This process includes taking a student's height, weight, and body mass index (BMI). The Charter school is in compliance with this Lee County requirement.

The Charter School also offers several opportunities for our parents and students to be involved in physical activities. The elementary schools held a Booster-a-thon which included students exercising as a fundraiser and also provided water safety by the Red Cross/US Army Corps of Engineers. Oasis Elementary North participated in a boot camp that was both physical and fun. Oasis Elementary South hosted a Turkey Trot, Jingle Jog, Family Fitness Night and an annual Field Day which promoted physical activity in a fun environment.

Our middle school P.E. department had a section each semester in the curriculum that was dedicated to bike safety and allowed students to ride bikes. The middle school hosted several teachers versus students sporting events, which was well received during school assemblies. The middle school also offered a TRAIN program for its students to condition with a staff member as well as provided a builder's club after school program. This year, the middle school introduced a new elective class called Brain Food, where students maintained a school garden and learned healthy eating habits.



The middle and high school students participate in a variety of sports programs throughout the school year and had successful results in volleyball, soccer, football and basketball. In addition, the middle school had a JROTC Junior Raiders group that trained with the high school JROTC Raiders.

The third area is the school based activity goals. The Charter School continues to promote healthy options for the staff by continuing to sponsor gym membership subsidies to promote staff exercise. In addition, all employees have the opportunity to participate in the City of Cape Coral's annual Healthy Targets Program with health screenings.

The Charter School completed a Triennial Progress Assessment last year. Food Service identified areas to focus on over the three year period. The first area was to focus on the fruit which is to get students more interested in trying and purchasing fruit. The schools decided to offer fruit bowls or fresh fruit in addition to the fruit that is provided with the meal. This was a very successful program selling out almost daily. The second area was to highlight the salad where each school provided salads as a lunch choice and the elementary schools developed creative names for the salads. One area that is ahead of the plan is the development of the middle school garden which looks beautiful and has been maintained by middle school students and teachers.

Next year the Charter Schools will work to improve student involvement through different ideas such as displaying student artwork in the cafeterias, creative food name contests, menu artwork contests, increasing nutritional education or continuing to promote the school garden. In addition, the Charter School is due to be audited by the state. The expectation is another successful audit. The next year will be to increase community involvement.

The wellness committee has evaluated the success of the wellness policy requirements and improvements this year. The Charter School is in compliance with all the requirements and continues to work on improvements during the 2020-21 school year.

# City of Cape Coral Charter School Authority's Wellness Policies on Physical Activity and Nutrition

## Preamble

At the City of Cape Coral Charter School Authority, we believe that children need access to healthy foods and physical activity in order to grow, learn, and thrive because good health fosters student attendance and education.

We recognize that obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. In addition, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States. The major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.

Despite the fact that school districts around the country are facing significant fiscal and scheduling constraints, we feel it is essential to develop and implement a successful school wellness policy to address these issues. We want to be proactive with community participation in the development and implementation of our plan.

Thus, the City of Cape Coral Charter School Authority is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the City of Cape Coral Charter School Authority that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, and the National School Lunch Program).



- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

## **TO ACHIEVE THESE POLICY GOALS:**

### **I. School Health Councils**

The school district and/or individual schools within the district will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies.

### **II. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

#### **School Meals:**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations including the Smart Snacks in School nutrition standards;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%, 0.5%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Elementary, Middle and High Schools will operate the School Breakfast Program.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.

**Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and



reduced-price school meals. Toward this end, schools may utilize electronic identification and payment systems and promote the availability of school meals to all students. Provide training to new staff members on the importance of discretion when students go through the lunch line. Ensure to maintain, improve and upgrade cafeteria system when financially possible.

### **Meal Times and Scheduling.**

#### **Schools:**

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Competitive Foods** – All Foods and Beverages Sold Individually (*i.e.*, foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Competitive foods are defined as all foods and beverages other than meals reimbursed under programs authorized by the National Schools Lunch Act offered for sale to students during the school on school campus. The school day is from midnight before to 30 minutes after school officially ends. Competitive foods are also divided between meeting or not meeting the nutritional standards of the Smart Snacks in Schools Regulations.

The sale of competitive food shall not be allowed to be sold during meal periods in the same area as reimbursable meals except for items sold by the food service department that meets Smart Snacks in Schools Regulations.

The sale of competitive foods that do not meet the nutritional standards established in the Smart Snacks in Schools Regulations can only be permitted if approved by principal 30 minutes after the end of the official day until midnight of that day.

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to three times a week and follow the food guidelines listed below. Only water, low-fat and non-fat milk, and soy milk will be provided as beverages.

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

**General nutrition requirements:**

- Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain; or
- Have as the first ingredient one of the nongrain major food groups: fruits, vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or
- Be a combination food that contains 1/4 cup of fruit and/or vegetable; or
- Contain 10 percent of the daily value of a nutrient of public health concern based on the most recent Dietary Guidelines for Americans (i.e., calcium, potassium, vitamin D or dietary fiber). Effective July 1, 2016, this criterion is obsolete.

**Nutrient standards:**

<b>Nutrient standards</b>	<b>Snack Item</b>	<b>Entrée Item</b>
Calories	200 calories or less	350 calories or less
Sodium Limits	200 mg or less	480 mg or less
Total Fat Limits	35% or less of total calories	35% or less of total calories
Saturated fat	10% or less of total calories	10% or less of total calories
Sugar Limits	35% or less of weight from total sugars	35% or less of weight from total sugars

**Exemptions:**

- Entrées served in the NSLP/SBP on the day of service and the following school day.



- Fresh, frozen or canned fruits and vegetables with no added ingredients, except water, which are packed in 100 percent juice, extra light syrup or light syrup

*\*Refer to 7 CFR 210.11 competitive food service standards for additional exemptions.*

**Nutrition standards for beverages:** Portion sizes listed are the maximum that can be offered.

<b>Beverages</b>	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
Plain water	unlimited	unlimited	unlimited
Unflavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
Unflavored or flavored fat-free milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl. oz.	12 fl. oz.
Calorie-free, flavored water and other flavored drinks	Not allowed	Not allowed	20 fl. oz.
Low-calorie (5 calories or less per 8 fl. oz.)	Not allowed	Not allowed	20 fl. oz.
Low-calorie (40 calorie or less per 8 fl. oz.)	Not allowed	Not allowed	12 l. oz.

**Vending:**

**Elementary Schools** – no beverage/snack vending machines may be in operation where students may purchase items during the school day.

**Middle Schools** – no soft drinks will be allowed to be sold at any time. Items sold must meet the nutritional guidelines but must not be allowed to be sold during the food service.

**High Schools** – no soft drinks will be allowed to be sold before or during school hours. Vending machines with soft drinks will be allowed after 8<sup>th</sup> period until 10:00pm. Items sold must meet the nutritional guidelines but must not be allowed to be sold until after the last school bell.

**Fundraising Activities.** To support children's health and school nutrition-education efforts, it is highly recommended that school fundraising activities should not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the school day until midnight of that day and approved by the principal.

The school board is permitted to grant a special exemption from the standards for competitive foods as specified above for the purpose of conducting infrequent school sponsored fundraisers, not to exceed to maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle School/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

Schools will encourage fundraising activities that promote physical activity such as jog-a-thons and 5K runs. The school district will make available a list of ideas for acceptable fundraising activities.

**Snacks.** It is recommended that snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

**Rewards.** It is suggested that schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** We encourage parents to bring in healthy store-bought items for celebrations. It should be recommended that each party should try to include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day should meet the nutrition standards for meals or for foods and beverages sold individually (above). No soda will be used in elementary or middle school activities. High School events will be allowed to provide soda but must also include one fruit juice option available.



**Food and Beverage Marketing.** School-based marketing will be consistent with policies for nutrition education and health promotion. As such, the following guidelines apply:

- Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.
- Marketing activities that promote healthful behaviors (and are therefore encouraged) include: vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines, sales of fruit for fundraisers and coupons for discounted gym memberships.

### **III. Nutrition and Physical Activity Promotion and Food Marketing**

**Nutrition Education and Promotion.** The City of Cape Coral Charter School Authority aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at both elementary schools for each grade level as part of their physical education curriculum. It will include gaining knowledge of the myplate making healthy choices to promote and protect their health;
- is an integral part of our 6<sup>th</sup> grade health class in our Oasis middle school and our Health Opportunities in Physical Education (H.O.P.E.) program in our Oasis High School;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- Will provide posters and/or brochures on the importance of healthy eating;

**Communications with Parents.** The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The school district will provide a monthly nutritional fact on menus and the school website to enhance nutritional communication with parents. In addition, the school district will feature a fruit and vegetable flyer on the website which will provide recipes and nutritional facts.

The school district will provide parents/guardians the ability to view the food and beverage items their student is buying using a District approved online meal account/payment system.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**Student Evaluations.** Any students in grades 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup> and new to Lee County, (per state mandate) will have their height, weight and Body Mass Index taken. Once the students' Body Mass Index is calculated and graphed using the CDC table for Calculated Body Mass Index Values, any students outside the 3<sup>rd</sup> and 97<sup>th</sup> percentile or failure of the student to grow heavier or taller will be sent a letter of referral for the student to be evaluated by a medical doctor. BMI is monitored throughout the 6<sup>th</sup> grade and any follow up regarding students' health care visit is documented, BMI findings and referrals are reported to the Lee County Health Department yearly.

If a medical referral is not indicated, but a teacher or the nurse observes signs of nutritional problems or poor eating habits that may lead to future health problems, a nutritional screening may be done from grades K through 12 with the parent's approval. The students' Body Mass Index is calculated, graphed and monitored using present and previous BMI findings. A Health History for Nutritional Assessment is done. Findings are recorded and health care provider follow up is suggested in the form of a letter sent home. These students' BMI is monitored and any findings of BMI issues are reported to the Lee County Health Department. Any follow up regarding students health care visit are documented.

