



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD

May 13, 2025 - 05:00 PM

Council Chambers, 1015 Cultural Park Boulevard, Cape Coral, FL 33990

1. CALL TO ORDER
 - a. Chair Kristifer Jackson
2. MOMENT OF SILENCE
 - a. Chair Jackson
3. PLEDGE OF ALLEGIANCE
 - a. Chair Jackson
4. ROLL CALL
 - a. Members Atisele, Jackson, Katine, Kilraine, Michaels, Minaya, and Santos
 - b. Parent Representatives Gibson/OES, Hoagland/OHS, Rouzeau/OEN, and Schade/OMS
5. STUDENT/STAFF RECOGNITIONS

6. APPROVAL OF MINUTES

- a. Request for Approval of Charter School Authority Governing Board Regular Meeting Minutes on Tuesday, April 8, 2025

7. CHANGES TO AGENDA / ADOPTION OF AGENDA

- a. Request for Approval of the Agenda of the Regular Meeting, Tuesday, May 13, 2025

8. CITIZENS INPUT TIME

A maximum of 45 minutes is set for input of citizens on matters concerning the Charter School Authority Governing Board; 3 minutes per individual.

9. CONSENT AGENDA

- a. CSA Resolution 5-25

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving the job description and salary range for the English for Speakers of Other Languages Coordinator Position for Oasis Charter Schools.

- b. CSA Resolution 6-25

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving the job description and salary range for the Before and Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools.

- c. CSA Resolution 7-25

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving NEOLA policies for the 2025-2026 school year for the Oasis Charter Schools.

- d. CSA Resolution 9-25

A Resolution of the Cape Coral Charter School Authority Governing Board, of the City of Cape Coral, Florida, approving reoccurring purchase orders exceeding \$100,000, in Fiscal Year 2026 under cooperative purchasing agreements with Lee County School District, the State of Florida, and other approved government unit and authorizes the Superintendent to execute all related documents specific to these purchases.

10. SUPERINTENDENT REPORT - Jacquelin Collins, Superintendent

- a. CSA Resolution 10-25

A Resolution of the Cape Coral Charter School Authority Governing Board acknowledging receipt of the Wellness Policy Report for the 2024-2025 School Year.

11. UNFINISHED BUSINESS

- a. Chapter 26 Revisions Review, Discussion, and Approval

CSA Resolution 8-25

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, recommending that the Mayor and City Council enact certain revisions to Chapter 26 of the City of Cape Coral, Florida, Code of Ordinances.

12. NEW BUSINESS - No Activity

13. CHAIR REPORT - Kristifer Jackson, Chair

- a. Acknowledgement of the Performance Evaluation of the Superintendent, SY 2024-2025

14. CITY MANAGER REPORT

- a. Mark Mason, Assistant City Manager

15. COUNCILMEMBER REPORT

- a. Councilmember Joe Kilraine, District 5

16. FOUNDATION REPORT

- a. Gary Cerny, President, Cape Coral Municipal Charter Schools Foundation

17. STAFF REPORT

- a. Dr. John Omundsen, Director, Oasis STEM Innovation

18. REPORTS OF BOARD MEMBERS AND COMMENTS

19. TIME AND PLACE OF FUTURE MEETING

- a. A Charter School Authority Governing Board Meeting is scheduled to be held on Tuesday, June 24, 2025, beginning at 5:00 p.m. in Council Chambers

20. MOTION TO ADJOURN

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 times. 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 Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

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



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

Request for Approval of Charter School Authority Governing Board Regular Meeting Minutes on Tuesday, April 8, 2025

Summary:

Requested Action: Approve or Deny

Additional Information:

Prepared By:

Kimberly Bruns, City Clerk

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

April 8, 2025

Council Chambers

5:00 p.m.

Meeting called to order by Chair Jackson at 5:00 p.m.

MOMENT OF SILENCE – Chair Jackson

PLEDGE OF ALLEGIANCE – Chair Jackson

Roll Call: Members Atisele, Jackson, Katine, Kilraine, Michaels, and Santos were present. Member Minaya was excused.

Parent Representatives: Hoagland/OHS, and Gibson/OES were present. Schade/OMS and Rouzeau/OEN were excused.