#### **IV. Physical Activity Opportunities and Physical Education**

**Daily Physical Education (P.E.) K-12.** All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings will have the opportunity to take a physical education course that has been reviewed by a certified physical education teacher.

Each elementary school will provide 150 minutes of physical education each week for students in kindergarten through 5<sup>th</sup> grade. Any day that physical education is provided there should be at least 30 consecutive minutes per day.

For middle school students, the equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8.

The high school requirement is one credit of physical education which must include the integration of health.



Exceptions to this requirements would be if a student is enrolled in remedial courses or a parent provides in writing that they want their student to take other courses or that their student participates in physical activities outside of the school day that equal or are in excess of that requirement.

**Physical Activity Opportunities Before and After School.** All elementary, middle, and high schools will attempt to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Teachers are strongly encouraged to allow students at least 15 minutes a day of physical activity through recess or P.E.

**Use of School Facilities Outside of School Hours.** School spaces and facilities should be available to supervised students and staff before, during, and after the school day. School policies concerning safety will apply at all times.

## **V. Other-School Based Activities**

The school district will integrate wellness activities across the entire school setting. These initiatives will include nutrition, physical activity and other wellness components so that all efforts work towards the same set of goals and objectives used to promote student well-being, optimal development and strong educational outcomes.

### **General Guidelines**

- The goals outlined by the wellness policy will be considered in planning all school-based activities (such as school events, field trips, dances and assemblies).
- Afterschool programs will encourage healthy snacking and physical activity.
- Each school shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community such as 5K runs.
- Each school within the Authority shall be in compliance with drug, alcohol and tobacco-free polies.

### **Convenient and Safe Drinking Water**

- Students will have access to free, quality drinking water in all areas of each school.

### **Eating Environment**

- Students will be provided an adequate amount of time to consume their meal with a minimum of 20 minutes after receiving their food from the line.
- Convenient access to facilities for hand washing and oral hygiene will be available during meal periods.

### **Employee Wellness**

- The Authority Wellness committee will coordinate with human resources staff and ensure staff is aware and available for wellness programs like healthy screenings and subsidized gym membership.

### **Health Services**

- A coordinated program of accessible health services shall be provided to staff and shall include, but not be limited to, violence prevention, school safety, communicable disease prevention, health screening, including body mass index, community health referrals, immunizations, parenting skills and first aid/CPR training.

### **Recycling**

- Each school shall maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products when economically feasible.

## **VI. Monitoring and Policy Review**

**Monitoring.** The administrator or food services supervisor will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district administrator or food services director.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The administrator or food services supervisor will develop a summary report every year on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

**Policy Review.** Assessments will be repeated every year to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.



**Triennial Progress Assessments.** The Cape Coral Charter School Authority will develop a triennial assessment to measure compliance with our wellness policy. This assessment will include, but is not limited to the following:

- The extent to which schools under the jurisdiction of the Cape Coral Charter School Authority are in compliance with the local school wellness policy;
- The extent to which the local school wellness policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.
- The assessment tool will consider evidence-based strategies in establishing our nutrition promotion and education, physical activity and other-school based activities that promote student wellness. Will evaluate strategies and at a minimum look at smarter lunchroom tools and techniques.

**Informing the Public.** The Cape Coral Charter School Authority will ensure the wellness policy, information and updates to and about the wellness policy, the progress report and triennial assessment are available to the public at all times and are updated at least annually.

- To ensure the public has access and is aware of the annual results, the report will be presented annually at our recorded school board meeting and will be approved by the school board each year.
- The Cape Coral Charter School Authority will ensure the most updated version of the wellness policy, the progress report and the triennial assessment are always available on the school website for the public to view.
- Each school will inform all parents that a complete copy of the local school wellness policy at the beginning of the school year and make the policy available to the public by posting it on our website.

### **Assurance:**

We assure that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.

**Wellness Policy Committee** – This committee has assessed the school's nutrition and physical activity needs and developed this Policy based on those needs.

The committee is composed of the following representatives:

<b>Area Represented</b>	<b>Committee Member Name</b>
Parent	Mary Ossichak,
School Food Service Personnel	Danielle Jensen, Caroline Sterling,
School Administrator	Jacquelin Collins, Donnie Hopper, Carrie Abes, Kevin Brown, Tod Baldwin
School Nurse	Melanie Klages

**Website Address for the Wellness Policy** (if Public or Charter School):

<http://www.capecharterschools.org>

---

Item Number:	9.A.
Meeting Date:	5/12/2020
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**

Presentation of Certified Audit Financial Report (CAFR) - Chris Kessler, CliftonLarsonAllen, LLC  
Please go online to view this material at: <https://www.capecharterschools.org> Click Governing Board Click Agendas

**SUMMARY:**

Please go online to view this material at:  
<https://www.capecharterschools.org>  
CLICK GOVERNING BOARD  
CLICK AGENDAS

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>9.B.</b>
<b>Meeting Date:</b>	<b>5/12/2020</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

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

**TITLE:**

Presentation of Charter School Authority STEAM Initiative School Year 2020-21 - Dr. John Omundsen, Oasis Educator

**SUMMARY:**

**ADDITIONAL INFORMATION:**

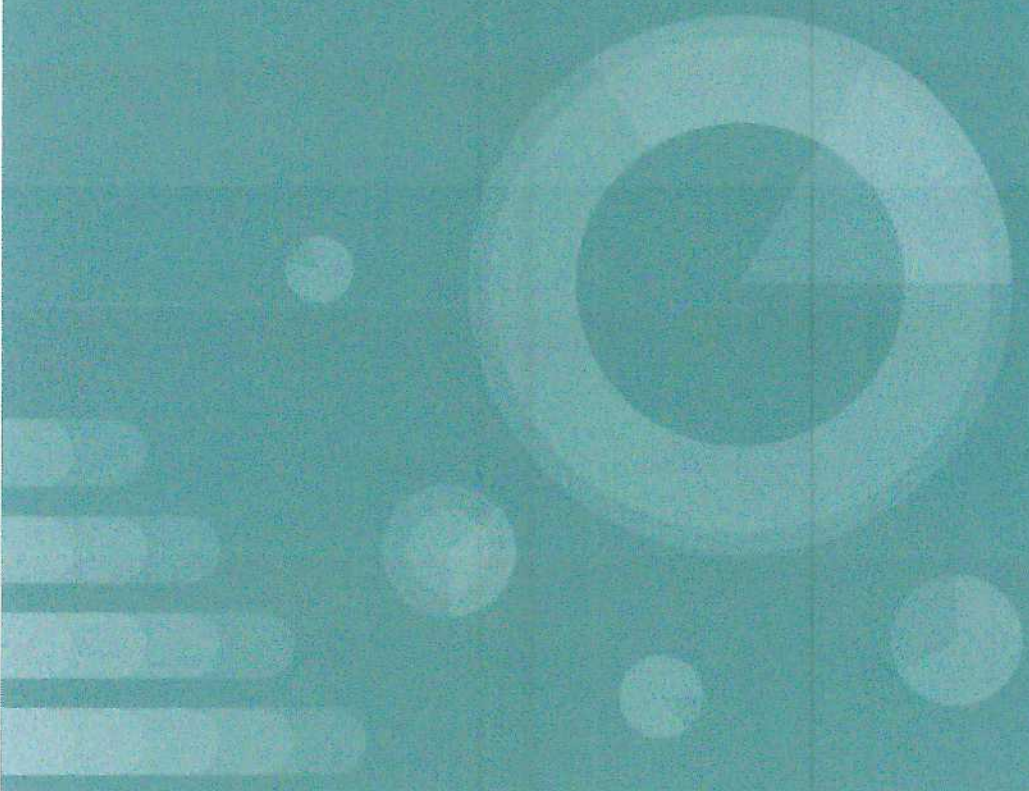
**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ STEM PRESENTATION MAY 2020	Backup Material



# OASIS STEM





## STEM vision

The Oasis Charter School system will develop a world-class, K-12 integrated STEM program which will help develop all students into critical thinkers, problem solvers, and collaborators who can use these skills to solve the unknown problems of the future.



# Levels of STEM

- **Elementary School: Laying the foundation**
  - GOAL: Building on students' natural curiosity of the world around them to lay the important foundation for STEM studies
- **Middle School: Honing your skills**
  - GOAL: Refine student skills in engineering and technology which will allow them to solve more complex problems and investigate specific areas of engineering
- **High School: Advancing your skills**
  - GOAL: Students will develop higher understanding of engineering and technology to engage in independent research to solve problems of meaning to them





# Needs for implementation

- Instructional design
  - Development of an integrated curriculum across K-12
  - A progress which builds on skills from elementary school to middle school, and from middle school to high school which develops a clear vertical progression
  - Year 1: Focus on middle school
  - Year 2: Focus on elementary and high school
- Educator Supports
  - Training of STEM specialty teachers on new curriculum tools
  - Training of content area teachers on cross-curricular learning and project-based learning
  - Training on using the makerspace to support what is being done in the classroom
- Adjustments to the learning environment
  - Setting up new makerspace in each school
  - Grant writing to procure materials needed for successful implementation
  - Creation of community partner programs which can allow for mentorship for students and teachers





## **Focus for 2020-2021: Oasis Middle**

- Course development
  - Introductory STEM elective for all 6th grade students
  - Specialized elective courses for 7th and 8th grade students
- Teacher Development
  - Training to include work with content area teachers on integrating the makerspace to enhance their curriculum
- Development of Makerspace
- Other work
  - Vertical alignment
  - Grant writing
- Community relations and partnerships

Item Number:	9.C.
Meeting Date:	5/12/2020
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**

Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 10.A. <b>Meeting Date:</b> 5/12/2020 <b>Item Type:</b> CHAIRMAN REPORT:
---

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

**TITLE:**

Request for Approval of the Superintendent's Annual Performance Evaluation - Vice-Chair Tami Traiger

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ SUPER PERF EVAL MAY 2020	Backup Material
▣ SUPER EVAL SCORE MAY 2020 PART 2	Backup Material

**CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY**  
**SUPERINTENDENT'S PERFORMANCE EVALUATION MAY 2020**

**SUPERINTENDENT'S NAME:** **Jacquelin Collins**

**GOVERNING BOARD  
CHAIRMAN**

Michael Campbell

**GOVERNING  
BOARD VICE-  
CHAIRMAN**

Tami Traiger

**REVIEW PERIOD**

May 2, 2019 – May 1, 2020

**2020 SCORE  
AND RATING**

**3.90/Highly Effective**

**Score Ranges: Highly Effective (3.250-4.00)**

Effective (2.500-3.249) Needs Improvement (1.750-2.499) Unsatisfactory (1.00-7.49)

Following each score is a selected comment from a governing board member regarding the performance of Superintendent Collins.

**Governing Board Members Participating in this Evaluation and Overall Score: 6**

Michael Campbell, 3.62

Tami Traiger, 4.0

Vanessa Metzger, 4.0

Dr Guido Minaya, 3.83

Susan Mitchell, 4.0

Angela Tich, 4.0

Abstain: John Gunter, District 1

**Performance Standard 1: Information and Communication**

**SCORE/RATING AVERAGE: 3.9/Highly Effective**

"Superintendent Collins always keeps us informed and communication is open and constructive."

"Mrs Collins demonstrates a highly effective communication effort with staff, administrators and board members. I would also like to see the Superintendent operationalize quarterly one-on-one meetings with each board member."

**Performance Standard 2: Leadership and Management**

**SCORE/RATING AVERAGE: 3.9/Highly Effective**

"Mrs. Collins demonstrates excellent leadership and management skills."

"Superintendent Collins leadership style is a big reason why the Authority has such a positive working relationship with the City staff, school staff, and the community stakeholders."

**Performance Standard 3: Support for Teaching and Learning**

**SCORE/RATING AVERAGE: 3.9/Highly Effective**

"Mrs. Collins continuously seeks to improve student learning through new initiatives in education. I look forward to the development of the STEAM Initiative this upcoming school year."

"Superintendent Collins has shown highly effective capabilities in curriculum development, including implementation of high-quality programs for superior education. It is apparent that she has high expectations of her staff in the area of curriculum; she has also shown improvement in the management of the teams."

**Performance Standard 4: Strategic Planning and Continuous Improvement**

**SCORE/RATING AVERAGE: 3.8/Highly Effective**

"Mrs. Collins is highly effective at aligning the Strategic Plan with the system's mission and goals."

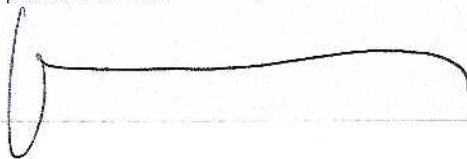
"Superintendent Collins is doing an excellent job aligning Strategic Planning with system goals. However, for this to be more effective I believe we need a yearly workshop with the Board to calibrate on an annual strategy. We also need to develop a dashboard the Board can review on a monthly basis which is tied to the strategy."

## Governing Board Action

"I am very pleased with Superintendent Collins overall performance. I support her decisions and feel she has the student's and staff's best interest at the forefront. Mrs. Collins is open and willing to discuss or meet with any person who has a question or concern. Thank you for your continued diligence and extensive work that you do for our schools and staff!"

**A copy of this performance evaluation will be submitted to the Governing Board for approval during the City of Cape Coral Charter School Authority Governing Board Regular Meeting on May 12, 2020 in City Council Chambers.** After final board approval the evaluation will be forwarded to the Charter School Authority Human Resources Director for inclusion in the superintendent's personnel file.

Board Secretary  
Kathleen Paul-Evans



Date: May 4, 2020





## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	X			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	X			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	X			
I-F	Communicates overall Strategic Plan requirements to administrative staff.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.8			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Has performed in a highly effective capacity under less than ideal circumstances.

MC



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.				
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2				
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
2-A Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	X			
2-B Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	X			
2-C Implements NEOLA policies and decisions and keeps Board Members well informed.	X			
2-D Works effectively with City management and departments.		X		
2-E Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.				3.6

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

MC



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.	X			
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		X		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	X			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	X			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.6			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

MC





## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	X			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	X			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.		X		
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.		X		
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.5			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

mc

Comments:



## Superintendent's Performance Rating Assessment Summary

Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.8			
S-2	Leadership and Management	3.6			
S-3	Support for Teaching and Learning	3.6			
S-4	Strategic Planning and Continuous Improvement	3.5			
	Overall average (all four categories combined)	3.625			
	Overall Performance Assessment Rating (check box)	X			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

ML

Signature of Evaluating Governing Board Member <i>Michael Campbell</i>	Date 4/18/2020
---	-------------------

MC



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	4			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	4			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	4			
2-D	Works effectively with City management and departments.	4			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

### Comments:

Mrs. Collins has done a great job to develop and strengthen relationships with city management, along with developing her administration team.

TT





## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
I-A	Strives to develop positive relationships with all stakeholders.	4			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	4			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	4			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	4			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
3-A Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	4				
3-B Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.	4				
3-C Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.	4				
3-D Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	4				
3-E Understands and enhances curriculum development to ensure a high quality education for all students.	4				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					
4					

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

### Comments:

Mrs. Collins continuously seeks to improve student learning through new initiatives in education . I look forward to the development of the STEM initiative this year.



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2: Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	4			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	4			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	4			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	4			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	4			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory



Comments:



## Superintendent's Performance Rating Assessment Summary

Write average assessment rating per standard.					HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication				4			
S-2	Leadership and Management				4			
S-3	Support for Teaching and Learning				4			
S-4	Strategic Planning and Continuous Improvement				4			
	Overall average (all four categories combined)				4			
	Overall Performance Assessment Rating (check box)				X			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

11



Signature of Evaluating Governing Board Member Tamisen Traiger	Date
---	------



## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
I-A	Strives to develop positive relationships with all stakeholders.	4			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	4			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	4			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	4			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		20 - HE			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Doing great. We've all come along way + communication is so much better!

①  
ym



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3					
Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	4			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	4			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	4			
2-D	Works effectively with City management and departments.	4			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		20-HE			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Doing great in helping us work with the City of Cape Coral!
---

②  
vm





## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	4			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.	4			
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.	4			
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	4			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		20 - HE			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Teachers seem more effective overall.

③  
jm





## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	4			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	4			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	4			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	4			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	4			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		24 - HE			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

4  
vm

Comments:



## Superintendent's Performance Rating Assessment Summary

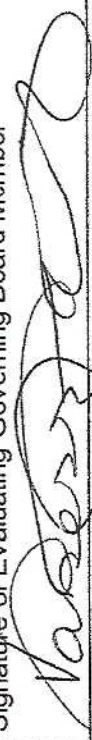
Write average assessment rating per standard.					HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication				4			
S-2	Leadership and Management				4			
S-3	Support for Teaching and Learning				4			
S-4	Strategic Planning and Continuous Improvement				4			
	Overall average (all four categories combined)				4			
	Overall Performance Assessment Rating (check box)				HE			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

5

vm

Signature of Evaluating Governing Board Member 	Date 4/13/2020
---	-------------------

⑩  
Jm



## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
I-A Strives to develop positive relationships with all stakeholders.	X				
I-B Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	X				
I-D Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	X				
I-E Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	X				
I-F Communicates overall Strategic Plan requirements to administrative staff.		X			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					3.8

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

Excellent Communicator with key stakeholders.





## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
2-A	X				
2-B		X			
2-C	X				
2-D	X				
2-E	X				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					3.8

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:  
Excellent Leadership and Management skills. I would like to see Superintendent operationalize quarterly one-on-one meetings with each board member.

GM



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
3-A		X			
3-B	X				
3-C	X				
3-D	X				
3-E	X				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					3.8

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

GM



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)	
4-A Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	X				
4-B Manages the implementation of the Strategic Plan in collaboration with the Governing Board.		X			
4-C Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	X				
4-D Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	X				
4-E Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	X				
4-F Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	X				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					3.83

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

GM



Comments: For this to be more effective I believe we need a yearly workshop with the Board to calibrate on the annual strategy. We also need to develop a dashboard the Board can review on a monthly basis which is tied to the strategy.



## Superintendent's Performance Rating Assessment Summary

Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.8			
S-2	Leadership and Management	3.8			
S-3	Support for Teaching and Learning	3.8			
S-4	Strategic Planning and Continuous Improvement	3.83			
	Overall average (all four categories combined)	3.81			
	Overall Performance Assessment Rating (check box)	3.83			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

GM



<i>Guido A. Minaya</i>	4/24/20
------------------------	---------

GM



## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
I-A	Strives to develop positive relationships with all stakeholders.	✓			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	✓			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	✓			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	✓			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	✓			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Mrs. Collins always keeps us informed & communication is open and constructive.



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
2-A	✓				
2-B	✓				
2-C	✓				
2-D	✓				
2-E	✓				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: I believe Mrs. Collins' leadership is a big reason the authority has such a positive working relationship with the city staff, school staff and the community.

SM





# Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	✓			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.	✓			
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.	✓			
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	✓			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	✓			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments: Mrs. Collins has clearly made staff support, & development a part of her administration as a valued tool for the success of the system





## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #2: Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	✓			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	✓			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	✓			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	✓			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	✓			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

5/14



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	✓			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	✓			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	✓			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	✓			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	✓			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	✓			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

SM

Comments: Mrs. Collins & staff are always on it for monitoring the budget! And always looking for ways to improve & innovate. This is particularly important during the COVID-19 crisis.