Also Present:

Jacquelin Collins, Superintendent
Kristie Belesiotis, CSA HR Manager
Jackie Corey, Principal, Oasis High School
Mark Moriarty, Assistant City Attorney
Mark Mason, Interim Assistant City Manager
Emma Neujahr JROTC Cadet
Ret Lt Col Terrel Morrow, JROTC Lieutenant Commander
Jack Concannon, Educator, Oasis High School
Crystal Feast, Interim Finance Director
Kathleen Paul-Evans, CSAGB Meetings Coordinator
Jennifer Koehn, Assistant Accounting Manager
Kary Porfidio - Lighthouse Winner, OMS
Donnie Hopper, Principal OMS
Amy Picciolo, Assistant Principal, OMS
Marybeth Grecsek, Principal, Oasis Elementary South
Kevin Brown, Principal, Oasis Elementary North

APPROVAL OF MINUTES

Regular Meeting – March 11, 2025

Member Kilraine moved, seconded by Member Santos, to approve the minutes (for the Charter School Authority Governing Board Regular Meeting held on March 11, 2025). Voice Poll: All "ayes." Motion carried.

CHANGES TO AGENDA/ADOPTION OF AGENDA

Chair Jackson inquired if there were any changes to the agenda. There were none.

***Member Kilraine moved, seconded by Member Atisele, to approve, as presented.
Voice Poll: All "ayes." Motion carried.***

CITIZENS INPUT TIME

No Activity

CONSENT AGENDA

CSA Resolution 4-25

The Resolution approves add pay compensation and stipends for those Charter School Authority employees who take on additional responsibilities outside their typical job description for the 2025-2026 school year.

Chair Jackson inquired about the overall increase in the add pay compensation stipend.

Superintendent Collins explained:

- We do not do it every year - have made some adjustments.
- Met with Principal Team and HR
- Some add pays require more duties such as the Testing Coordinator at the Elementary and Middle School.
- Significantly increased that since it is an all year long excess of duty
- Eliminated Academic Coach at Elementary School, not used
- Increased Drama Director significantly, big productions each year, requires hours of extra time beyond the school day

Chair Jackson asked how this add pay compensation compared to Lee County.

Superintendent Collins explained:

- Some are close, some are not the same
- Based on our budget's affordability
- Used to give extended add pay to all elementary teachers who work 8 hours
- Since we are readjusting everyone to 8 hours this year, we are saving about \$140,000 to use in tutoring
- Had large amount of funds budgeted for add pays
- It is fair relative to duties.

Discussion held regarding funds for tutoring; certain code Payroll uses.

Member Santos questioned the \$20,000 increase in Exhibit B.

Superintendent Collins explained:

- Exhibit B is an Athletic Coach stipend
- Requesting Board approval at this meeting
- Behind in our coaching stipend especially football
- Stipends were not equivalent
- Spreadsheet shows what Lee County pays, what we pay, and the difference

Member Kilraine moved to approve Consent Agenda Item 8.A, CSA Resolution 4-25.

Discussion held regarding:

- What happens at PLC meetings

Superintendent Collins explained:

- Assessment data and how to address students who have not learned certain key components of the standards
- Reduced the stipend because there is no documentation that these PLC group meetings address items specifically, only generally.
- We have asked for spreadsheets showing the conversations occurring regularly and readdressing learning deficiencies.
- We do not want to micromanage these groups.
- It was a discussion with the management team/principals.
- Scores are good; they happen; but do not believe it warrants \$500.00.

Member Katine inquired about the 12 Week club increase.

Superintendent Collins responded:

- Always have an interest stipend for clubs - \$150
- Some clubs meet twice a week for a semester for a majority of the year.
- Some clubs meet once a week for three weeks.
- Requirements for these stipends
- Encourage Science Club
- Robotics Club meets a minimum of 12 weeks, meets several times a week
- TSA group meets 3-4 weekly before a competition
- Wanted to expand what we give these teachers

Motion seconded by Member Michaels to approve Consent Agenda Item 8.A. CSA Resolution 4-25.

Voice Poll: All "ayes." Motion carried.

UNFINISHED BUSINESS

No Activity

NEW BUSINESS

CSA Resolution 3-25

The Resolution approves the job description and salary range for the Athletic Trainer position for the Oasis Middle School and Oasis High School.