## Superintendent's Performance Rating Assessment Summary

Write average assessment rating per standard.					HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication				4			
S-2	Leadership and Management				4			
S-3	Support for Teaching and Learning				4			
S-4	Strategic Planning and Continuous Improvement				4			
	Overall average (all four categories combined)				4			
	Overall Performance Assessment Rating (check box)				✓			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

SM



Signature of Evaluating Governing Board Member <i>Samuel Mitchell</i>	Date <i>4/23/2020</i>
--	--------------------------

MS





## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
I-A	Strives to develop positive relationships with all stakeholders.	<input checked="" type="checkbox"/>			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	<input checked="" type="checkbox"/>			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	<input checked="" type="checkbox"/>			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	<input checked="" type="checkbox"/>			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

Mrs. Collins has demonstrated a highly effective communication effort with staff, administrators, and board members.

AT



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	<input checked="" type="checkbox"/>			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	<input checked="" type="checkbox"/>			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	<input checked="" type="checkbox"/>			
2-D	Works effectively with City management and departments.	<input checked="" type="checkbox"/>			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:

Mrs. Collins has shown improvement in leadership and taken an active roll in leading by example. Her passion for the charter school system is apparent and is a standard she holds her administrators to, as well.

AT



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.					
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)	
3-A Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	<input checked="" type="checkbox"/>				
3-B Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		<input checked="" type="checkbox"/>			
3-C Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		<input checked="" type="checkbox"/>			
3-D Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.		<input checked="" type="checkbox"/>			
3-E Understands and enhances curriculum development to ensure a high quality education for all students.	<input checked="" type="checkbox"/>				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					3.4

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

Comments:  
Mrs. Collins has shown highly effective capabilities in curriculum development, including implementation of high quality programs for superior education. It is apparent that Mrs. Collins has high expectations of the staff in the area of curriculum. I think that she has shown improvement in management of the team.

AT





# Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2: Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	<input checked="" type="checkbox"/>			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	<input checked="" type="checkbox"/>			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	<input checked="" type="checkbox"/>			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	<input checked="" type="checkbox"/>			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	<input checked="" type="checkbox"/>			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective      E - Effective      NI - Needs Improvement      U - Unsatisfactory

AT



Comments: As a board member, I feel very informed an the budget and reasons for any spending. She is highly effective in aligning the strategic plan with the system mission and goals.



### Superintendent's Performance Rating Assessment Summary

Write average assessment rating per standard.				
	HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1 Information and Communication	<input checked="" type="checkbox"/>			
S-2 Leadership and Management	<input checked="" type="checkbox"/>			
S-3 Support for Teaching and Learning	<input checked="" type="checkbox"/>			
S-4 Strategic Planning and Continuous Improvement	<input checked="" type="checkbox"/>			
Overall average (all four categories combined)	<input checked="" type="checkbox"/>			
Overall Performance Assessment Rating (check box)	5 <input checked="" type="checkbox"/>	5	5	5
I am very pleased with Mrs. Collins overall performance. I support her decisions and feel that she has the student's and staff's best interest at the forefront. She is open and willing to discuss or meet with any person who has a question or concern. Thank you for your continued diligence and extensive work that you do for our schools and staff!				

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member Angela Tich	Date 11/21/2018
--	--------------------

**Item Number: 11.A.**

**Meeting Date: 5/12/2020**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 12.A. <b>Meeting Date:</b> 5/12/2020 <b>Item Type:</b> STAFF COMMENT:
---

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

**TITLE:**

No Comment

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



**Item Number: 13.A.**  
**Meeting Date: 5/12/2020**  
**Item Type: UNFINISHED BUSINESS:**

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

**TITLE:**

Request for Approval of Intent to Designate the City of Cape Coral Charter School Superintendent Position to the Local Agency Senior Management Service Class (SMSC) of the Florida Retirement System Division of Retirement - Leisa Orcutt, Director of Human Resources (moving forward from 11/12/2019)

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ FRS SMSC MAY 2020	Backup Material

<b>Item Number:</b>	<b>14.C.</b>
<b>Meeting Date:</b>	<b>10/8/2019</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Request for Acceptance of Notice of Intent to Designate the Cape Coral Charter School Authority School Superintendent position to the Local Agency Senior Management Service Class (SMSC) of the Florida Retirement System Division of Retirement - Leisa Orcutt, Human Resources Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ FRS CLASS DESIGNATION 2019	Backup Material

[City of Cape Coral Charter School Authority Seal]

## NOTICE TO THE PUBLIC

In accordance with Section 121.055, Florida Statutes, The City of Cape Coral Charter School Authority intends to designate the position of Cape Coral Charter School Authority Superintendent for inclusion in the Senior Management Service Class of the Florida Retirement System.

### Breeze Newspapers

First Run Dates:	Oct 23 and 25, 2019
Second Run Dates:	Oct 30 and Nov 1, 2019
Governing Board Date:	Nov 12, 2019



Section 121.055, Florida Statutes, establishes the Senior Management Service Class and sets forth the criteria for participation. Although the Class was first established February 1, 1987, through subsequent legislation the criteria and requirements have been amended. Outlined below are the SMSC requirements for State and local agencies. Questions concerning the SMSC may be directed, in writing, to the Division of Retirement, P.O. Box 9000, Tallahassee, FL 32315-9000, or by calling (850) 488-8837. Free 1-877-377-3675.

### **State Agency Senior Management Service Class (SMSC) requirements:**

A position included in the SMSC requires the employee filling the position be a compulsory member in the SMSC, unless the incumbent elects in writing within 90 days of employment to participate in the State's Senior Management Optional Annuity Plan. The following State positions are included in the SMSC:

**Effective 02-01-87:** All Senior Management Service positions with a State Agency.

**Effective 01-01-90:** Executive Director of the Ethics Commission, Auditor General and up to nine managerial or policy making positions within his office, all staff directors of Joint Committees of the Legislature, and up to 75 nonelective positions at the legislative committee staff director or higher, or equivalent managerial or policymaking positions within the House of Representatives and Senate as selected by the Speaker of the House of Representatives and President of the Senate, respectively.

**Effective 01-01-91:** Positions within the Executive Service of the State University System, University Presidents, and State Board of Administration senior managers who have policymaking authority and are so determined by the Governor, Treasurer, and Comptroller.

**Effective 01-01-94:** State Courts Administrator, Deputy State Courts Administrator, Clerk of the Supreme Court, Marshal of the Supreme Court, Justice Data Center Director, Executive Director of the Justice Administration Commission, Capital Construction Representative, Clerks of the District Courts of Appeals, Marshals of the District Courts of Appeals, and Trial Court Administrator. Each judicial circuit has compulsory positions in the SMSC.

**Effective 01-01-94 Additional Designated Positions:** The State Attorney and Public Defender in each judicial circuit may designate positions in their offices to the SMSC provided:

- a notice of intent to designate position(s) to the Class is published once a week for two consecutive weeks in a newspaper of general circulation published in the county or counties affected;
- and the full-time positions are nonelective, managerial or policymaking filled by employees who serve at pleasure of the employer without civil service protection, head organizational units or have responsibility to effect or recommend personnel budget, expenditure, or policy decisions in their area of responsibility.

One nonelective full-time position may be designated for each State Attorney and Public Defender reporting to the Division of Retirement. Offices with 200 or more filled regularly established positions may designate additional elective positions provided they do not exceed 0.5 percent of the filled regularly established positions within the agency. A position designated to the SMSC shall be removed from the Class unless the duties and responsibilities of the position change substantially and the position no longer meets the statutory requirements for SMSC participation or the position is abolished.

### **Local Agency Senior Management Service Class (SMSC) requirements:**

A position included in the SMSC requires an employee filling the position to be a compulsory member of the SMSC, unless the incumbent elects to participate in a local annuity program. An employee of a local agency may make this election at any time while holding a position included in the SMSC. The following positions in local agencies are included in the SMSC:

**Effective 01-01-90:** Community College Presidents, appointed School Superintendents, County Managers/Administrators, and City Managers/Administrators are compulsory positions in the SMSC.

**Effective 01-01-94:** Local agency employers may designate positions to the SMSC provided:

- a notice of intent to designate positions to the Class is published once a week for two consecutive weeks in a newspaper of general circulation published in the county or counties affected;
- and the full-time positions are nonelective, managerial or policymaking filled by employees that are not subject to a continuing contract who serve at the pleasure of the employer without civil service protection, and who head an organizational unit or have responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in their areas of responsibility.

Ten (10) nonelective full-time position may be designated for each local agency. Effective 06-17-98, local agencies with 100 or more filled regularly established positions may designate additional nonelective positions provided they do not exceed 1 percent of the filled regularly established positions within the agency. A position designated to the SMSC shall not be removed from the Class unless the duties and responsibilities change substantially and the position no longer meets the statutory requirements for SMSC participation or the position is abolished.



(a) Any member holding a position eligible for membership in the Senior Management Service Class who is a member of an existing retirement system may elect to remain in such system in lieu of participation in the Senior Management Service Class as follows:

1. Such election shall be made in writing with the personnel office of the employer and the Division within 90 days after employment begins in a Senior Management Service Class position.

2. Any such employee who fails to elect to remain in such system within such 90-day period shall be a compulsory member of the Senior Management Service Class as provided in subsection 60S-1.0057(1), F.A.C.

(b) Any member holding a position eligible for membership in the Senior Management Service Class position as provided in paragraphs 60S-1.0057(1)(a), (b), (c), (d), (e), (f), (g) and (h), F.A.C., who is a member of the Special Risk Class or the Special Risk Administrative Support Class of the Florida Retirement System, may elect to remain in such class in lieu of participation in the Senior Management Service Class as follows:

1. Such election shall be made in writing and filed with the personnel office of the employer and the Division within 90 days after employment begins in a Senior Management Service Class position.

2. Any such employee who fails to elect to remain in such class within such 90-day period, shall be a compulsory member of the Senior Management Service Class as provided in subsection 60S-1.0057(1), F.A.C.

3. If a Special Risk Class or a Special Risk Administrative Support Class member wishes to make such an election, the Senior Management Service Class position to which he or she is assigned must be an eligible Special Risk Class or Special Risk Administrative Support Class position.

(c) Any member of the Florida Retirement System Pension Plan or an existing system who is eligible for membership in the Senior Management Service Class as provided in paragraph 60S-1.0057(1)(c), subparagraphs (2)(a)2. and (7)(f)2., F.A.C., may elect to withdraw from the Florida Retirement System altogether, in lieu of membership in the Senior Management Service Class as follows:

1. Such election shall be made in writing to the Plan Choice Administrator as defined in subsection 60S-6.001(50), F.A.C., in accordance with rule 19-11.006, F.A.C. Such election may be filed using the State Board of Administration form designed for ease of use; Form SMS-3, Local Senior Management Service Employees Retirement Plan Enrollment Form, adopted by reference in subsection 60S-1.004(1), F.A.C., or alternatively the employee may choose to submit a separate document in lieu of Form SMS-3, to file their election with the Plan Choice Administrator which at minimum shall provide the employee's name, social security number and his or her plan election. The election to withdraw altogether shall be irrevocable for as long as the employee holds a position eligible for membership in the Senior Management Service Class. The effective date of such election shall be the first day of the month following the month in which the Plan Choice Administrator receives the written election.

2. Such members are not eligible to participate in the Senior Management Service Optional Annuity Program administered by the Division of Retirement.

(d) Any member of the Florida Retirement System Pension Plan or an existing system who is eligible for membership in the Senior Management Service Class as provided in paragraph 60S-1.0057(1)(d), F.A.C., shall by default be enrolled into the State University System Optional Retirement Program (SUSORP) prospectively upon such eligible employment and; except for those filling a mandatory SUSORP position, may choose between membership in the Florida Retirement System or participation in the SUSORP within 90 days of employment as follows:

1. Employees enrolled by default into the SUSORP, except for those filling a mandatory SUSORP position as provided in section 121.051, F.S., may choose between membership in the Florida Retirement System or participation in the SUSORP within 90 days of employment by filing such election in writing with the Plan Choice Administrator as defined in subsection 60S-6.001(50), F.A.C., not later than 4:00 p.m. Eastern Time on the 90th day from the employee's date of hire into the SUSORP eligible position in accordance with sections 121.35 and 121.4501, F.S., and rule 19-11.006, F.A.C. The eligible employee may use the State Board of Administration's designed form for ease of use; ORP-16, State University System Optional Retirement Program (SUSORP) Retirement Plan Enrollment Form, adopted by reference in subsection 60S-1.005(1), F.A.C., to file such election or alternatively the employee may choose to submit a separate document in lieu of Form ORP-16, to file their election with the Plan Choice Administrator which at minimum shall provide the employee's name, social security number and his or her plan election.

2. Employees who file an election to participate in the SUSORP, other than mandatory SUSORP participants who must elect this option, must also execute a contract with a SUSORP provider company no later than the 90th day from the employee's date of hire into the SUSORP eligible position in accordance with sections 121.35 and 121.4501, F.S., and rule 19-11.006, F.A.C., or shall



ERS Employer Statutory Contribution Rates (2013-2020)

As a % of Salary

Job Title	Cost Hours	Regular		Special Risk		BOC	SMSC	PROP	Cost Rates	SUS ORP	SMS OAP	Local Annuity	SCCS ORP	AUTHORITY
		Regular	Admin.	Admin.	County									
4 - 6/15														
Uniform ER Blended Rate	3.53	11.06	4.17	10.05	8.44	6.32	4.31	4.53	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.12	8.23	36.92	12.03	23.25	23.25	12.27	7.03	DC - EE	3.02	3.02		3.02	SB 7010
RET	5.77	17.33	34.73	27.85	31.37	31.37	17.08	11.64	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	3.03	0.03	1.03	0.03	0.03	0.03	0.03	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.29	1.29	1.29	1.29	1.29	1.29	1.29	1.29	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	6.05	15.03	30.95	26.26	32.00	32.00	10.31	12.81	UAL	2.12	12.27		2.12	SB 7010
Employee Contributions	3.02	3.02	3.02	3.00	3.00	3.00	3.00	3.00	TOTAL	10.31	21.64		10.31	SB 7010
TOTAL Contributions Submitted	9.05	22.05	34.95	31.26	35.00	35.00	21.31	12.84						
4 - 6/15														
Uniform ER Blended Rate	3.53	11.01	4.18	10.10	8.30	6.30	4.30	4.30	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.54	7.51	36.28	22.77	23.25	23.25	12.01	7.03	DC - EE	3.02	3.02		3.02	SB 7010
RET	5.07	18.52	40.77	31.87	44.56	44.56	19.44	11.03	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.04	0.04	0.04	0.04	0.04	0.04	0.04	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.26	1.26	1.26	1.26	1.26	1.26	1.26	1.26	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	7.37	19.82	42.07	33.17	46.26	46.26	21.34	12.81	UAL	2.12	12.27		2.12	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	10.31	21.64		10.31	SB 7010
TOTAL Contributions Submitted	10.37	22.82	45.07	36.17	49.26	49.26	24.34	12.84						
5 - 6/16														
Uniform ER Blended Rate	2.91	11.35	3.71	11.30	6.43	6.43	4.32	4.32	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.95	8.29	22.54	22.52	31.52	31.52	10.41	7.12	DC - EE	3.02	3.02		3.02	SB 7010
RET	5.56	20.34	31.25	34.01	44.30	44.30	19.73	11.20	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.04	0.04	0.04	0.04	0.04	0.04	0.04	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	7.36	22.04	42.96	33.71	45.80	45.80	21.43	12.81	UAL	2.12	12.27		2.12	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	10.30	20.69		10.30	SB 7010
TOTAL Contributions Submitted	10.26	25.94	35.95	33.71	48.80	48.80	24.43	12.81						
6 - 6/17														
Uniform ER Blended Rate	2.87	11.80	3.37	11.68	6.63	6.63	4.39	4.23	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.83	9.05	22.47	23.28	33.72	33.72	10.70	7.15	DC - EE	3.02	3.02		3.02	SB 7010
RET	5.50	20.85	26.34	34.98	40.75	40.75	20.05	11.53	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	7.62	22.97	28.80	36.70	42.15	42.15	21.77	12.89	UAL	2.83	15.07		2.83	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	10.30	24.94		10.30	SB 7010
TOTAL Contributions Submitted	10.52	23.57	31.80	39.70	49.19	49.19	24.77	12.89						
6 - 6/18														
Uniform ER Blended Rate	2.90	11.28	3.33	11.67	6.40	6.40	4.29	4.17	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.50	9.68	20.82	25.25	42.69	42.69	10.70	7.43	DC - EE	3.02	3.02		3.02	SB 7010
RET	6.20	21.95	32.91	37.82	48.14	48.14	20.99	11.80	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	7.82	23.27	34.13	39.64	50.55	50.55	22.71	13.50	UAL	3.23	16.22		3.23	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	11.45	25.97		11.45	SB 7010
TOTAL Contributions Submitted	10.52	26.27	37.13	42.64	53.55	53.55	25.71	13.20						
6 - 6/19														
Uniform ER Blended Rate	3.04	12.10	3.54	12.03	6.60	6.60	4.45	4.41	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	2.50	10.00	20.02	21.05	45.38	45.38	10.45	7.28	DC - EE	3.02	3.02		3.02	SB 7010
RET	6.04	21.76	33.20	30.05	55.03	55.03	22.34	12.37	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	8.26	24.50	34.96	40.77	60.75	60.75	24.00	14.00	UAL	3.20	17.52		3.20	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	11.45	27.10		11.45	SB 7010
TOTAL Contributions Submitted	11.26	27.50	37.93	43.77	63.75	63.75	27.00	14.33						
6 - 6/20														
Uniform ER Blended Rate	3.19	12.61	3.61	12.50	6.87	6.87	4.60	4.60	DC - ER	5.14	6.27		5.15	SB 7010
Uniform UAL Rate	3.06	11.15	33.23	23.08	47.61	47.61	12.92	8.36	DC - EE	3.02	3.02		3.02	SB 7010
RET	6.75	21.76	36.87	40.20	54.31	54.31	23.60	12.94	DC - Total	8.14	9.27		8.15	SB 7010
IP ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	FRS ADM	0.00	0.00		0.00	SB 7010
HRS	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	ADM	0.01	0.00		0.00	SB 7010
TOTAL Employer Contributions	8.47	25.40	38.55	42.03	68.03	68.03	25.41	14.00	UAL	3.00	18.00		3.00	SB 7010
Employee Contributions	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	TOTAL	11.71	28.36		11.71	SB 7010
TOTAL Contributions Submitted	11.47	28.40	41.50	45.03	71.03	71.03	28.41	14.60						
CSC - Uniforms Reimbursed Unit By Unit - 6/20/2019														
CSC - Uniforms Reimbursed Unit By Unit - 6/20/2019														

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.