Jackie Corey, Principal, OHS, appeared to discuss the purpose of this item:

- Oasis High School – 900 students
- Still fielding every sport like the larger high schools in the County
- All County high schools have a trainer at all home events
- Liability and safety issues
- Dealing with injuries that happen on the spot
- Kids need that care to make sure that we support them
- Need to prevent injuries
- Follow up on treatments

Discussion held regarding:

- Trainer schedule flexible and unique - available during the day for injury follow up, paperwork, remediation for safety out on the field
- Trainer at home games
- Full time schedule
- They are responsible for visiting team injuries, too at a home game
- Concussion protocols are met
- Weather protocols are met
- Certified Trainer w/ Child CPR

Member Atisele asked how it is currently handled.

Principal Corey explained we all do the best we can, sometimes the visiting school brings their trainer.

Member Atisele wondered if we have anyone in mind.

Principal Corey explained she was open to suggestions; it would be advertised if approved with the qualifications. It will be a challenge to fill.

Chair Jackson mentioned an ambulance is present at football games.

Principal Corey explained they can be called away for other emergencies.

Member Katine wondered about the salary range. Is that from the Evergreen Study or comparable to the District pay?

Principal Corey responded in the affirmative.

Member Katine inquired if there is a member on staff that can be trained in-house.

Principal Corey explained we will be looking for someone with the proper credentials and did not have someone on staff at this time. In the past we have had minimal trainers at games assisting.

Member Katine also inquired if they would be covering for the Middle School home events.

Principal Corey explained at large home events that would be reasonable to share the position.

Member Kilraine moved, seconded by Member Michaels, to approve Consent Agenda Item 10.A CSA Resolution 3-25.

Voice Poll: All "ayes." Motion carried.

SUPERINTENDENT REPORT

Superintendent Collins reported on:

THE FRANKLIN SHOPS

Oasis Innovation CGM Bear sales peaked during Winter and Spring break! This is great news because it proves we are attracting our first-tier target markets -- tourists and locals are purchasing our bears and sharing them with family and friends far and wide. Bears Total Sales - \$200.

ITEEA – PHOTO

April 2-5 Oasis Charter Schools STEM teachers attended the ITEEA conference in St Louis, MO.

Lori McLean, Christi Llanes, and Luis Perez had the opportunity to engage in focused tech and engineering educator best practices with teachers from across the country.

Oasis also presented at the STEM Showcase where they exhibited some of the projects Oasis students have worked on throughout the school year.

All in all, Oasis received 7 awards –

- 1 – Program Excellence
- 2 - Teacher of Excellence (Llanes, McLean)
- 4 - STEM Schools of Excellence

JROTC INSPECTIONS – PRESENTATION

Junior Reserve Officers Training Corps – JROTC - is part of the Department of Defense national commitment to give back to the civilian community by supporting public education.

The Lee County JROTC program has 16 public schools with more than 6,500 students participating in the program.

The Oasis Shark battalion recently had their JPA Inspection that takes place every three years and determines the status and strength of our program.

This year Oasis Sharks maintained their HONOR UNIT WITH DISTINCTION which is the highest status a unit can achieve.

Cadet Emma Neujahr, next year's Shark Battalion Commander, elaborated on the program and requirements.

- Inspection completed on April 2, 2025 at Gulf Coast Village, included assisted living residents
- Importance of Cadet Management, engagement, retention, and recruitment.
- Accomplished Honor Unit with Distinction 99.23% out of 100.
- SLP received a 19.5 out of 20
- CIP received 100%
- Drill and Colored Guard boxes also received 100%
- Unit Report received 100%
- Cadet Portfolio received an 18.5 out of 20
- Instructor portfolio also received a 100%.
- JROTC was one of the highest picked electives in the High School.
- Q&A Table at recruitment rally, gave out t-shirts and dog tags.

Superintendent Collins commended the program and its success. Lieutenant Commander Morrow was present who runs the program.

Chair Jackson offered his congratulations. He inquired where they compare as to the entire State of Florida. He inquired about the JROTC funding.

Lt. Commander Fred Morrow, JROTC instructor, explained funding in the Army has frozen travel cards which has not affected them due to their own internal fundraising efforts. There are roadblocks, but so far have not been affected.

Chair Jackson wondered if our Foundation was able to help.

FGCU ENTREPRENEURSHIP COMPETITION – VIDEO & PRESENTATION

https://drive.google.com/file/d/1W4Cam4eCpybpewacu04Ftw7Np67HAgu8/view?usp=s_haring

Jack Concannon, Educator, Oasis High, provided an additional commentary on a recent FGCU competition and an update on the activities of the Oasis Entrepreneurship Academy where they took 1st place.