**MINUTES OF THE**  
**REGULAR MEETING OF THE CITY OF CAPE CORAL**  
**CHARTER SCHOOL AUTHORITY GOVERNING BOARD**

**Tuesday, May 14, 2013**

**Council Chambers**

**9:00am**

Chair Jackson called the meeting to order at 9:00 am

**CALL TO ORDER-** Chair Jackson

**INVOCATION-** Prepared by Chair Jackson and read by Jacque Collins, Principal CME

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

**ROLL CALL:** Anderson, Boyer, Donaldson, Jackson, McGrail, Pawloski Stout, Teblum  
Member Kalbhenn unexcused.

**ALSO PRESENT:** Bill Buztrey, Assistant City Attorney  
Dr. Lee Bush, Administrator, City of Cape Coral Charter Schools  
Jacque Collins, Principal, CME  
Kevin Beckman, Principal, OMS  
Steve Hook, Principal, OES  
Kim Lunger, Principal, OHS  
David Fiorillo, Business Manager, City of Cape Coral Charter Schools  
Dr. Angela Pruitt, future Administrator/Superintendent, City of Cape Charter Schools  
John Lawrence, Cape Coral Charter Schools Bookkeeper  
Kelly Jackson, parent, CME, OMS, OHS  
Chelese Malone, parent, CME  
Marni Sawicki, parent, OES  
Jean Ricciardella, parent, OES, OES PTO President

### PUBLIC COMMENT

Marni Sawicki shared with the board the importance of the ESE program to our school system. Ms. Sawicki stated that she has one student that is part of the STEM program and will be attending OHS come the new school year and she has another student that is challenged with ADHD and a reading disability. Ms. Sawicki stated that her daughter attended OMS for 2 years but then had to be transferred to Ida Baker for her 9<sup>th</sup> grade year because our system did not have the resources available that she needed. Ms. Sawicki stated that she wanted to stress the importance of the ESE program and the need for additional funding. Ms. Sawicki stated that she loved the school system and she would love for her daughter to be able to attend but it wasn't feasible at this time.

Chair Jackson asked what we would need to do to better serve ESE students. Dr. Bush explained the funding criteria for the services and stated there is a full range of Exceptional Student Education programs and that no school can service them all. Dr. Bush stated that we do offer services starting at the elementary thru high school level, but usually they are for students that would require mild services.

Discussion ensued.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Approval of Neola Policy Updates

Dr. Bush gave a brief update of the reason behind the request for the approval of the policy updates that the board received to review. Dr. Bush also explained what Neola is for the new board members.

Motion was made by member McGrail to approve the Neola policy updates and was seconded by member Donaldson.

Board vote: Anderson, Boyer, Donaldson, Jackson, McGrail, Teblum, Stout

All "Ayes", motion carries.

#### Discussion & Approval - Title change of Administrator to Superintendent

Dr. Bush explained the reasoning behind the request for the change. Dr. Bush also explained the term Superintendent and explained that it holds a certain status and is a more professional title for a system of our size. Dr. Bush has asked that Mr. Buztrey explain what we may have to do to make the change.



Mr. Buztrey stated that we would need to first change the City Ordinance Chapter 26 which would be relatively easy. Mr. Buztrey then stated that we would need to check the Charter to see if the term "Administrator" is mentioned in the Charter which would then mean we would need to have a Charter Amendment.

Discussion ensued.

Motion was made by member Stout and seconded by member Donaldson to approve the title change of Administrator to Superintendent.

Board vote: Anderson, Boyer, Donaldson, Jackson, McGrail, Teblum, Stout

All "Ayes", motion carries.

Approval of David Fiorillo as Interim Administrator – May 19 – May 31, 2013

Member Teblum asked why Mr. Fiorillo was being made interim administrator instead of one of the principal. Dr. Bush explained that most of the items that would probably occur during this time frame would be mainly signing of documents. Dr. Bush stated that if there were any items that would involve the principals he was sure Mr. Fiorillo would contact them for their input.

Motion was made by member Stout and seconded by member Donaldson to approve David Fiorillo as interim Administrator from May 19<sup>th</sup> – May 31<sup>st</sup> 2013.

Board vote: Anderson, Boyer, Donaldson, Jackson, McGrail, Teblum, Stout

All "Ayes", motion carries.

Approval of the salary range of the Speech Language Pathologist position from (from (\$15.38-\$24.18) per hour to (\$25.00 to \$40.00) per hour

Dr. Bush explained that the range would need to increase so that we are more competitive in our search for a Speech Language Pathologist.

Motion was made by member Stout and seconded by member Donaldson to approve the salary range of the Speech Language Pathologist position from (from (\$15.38-\$24.18) per hour to (\$25.00 to \$40.00) per hour.

Board vote: Anderson, Boyer, Donaldson, Jackson, McGrail, Teblum, Stout

All "Ayes", motion carries.

**Item Number: 13.B.**

**Meeting Date: 5/12/2020**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Request for Approval of the Expansion of Salary Range for Charter School Authority Principals -  
Leisa Orcutt, Director Human Resources (moving forward from 03/10/20)

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

### **RECOMMENDED ACTION:**

#### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▯ SALARY EXPANSION PRINC, AP MAY 2020	Backup Material

**Item Number:** 14.C.  
**Meeting Date:** 2/11/2020  
**Item Type:** NEW BUSINESS:

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

**TITLE:**

Request for Approval of the Expansion of the Salary Ranges and Updated Physical Requirements to be included in the Job Description for the Charter School Authority Principal, Charter School Authority Assistant Principal, and Charter School Authority Teacher - Leisa Orcutt, S-CP, Human Resources Manager

**SUMMARY:**

The Human Resources Manager is requesting approval for the expansion of the salary range for the position of: Charter School Principal, Charter School Assistant Principal, and Charter School Teacher.

The HR Manager is also requesting approval to update the Physical Requirements included in the Job Description of: Charter School Principal, Charter School Assistant Principal and Charter School Teacher.

**ADDITIONAL INFORMATION:**

The Human Resources Manager will elaborate on scenarios that necessitate salary expansion(s) and updates to the physical requirements included in the job description(s).

**RECOMMENDED ACTION:**

HR is Recommending Approval of the Expanded Salary Range and Job Description Updates of the Physical Requirements for the position of: Charter School Principal, Charter School Assistant Principal, Charter School Teacher.

**ATTACHMENTS:**

Description	Type
▣ SALARY AND PHYSICAL - P, AP, T	Backup Material





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

**Job title: Charter School Principal**

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

***An Equal Opportunity Employer***

---

**SALARY RANGE**

\$43.27 - \$55.29 Hourly  
\$3,461.54 - \$4,423.08 Biweekly  
\$90,000.00 - \$115,000.00 Annually

**THE POSITION**

Under the general supervision of the Superintendent, provides leadership at the assigned school that ensures continuous improvement in measurable student performance and achievement. Provide managerial leadership in such areas as instruction, personnel, curriculum, budget, purchasing, public relations, plant operations, food services and transportation that will support high expectations in student performance for all students. Performs related work as required. This is a 12 month per year position.

**ESSENTIAL JOB FUNCTIONS:**

- Provides leadership that will ensure continuous improvement in measurable student performance and achievement.
  - Implements Governing Board policy, State statutes and Federal regulations as they pertain to assigned school.
  - Achieves results on the school's goals and demonstrate that student learning is the top priority through leadership actions that build and support a learning organization focused on student success.
  - Enables faculty and staff to work as a system focused on student learning and engage faculty and staff in efforts to close learning performance gaps among student subgroups within the school.
  - Maintains a school climate that supports student engagement in learning and generates high expectations for learning growth by all students.
  - Works collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments.
  - Implements 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.
  - Establishes a school-based crisis plan and provides leadership in the event of such happening.
  - Recruits, trains and develops an effective and diverse faculty and staff.
-



- Develops positive school and community relations which includes effective oral and written communications to all stakeholder groups.
- Engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps.
- Recognizes and uses diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning.
- Evaluates, monitors and provides timely feedback to faculty on the effectiveness of instruction.
- Maintains high visibility at the school and in the community, regularly engages stakeholders in the work of the school, and communicates opportunities within the school to engage students, faculty, parents and community stakeholders in constructive conversation about important school issues.
- Manages the organization, operations and facilities in ways that maximize the use of resources to promote a safe, efficient, legal and effective learning environment.
- Conducts 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.
- Coordinates maintenance functions, provides for plant safety and facilitates building inspections.
- Coordinates the school food service program at the assigned school including the free and reduced food service program requirements.
- Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families and the local community.

#### **MINIMUM QUALIFICATIONS:**

- Master's degree or higher.
- Valid Florida School Principal certification or a valid Florida Educational Leadership Certificate (or a valid School Principal certification from another State with the ability to obtain Florida certification within one (1) year of hire).
- Three (3) years Highly Effective/Effective teaching experience.
- Two (2) years of successful administrative experience.
- Must be able to demonstrate mastery of the Florida Principal Competencies and have thorough knowledge of Sunshine State Standards regarding education within one (1) year of hire.
- Bilingual skills encouraged.

#### **KNOWLEDGE, SKILLS AND ABILITIES :**

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

**REPORTS TO:** Superintendent

**OTHER JOB FUNCTIONS:**

- Manages and supervises the school's financial resources including the preparation and disbursement of the school's budget and internal accounts.
- Establishes and manages student accounting and attendance procedures at the assigned school.
- Manages and supervises school sponsored events, coordinates the supervision of events and maintains a calendar of all school events.
- Participates in district-wide management meetings and other meetings appropriate for professional development.
- Seeks out professional development opportunities and maintain professional licensure and certifications.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Supports the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Demonstrates willingness to accept responsibility for actions and utilize constructive criticism for professional growth.
- Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families and the local community.
- Communicates student expectations and performance information to students, parents and the community.
- Manages schedules, delegate and allocate resources to promote collegial efforts in school improvement and faculty development and demonstrate fiscal responsibility to maximize the impact of fiscal resources on instructional priorities.

**EXERTION TYPE:**

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

**OTHER PHYSICAL REQUIREMENTS:**

- Tasks may involve extended periods of visual concentration.
-





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

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

***An Equal Opportunity Employer***

---

**SALARY RANGE**

\$33.65 - \$45.43 Hourly  
\$2,692.30 - \$3,634.61 Biweekly  
\$5,833.33 - \$7,875.00 Monthly  
\$70,000.00 - \$94,500.00 Annually

**THE POSITION**

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

**ESSENTIAL JOB FUNCTIONS:**

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



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

#### **MINIMUM QUALIFICATIONS:**

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

#### **KNOWLEDGE, SKILLS AND ABILITIES :**

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

**REPORTS TO:** Principal

**OTHER JOB FUNCTIONS:**

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

**EXERTION TYPE:**

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

**OTHER PHYSICAL REQUIREMENTS:**

- Tasks may involve extended periods of visual concentration.
-

**Item Number: 13.C.**

**Meeting Date: 5/12/2020**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Request for Approval of the Expansion of Salary Range for Charter School Authority Assistant Principals - Leisa Orcutt, Director Human Resources (moving forward from 03/10/20)

### **SUMMARY:**

### **ADDITIONAL INFORMATION:**

### **RECOMMENDED ACTION:**



**Item Number: 13.D.**

**Meeting Date: 5/12/2020**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Request for Approval of a Matching Funds Commitment Letter in the Amount of \$150,000 to be taken from Reserve Funds for the NFL Community Football Fields Grant that includes the Concept of a Joint-Use Agreement Between the City, the Oasis Charter Schools, and the Lee County Hawks Football & Cheer Organization - Superintendent Collins (moving forward from 02/11/20)

### **SUMMARY:**

The Oasis Charter Schools, with the assistance of the Ferguson Group, would like to apply for "The Foundation Grassroots Program, *A Community Football Fields Program*," grant which is specifically a field surface fund to help rehabilitate football playing fields, and to construct a football practice field for Oasis High School. A requirement of this grant is that we partner with the City and other local youth programs within the City, so that the field will be a community asset. **The due date for the fully completed application is August 30, 2019.**

### **ADDITIONAL INFORMATION:**

We intend to apply for two levels of funding. The first is **General Field Support** for requests up to \$50,000 for capital projects such as lighting, bleachers, concession stands, irrigation systems, etc. The second level is for **Field Surface Grants** which are matching grants of up to \$100,000 to help finance the resurfacing of a community high school football field utilizing natural grass/sod surfaces.

Although the Oasis Charter Schools is the lead applicant in the grant process, we are seeking a partnerships commitment from the City of Coral. The initial steps for partnership would include a letter from the City Council approving the concept of a joint-use agreement between the City, the Oasis Charter Schools, and the Lee County Hawks Football & Cheer Organization. Additionally, the City would then need to issue a matching funds commitment letter, resolution and ordinance.

The Oasis Charter Schools also kindly requests the Council to approve \$134,000, which is an estimated cost to improve the field as proposed by JSM Services, Inc. In addition, the Oasis Charter Schools will contribute up to \$50,000, and the Hawks Organization will contribute \$10,000 toward this project.

### **RECOMMENDED ACTION:**

We believe a winning grant will be an opportunity for our charter school system to use a quality neighborhood asset as a resource to connect with larger segments of our community, and therefore, expand our contribution to the active lifestyle of our residents.

Recommendation is to accept the requirements of the grant program and approve the concept of a joint-use agreement between the City, the Oasis Charter Schools, and the Lee County Hawks Football & Cheer Organization.

ATTACHMENTS:

Description	Type
▢ MATCHING FUNDS LETTER	Backup Material



## MEMORANDUM

To: City of Cape Coral Charter School Authority Governing Board

From: Jacquelin Collins  
Superintendent

Date: May 6, 2020

Subject: Matching Funds Commitment Letter - NFL Foundation Grassroots Program

The Oasis Charter Schools, with the assistance of Ferguson Group, would like to apply for *"The Foundation Grassroots Program, A Community Football Fields Program,"* grant to construct a football playing field and to rehabilitate the football practice field for Oasis High School. A requirement of this grant is that we partner with the City of Cape Coral and a local youth program (Lee County Hawks Football & Cheer Organization).

Our intention is to apply for two levels of funding. The first is General Field Support for requests of up to \$50,000 for capital projects such as lighting, bleachers, concession stands, irrigation systems, etc. The second level is for Field Surface Grants which are matching grants of up to \$100,000 to help finance a community high school football field utilizing natural grass/sod surfaces.

I would like to formally request the Governing Board to commit a contribution of \$150,000 in funding from reserves for this project. Additionally, Oasis Charter Schools will ask City Council to commit to a contribution of \$150,000 which will provide a match of 2:1 and strengthen our proposal.

We are moving forward with Avalon Engineering for site plan development and project construction estimates. We will establish a timeline with the Ferguson Group to submit a competitive application within the application window.

We believe a winning grant will be an opportunity for our school system to use a quality neighborhood asset as a resource to connect with larger segments of our community, and therefore, expand our contribution to the active lifestyle of our residents. Thank you for your consideration and participation in this worthwhile endeavor.



<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>5/12/2020</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Request for Approval to Replace Elementary Schools Playground Flooring Using Funds Set Aside for Safety & Security - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ playground safety money	Backup Material



CAPE CORAL CHARTER SCHOOL AUTHORITY  
ADMINISTRATION DIVISION

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent *JC*  
FROM: Danielle Jensen, Director of Procurement and Food Services  
DATE: May 8, 2020  
SUBJECT: Cape Coral Charter School Authority – Replacement of Elementary Schools Playground flooring

---

**BACKGROUND:**

Both elementary schools provide playgrounds for their students. The schools installed rubber based flooring on both campuses to provide a safe environment for children to play. The warranty has expired on this flooring and it is very expensive to maintain. As the flooring is older with constant use, it has become a major project to keep the flooring maintained properly. As a result, the Charter School's playground flooring has been cited, on both the DCFS and Lee County Health Department inspections, as a safety hazard.

It is time to replace the flooring, but the Charter School has decided to follow the city's Parks and Recreation department's lead to change playground flooring to Xgrass. Xgrass is a synthetic turf that provides safety features and is also low maintenance. Xgrass will provide a more even surface than grass or mulch and will not result in mud or grass stains. The turf surface will not be as slippery as other surfaces after the rain. It is also a durable surface that comes with a limited 10 year UV warranty. Playmore is a vendor that uses an XGrass as a vendor to install the turf. They will level our current surface and replace it with the synthetic turf.

**RECOMMENDATION:**

The Charter School is recommending the installation of the synthetic turf at both elementary school playgrounds. The cost to install each school is \$23,905.80 for a total project cost of \$47,811.60. The charter school is allowed to piggyback on the School District of Manatee Contract 16-0025-MR Park and Playground Equipment. The Charter School will need to use funds set aside for safety. The current hazard of the playground floors along with the citations from DCFS and Lee County Health Department should justify the use of safety funds for the installation costs.

In summary, the recommendation is to piggyback and use the pricing provided based on the School District of Manatee Contract 16-0025-MR Park and Playground Equipment to install the synthetic turf at both elementary school playgrounds. The governing board must approve the use of safety funds to cover the costs of the installation. The Charter School would like to take care of this issue before this school year ends.

# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
[www.playmoreonline.com](http://www.playmoreonline.com)

## QUOTATION

05/07/20

Job Number: 15179  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Christa McAuliffe Charter Turf  
2817 SW 3rd Lane  
Cape Coral FL 33991

This quote is provided by a **Licensed and Insured Company**, a protection for you, our customer. Playmore Recreational Products and Services holds a Certified Building Contractor's license.

# CBC1252224

Did you know it's actually against the law for a playground company to accept a contract for installation of playground equipment unless they are licensed? It's true.

Many of our competitors are not licensed contractors, and by law are only allowed to supply materials and equipment. However, they accept contracts for installation services, and then hire third-party licensed contractors. This is unlicensed contracting.

Florida Statute 489.105.(6) is very clear on the matter:

*"The attempted sale of contracting services and the negotiation or bid for a contract on these services also constitutes contracting. If the services offered require licensure or agent qualification, the offering, negotiation for a bid, or attempted sale of these services requires the corresponding licensure."*

We encourage you to use licensed contractors on all you upcoming installation projects. Ask for a copy of the license from the company you are contracting with. Make sure they are listed by name on the license, not a third-party contractor.