Discussion held regarding

- Initially a club that turned into an academy, 3 periods
- Networking with Member Santos
- Welcomes Guest Speaker opportunity
- Lighthouse Awards speech
- Credited Mr. Concannon as the student's public speaking abilities
- Seniors make up 1/3, close to 100 students, ready for next year
- Next year, working to see if they can start at a lower-level marketing class, then may be a business ownership level in the future
- Scholarship opportunities inquiry
- My Fridge app opportunities in the future
- Resources available
- Mr. Concannon's teaching path – Lighthouse Award
- Course is a Capstone of our Stem Program

CAPE CORAL CARDBOARD BOAT REGATTA - VIDEO

https://www.canva.com/design/DAGjOzr5H5s/1GKmB1IG5_VLQ96Qz9iQfw/watch

On March 29th students from OMS – TSA participated in the Cape Coral Cardboard Boat Regatta that was hosted by the Rotary Club.

Prior to the race, student teams developed models of their boats and then constructed them based on sketches.

During competition, teams launched boats against one another to see if they could stay afloat and travel across the water.

In the end, the OMS VIKING Longship Boat won the Student Division, along with a 2nd place People's Choice-Design Award.

In addition, OMS HOTDOG won a 2nd place trophy for BEST SINKING BOAT, a category which acknowledged students' hard work and determination even if they failed to fully launch, as failure is part of the learning process.

LAW & ORDER BALL 2025 – PHOTO

Nominees for the Law & Order Ball Officer of the Year and K-9 Officer of the Year Awards are selected through a rigorous and transparent process designed to recognize outstanding contributions in the field of justice, public safety, and legal excellence.

Each year, a panel of experts, including esteemed legal professionals and community leaders, reviews nominations submitted by the seven agencies.

Nominees are evaluated based on their commitment to upholding the law, dedication to ethical practices, and significant impact on their community or profession, reflecting Rotary's principal motto, "Service Above Self." This motto emphasizes the philosophy of unselfish volunteer service, encouraging members to prioritize the needs of others over their own self-interest to create a positive impact in their communities and the world.

The Selection Committee carefully assesses each candidate's achievements, leadership, and service before finalizing the list of honorees, ensuring that only the most deserving individuals receive this prestigious recognition.

Up to 35 officers are nominated - from there, 5 are selected as Finalists. One winner is selected at the Law and Order Ball.

This year's winner is Officer Jamie Bungard, SRO Oasis Middle School.

Superintendent Collins announced:

- Addition of one intern for next year starting on August 2nd and look forward to having her as a Social Worker
- CPTED (Crime Prevention Through Environmental Design) Study - exterior lighting on the South Campus has been upgraded to LED and temporary lighting is working in the back parking lot.
- North Campus lighting needs to be done over the summertime.
- They are concentrating on applying for a CAP grant for \$100,000,000 Statewide grant, Workforce Capitalization Grant – designed to support initiatives in the State
- This grant only applies at the High School level to CTE programs.
- Only to create new CTE programs or expand existing programs
- Can include facility modification, professional learning, and curriculum needs.
- Want this grant to renovate our culinary department to expand the scope
- Could increase 25 students a year to 200 students a year
- Need to submit our grant application through the Lee County School District
- Deadline is May 30th

- Invited an architect, a City vendor, to give us an idea of costs through a feasibility study
- Expect the feasibility study to cost \$10-15K for the CAP grant
- Working with Finance to find funding so that the architect can make recommendations by the deadline
- Also working on HB871 regarding senior staff and education
- Spoke to Representative Mike Giallombardo that we are very limited in our high school capacity
- We are running out of room for students
- Looking for a creative way to offer a virtual component
- You have to publish the platform - can we limit that to our students
- Virtual charter, purchase a platform, separate staff
- Targeting small group of students that are self-directed
- We could build portables, but that is not the best option.

Superintendent Collins discussed some proposed changes to Chapter 26. She pointed out the changes for review:

- Section 26-4 Student Community
- Matriculate through the Elementary, Middle, and High Schools
- Who gets preference into our system
- Section 26-9 Terms of Board Members
- Section 26-14 Adoption of Regulations, Rules, and Resolutions
- Changes based on Ord 84-23
- Adopt Board actions by Resolutions
- Recommended not taking any action on this
- Policy when an Ordinance is changed, there is a process for recommendations to go to City Council
- Presented for reflection and conversation at this point

Chair Jackson explained it would be best to go through for discussion one by one.

Liaison to the Charter School Governing Board Mason explained:

- It is possible to vote at this meeting as a recommendation.
- Then, it would go to a Committee of the Whole for City Council to review.
- Next, if agreeable, an Introduction and Public Hearing of the Ordinance would occur at a City Council meeting

Member Kilraine asked that Mr. Mason describe details of the protocol.

Liaison to the Charter School Governing Board Mason explained:

- Changes are being brought as a result of a lottery system for existing students
- Was never the intent for that to happen

- When the school was formed in the beginning, the intent was that a student can start school with us and at the time go through 5th grade
- Then through Middle, then through High School
- Somehow it never made it into the Ordinance.
- Asked Mr. Moriarty regarding the Charter whether anything was done – he did the appropriate research and drafted the language for this Ordinance.
- Codifying the intent of the City Council - it is in the Ordinance, cleaning up language, shortening it and getting rid of redundant language
- Purpose is to explain changes being recommended, Board will vote, will go to Council at a Committee of the Whole, if in favor, it would go to City Council for Introduction and Public Hearing

Member Kilraine supported the path explained by Mr. Mason.

Assistant City Attorney Moriarty explained the idea was for this topic to be added to the next meeting for a vote.

Member Kilraine asked if it would be possible to have this on the April 23rd Committee of the Whole.

Liaison to the Charter School Governing Board Mason noted if this Board is not going to have a discussion until the next meeting in May, this could be scheduled for a Committee of the Whole in May.

Chair Jackson asked if discussion should be held tonight and vote at the next meeting.

Assistant City Attorney Moriarty explained the intention was to distribute amongst the Board to familiarize for a discussion and recommendation at the next meeting.

Member Kilraine agreed. ***No objections received from the Board.***

Chair Jackson repeated:

- We will bring up Chapter 26, everyone has revised drafts with recommendations and their public knowledge to digest and bring discussion at our next meeting with dialogue and then present it at the following meeting and/or at that meeting if the Board so chooses to vote on it.

Chair Jackson discussed HB871. He was thankful to the Superintendent for taking this initiative on this topic and explained a virtual aspect in University classes and wanted the focus to be on 11th and 12th graders for one or two classes.

Request to add a Charter School Authority Governing Board Budget Workshop on Tuesday, May 13, 2025, beginning at 4:00 p.m. in Council Chambers

Member Kilraine moved, seconded by Member Michaels, to add a Charter School Authority Governing Board Budget Workshop on Tuesday, May 13, 2025, beginning at 4:00 p.m. in Council Chambers.

Voice Poll: All "ayes." Motion carried.

CITY MANAGER REPORT

Interim Assistant City Manager Mason reported on:

- Changes due to CPTED at North Campus
- Facilities will be working on that over the summer break
- Will be working on the breezeway lighting replacement
- Generator connections for the modulares
- As well as the North and South Playground replacements during summer
- Miscellaneous improvements on both campuses over the summer

COUNCILMEMBER REPORT

District 5 Councilmember Kilraine reported on:

- Thanked Superintendent and Staff for the invitations to the GALA and the Awards Ceremony as they were excellent events
- Council Approval for moving forward with stadium design and parking

CHAIR REPORT

Chair Jackson – No report shared

FOUNDATION REPORT

Parent Member Hoagland, on behalf of the Cape Coral Municipal Charter Schools Foundation, expressed thanks to the Sponsors of the GALA:

- Presenting Sponsor Key Private Bank sponsored with Jay Santos
- All American Title Services
- Celebration Title Services
- Premium Mortgage Corporation
- Cook Homes
- DeMoya Group sponsored by Chris DeMoya, one of our Governing Board Members
- T-Mobile sponsored by Karen Michaels
- Nortech Boats
- E Zip Mortgage sponsored by another one of our Board Members, David Conde
- Raso Realty – Gloria Tate
- Waste Pro sponsored through Bill Jones and one of our parent realtors
- Total – approximately \$34,000

She announced the Lighthouse Awards Winners and celebration of all teachers:

- Beacon Winner – Tiffany Corbin from Oasis North Student Staffer
- Oasis South – Viviana Aguilera
- Oasis Middle School – Kary Porfidio
- Oasis High School – Jack Concannon

She also announced the Oasis High School Scholarship Applications are available on their website through closing of April 25th at 5:00 p.m.; questions can be asked of their guidance counselors and the foundation.