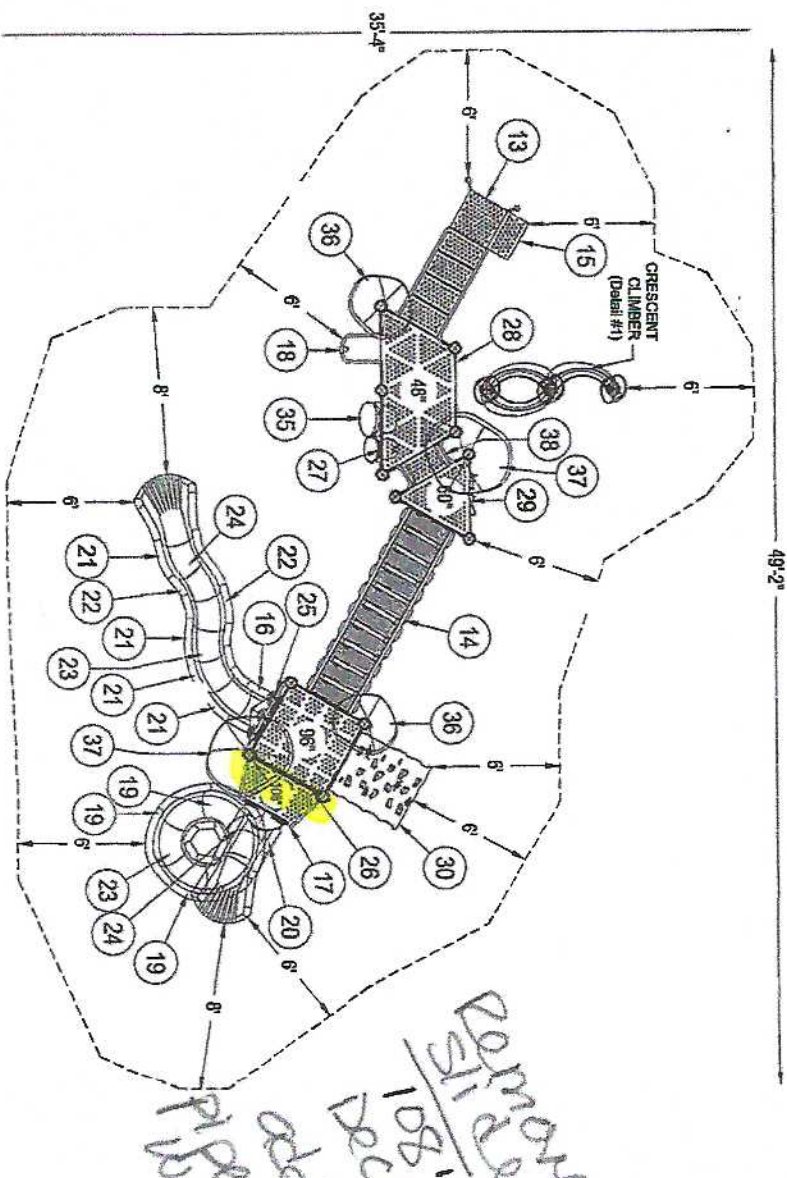
# 50# 6513395



2005  
PLAYMAKERS

## NOTES:

- 1) This play system design will meet the ADA Accessibility Guidelines for Buildings and Facilities, effective November 17, 2003, as published by the Architectural and Transportation Barriers Compliance Board, when installed over accessible surfacing, based on the following criteria:
  - a) An accessible route must be provided to the play area.
  - b) Of the 2' elevated play activities, 2' must be along an accessible route.
  - c) 2' elevated play activities are accessible by transfer station.
  - d) 2' surfaces of 2' types of ground level play must be provided, as required by ADA document 508.529 Part 119.17, Table 16.6.2.2.
  - e) 2' surfaces of 2' types of ground level play must be provided.
  - f) At least one of each type of ground level play activity must be along an accessible route.
- 2) This site plan should be checked against the actual site area prior to the purchase or installation of equipment.
- 3) Kick plates must be installed between 12" deck fragments.
- 4) The unit or measure located in the center of the platform indicates the height above the protective surfacing level. The protective surfacing for this design must accommodate a fall height of at least 9' Ft.
- 5) The structure size for this unit is 35'3" X 23'4" X 17'10" resulting protective surfacing for an overall use zone of 48'2" X 35'4". The approximate surface area is 1419 Sq. Ft., as required by ASTM F1487-01 guidelines.
- 6) The structure is designed to accommodate 43 children from 5 to 12 years of age.
- 7) Supervise children as they play.
- 8) To ensure that accurate measurements are obtained from this drawing, print copies on 11 X 17 paper at full scale.
- 9) This design configuration is the property of this firm and Playworld Systems and may not be reproduced or used in any manner without the expressed written consent of this firm and Playworld Systems.



0 5 10'

PROJECT NO.	065289.PLM	REV.	-	DATE:	23-SEP-05
STRUCTURE SIZE	35'3" X 23'4" X 17'10"	SCALE:	3/16" = 1'-0"	DRAWN BY:	LOGAN CORRAL
SITE PLAN					

**PLAYWORLD™**  
When trust matters™  
Playworld is a registered trademark of Playworld Systems, Inc.

CAPE CORAL CHARTER SCHOOL  
CAPE CORAL, FL

Playmore Recreational Products & Services  
10271 Deer Run Farms Road  
Suite 1  
Fort Myers, FL 33912

# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15179  
Revision:

Client: Cape Coral Charter School Auth Job: Christa McAuliffe Charter Turf  
3519 Oasis Blvd. 2817 SW 3rd Lane  
Cape Coral FL 33914 Cape Coral FL 33991

Contact: Phone: Fax: Email:

Sales Rep: Carrie Perk

Terms: Net 30

Item	Description	Quantity	Cost	Subtotal
<b>1 Installation</b>				
Installation	2790 SF of XGrass Prime - Color: Summer Blend	1	\$25,164.00	\$25,164.00
Discount	School District of Manatee County 16-0025-MR	-1	\$1,258.20	-\$1,258.20
<b>Subtotal:</b>				<b>\$23,905.80</b>
<b>Grand Totals:</b>				<b>\$23,905.80</b>

Notes:



# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15179  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Christa McAuliffe Charter Turf  
2817 SW 3rd Lane  
Cape Coral FL 33991

### General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$2,000) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, health, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Public Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site
- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal – Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.



# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15179  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Christa McAuliffe Charter Turf  
2817 SW 3rd Lane  
Cape Coral FL 33991

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Private Utility Locates
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

**\*Any other responsibilities must be clearly outlined in the applicable quotation/contract.**

### General Notes (All apply unless changes noted in quotation, purchase order, or contract)

**Warranties.** All equipment, surfacing, and installation is warranted by Playmore for a period of one year from substantial completion date. After one year, any additional manufacturer's warranties will remain in effect. Manufacturer's warranty claims to be processed by manufacturer. Playmore assumes no responsibility for these additional warranties.

**Access/Utilities.** Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

**Rock/Foreign Object Clause.** Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

**Playground Surfacing.** All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X Date: \_\_\_\_\_ P.O.#: \_\_\_\_\_

# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15178  
Revision:

Client: Cape Coral Charter School Auth Job: Oasis Charter School Turf  
3519 Oasis Blvd.  
Cape Coral FL 33914 3415 Oasis Blvd  
Cape Coral FL 33914

Contact: Brent Richardson

Phone: 317-697-6043

Fax:

Email:

Sales Rep: Carrie Perk

Terms: Net 30

Item	Description	Quantity	Cost	Subtotal
<b>1 Installation</b>				
Installation	2790 SF of XGrass Prime - Color: Summer Blend	1	\$25,164.00	\$25,164.00
Discount	School District of Manatee County 16-0025-MR	-1	\$1,258.20	-\$1,258.20
<b>Subtotal:</b>				<b>\$23,905.80</b>
<b>Grand Totals:</b>				<b>\$23,905.80</b>

Notes:



# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15178  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Oasis Charter School Turf  
3415 Oasis Blvd  
Cape Coral FL 33914

### General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed per manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

### Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, the following options are available.

- Add 5% (minimum \$2,000) to the quotation/contract price. Playmore Recreational Products and Services will cover the costs of all the building permit fees and expeditor fees.
- Playmore Recreational Products and Services can assist the customer in obtaining their own permit. Customer is responsible for all fees directly to the permitting agency and/or the expediting company.

NOTE – All zoning, planning, health, environmental, etc. permits and approvals are the responsibility of others as well as any required site plans. If signed and sealed engineered drawings are needed for the installation of equipment, this will be included on the proposal. If it is omitted and later discovered necessary, the cost will be the responsibility of the customer.

### Standard Services Include:

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Public Utility Check (Sunshine State One Call)
- Accept Delivery and Unload Equipment (If site is ready.)
- Moving New Equipment at Job Site
- Layout of Equipment
- Installation of Equipment and Materials per Manufacturer's Instructions
- Trash Clean Up (Leave on site.)
- Post-Installation Walk Through
- Maintenance Explanation

### Customer Responsibilities (unless otherwise noted in the applicable quotation/contract):

- Trash Disposal – Dumpsters or Off Site Disposal.
- Accept Delivery and Unload Equipment (If site is not ready.). \$500.00 Charge will apply if Customer wants Installers to Unload.
- Provide Area for Storage and Staging.
- Secure Site and Equipment.



# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15178  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Oasis Charter School Turf  
3415 Oasis Blvd  
Cape Coral FL 33914

### Some Optional Responsibilities (Must be clearly outlined in the applicable quotation/contract):

- Removal of Existing Equipment.
- Site Preparation, Grading, Drainage Systems, etc.
- Private Utility Locates
- Engineered Drawings for Purchased Equipment.
- Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.)

**\*Any other responsibilities must be clearly outlined in the applicable quotation/contract.**

### General Notes (All apply unless changes noted in quotation, purchase order, or contract)

**Warranties.** All equipment, surfacing, and installation is warranted by Playmore for a period of one year from substantial completion date. After one year, any additional manufacturer's warranties will remain in effect. Manufacturer's warranty claims to be processed by manufacturer. Playmore assumes no responsibility for these additional warranties.

**Access/Utilities.** Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

**Rock/Foreign Object Clause.** Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

**Playground Surfacing.** All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

Acceptance Signature: X Date: \_\_\_\_\_ P.O.#: \_\_\_\_\_

# PLAYMORE

## Recreational Products & Services

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

## QUOTATION

05/07/20

Job Number: 15178  
Revision:

Client: Cape Coral Charter School Auth  
3519 Oasis Blvd.  
Cape Coral FL 33914

Job: Oasis Charter School Turf  
3415 Oasis Blvd  
Cape Coral FL 33914

This quote is provided by a **Licensed and Insured Company**, a protection for you, our customer. Playmore Recreational Products and Services holds a Certified Building Contractor's license.

# CBC1252224

Did you know it's actually against the law for a playground company to accept a contract for installation of playground equipment unless they are licensed? It's true.

Many of our competitors are not licensed contractors, and by law are only allowed to supply materials and equipment. However, they accept contracts for installation services, and then hire third-party licensed contractors. This is unlicensed contracting.

Florida Statute 489.105.(6) is very clear on the matter:

*"The attempted sale of contracting services and the negotiation or bid for a contract on these services also constitutes contracting. If the services offered require licensure or agent qualification, the offering, negotiation for a bid, or attempted sale of these services requires the corresponding licensure."*

We encourage you to use licensed contractors on all you upcoming installation projects. Ask for a copy of the license from the company you are contracting with. Make sure they are listed by name on the license, not a third-party contractor.



Item Number:	16.A.
Meeting Date:	5/12/2020
Item Type:	TIME AND DATE OF NEXT MEETING

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

**TITLE:**

The next Regular Governing Board Meeting will be held on Tuesday, June 9, 2020 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



Item Number:	16.B.
Meeting Date:	5/12/2020
Item Type:	TIME AND DATE OF NEXT MEETING

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

**TITLE:**

The City of Cape Coral Charter School Authority Budget Workshop #2 is Scheduled for Friday, May 22, 2020 at 8:30 a.m. - 1:30 p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**