Chair Jackson noted what a huge success the GALA was.

STAFF REPORT

Kristie Belesiotis, CSA HR Manager

Review of Evergreen Solutions, LLC Project Status Report – March 2025

CSA HR Manager Belesiotis updated on:

- Classification and compensation study is progressing well
- Over 80% completed
- Data Collection
- Staff Outreach
- Preliminary analysis
- Development of the pay grade and ranges
- Staff affected received their salary adjustment in the March 14th paycheck
- Focus on development of Staff job descriptions
- Develop evaluation tools for our staff.
- Awaiting the final draft from Evergreen for our review and approval
- Will provide another update in the future

Chair Jackson inquired about reactions.

Superintendent Collins explained the positive response. We did not touch all groups and may need to address it next time. This is a process over time, ongoing.

BOARD MEMBERS REPORT AND COMMENT

Member Katine – Topics: No report

Member Atisele – Topics: No report

Member Minaya – Topics: Excused

Member Michaels – Topics: Attended Finance meeting this morning, saw aspects of what the administration is involved with.

Member Kilraine – Topics: No report

Member Santos – Topics: Attended the GALA and Awards Ceremony, detailed its successes

Parent Member Hogland – No report

Parent Member Gibson – No report

Chair Jackson – Topics: Acknowledged Mr. Concannon, Ms. Porfidio, Ms. Aguilera and Ms. Stafford and Mrs. Corbin. Expressed appreciation for the STEM Program; Entrepreneur Award will give us great publicity; Office Bungard, Officer of the Year.

TIME AND PLACE OF FUTURE MEETING

A Charter School Authority Governing Board Budget Workshop to be held on Tuesday, May 13, 2025, beginning at 4:00 p.m. in Council Chambers.

A Charter School Authority Governing Board Meeting was scheduled to be held on Tuesday, May 13, 2025, beginning at 5:00 p.m. in Council Chambers.

MOTION TO ADJOURN

There being no further business, the meeting adjourned at 6:32 p.m.

Submitted by,

Kimberly Bruns, CMC
City Clerk



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

CSA Resolution 5-25

Summary:

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving the job description and salary range for the English for Speakers of Other Languages Coordinator Position for Oasis Charter Schools.

Requested Action: Approve or Deny

Additional Information:

Prepared By:

Jacquelin Collins, Superintendent

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES COORIDNATOR POSITION FOR OASIS CHARTER SCHOOLS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, English for Speakers of Other Languages (“ESOL”) Coordinators play a vital role in assisting instructional staff to help students from diverse linguistic and cultural backgrounds acquire English language skills which are essential for academic success and integration into the school community; and

WHEREAS, the ESOL Coordinator verifies the accuracy of student information and maintains appropriate English Language Learners (“ELL”) records, ensuring confidentiality and compliance with Florida Statutes Section 1003.56, other laws and policies concerning student information, as well as staying informed with the most current ESOL policies and procedures and monitors compliance with all related requirements, including the Consent Decree that addresses the civil rights of ELL students; and

WHEREAS, the employment of a qualified ESOL Coordinator provides equitable access to educational opportunities to those students enrolled in the Oasis Charter Schools, and the acquisition of such position is necessary to meet the academic and language needs of those students; and

WHEREAS, Charter School Superintendent recommends that the Cape Coral Charter School Authority Governing Board approve the job description and salary range for the ESOL Coordinator for the Oasis Charter Schools.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby approves the job description and salary range for the English for Speakers of Other Languages Coordinator for the Oasis Charter Schools. A copy of the job description is attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON _____
ATISELE _____
KATINE _____
MICHAELS _____

SANTOS _____
MINAYA _____
KILRAINE _____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

KIMBERLY BRUNS
CITY CLERK

APPROVED AS TO FORM:

ALEKSANDR BOKSNER
CITY ATTORNEY

res/ESOL

EXHIBIT A



Job Description

Job Title:	ESOL Coordinator		
Class Code:	FLSA Status:	Hourly Full Time, Non-Exempt	
Bargaining Unit:	Calendar:		
Pay Plan:	Support	Established Date:	
Pay Grade:	C10, \$25.34 - 28.05 per hour \$38,516.80 - \$42,636.00 annually	Revision Date:	April 4, 2025

GENERAL STATEMENT OF JOB

Ensures the provision of comprehensible instruction through English for speakers of other languages (ESOL) strategies and native language instruction. Assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Assists in the coordination and communication with Administration, other instructional and support staff, parents, and students. The incumbent prioritizes tasks and generally performs duties independently, with periodic supervision or review.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Coordinates the provision of services for ESOL students, conducts programmatic assessments, serves as an English language learners (ELL) student advocate, and promotes equitable access to school programs and services.
- Verifies that all ELL students are placed with an ESOL endorsed/trained teacher and ensures that accommodation, intervention, and ELL child study plan, and retention procedures are followed.
- Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member. Reads information to students in English or students' native language(s) whenever possible.
- Assists in the preparation, organization, and distribution of instructional aids, enrichment materials, and technology as directed. Translates some of the materials to be used for lessons to ensure comprehension.
- Provides support in the computer laboratory, library/media center, and/or other learning facilities when appropriate. Assists in administering individual and group tests in the appropriate native language or in English.
- Works with teachers to reinforce positive student learning and behavior patterns. Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Demonstrates an understanding and respect of individual student's cultures, needs, abilities, and interests.
- Provides parents with information about the ESOL program and encourages parental involvement in school events, activities, and meetings. Acts as an interpreter/translator (both oral and written) for parents during Open House, Orientation, school meetings, and other activities as necessary.
- Schedules, attends, and completes documentation for all ELL Committee meetings and ensures that the parent notification forms and minutes are filed.

ESOL Coordinator

- Verifies the accuracy of student information and maintains appropriate ELL records, ensuring confidentiality and compliance with laws and policies concerning student information. Assists teachers in keeping current records of the progress of individual students.
- Participates in in-service activities, including ESOL Paraprofessional training, ESOL Contact training, and other programs when appropriate.
- Stays informed of the latest ESOL policies and procedures and monitors compliance with all related requirements, including the Consent Decree that addresses the civil rights of ELL students.
- Adheres to good safety procedures.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Associate's degree from an accredited college or university.

Experience:

- Three (3) to five (5) years of related work experience.
- Previous experience as a Teacher Assistant/Paraprofessional preferred.

Licenses and Certifications:

- Certified Barton Tutor in grades K-5 preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated proficiency in both English and another language.
- Ability to effectively communicate with students, families, and community members whose primary language is not English.
- Skilled in both written and oral communications for effective expression and clarity.
- Ability to facilitate accurate interpretation and translation of educational materials, school policies, and communications.
- Ability to issue and follow oral and written instructions.
- Ability to establish and maintain effective-working relationships with supervisor, support staff, students, parents, and others.
- General knowledge of report and record keeping principles and techniques.
- General knowledge of business mathematics.
- Ability to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.
- Ability to organize and review work for efficient results and accuracy.
- Ability to perform duties with consistent courtesy and tact in the best interest of students, the school, and the public.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks involve some walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.

ESOL Coordinator

- **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability to speak and/or signal to convey or exchange information, including giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and address a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, and to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to interact with people beyond giving and receiving instructions, including frequent public contact and potentially confrontational situations.
- **Physical Communication:** Requires the ability to talk (expressing or exchanging information by means of spoken words) and/or hear (perceiving the nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed without exposure to adverse environmental conditions.

The City of Cape Coral is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, genetics, veteran status, sexual orientation, gender identity, or any other protected characteristic.



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

CSA Resolution 6-25

Summary:

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving the job description and salary range for the Before and Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools.

Requested Action: Approve or Deny

Additional Information:

Prepared By:

Jacquelin Collins, Superintendent

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE BEFORE AND AFTERSCHOOL PROGRAM DIRECTOR, ASSISTANT DIRECTOR, COUNSELOR/INSTRUCTOR, AND JR. COUNSELOR/INSTRUCTOR, FOR THE OASIS CHARTER SCHOOLS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Oasis Charter Schools Before and Afterschool Program provides a safe and engaging environment that offers enrichment activities, homework support, and supervision for participating students; and

WHEREAS, there is a demonstrated need to hire qualified and dedicated staff to implement and maintain the operations of the Oasis Charter Schools Before and Afterschool Program effectively; and

WHEREAS, the Before and Afterschool Program Director oversees the planning, implementation, and administration of the program, including supervising staff, developing program activities, managing budgets, student enrollment and maintaining relationships with students, parents/guardians and community partners, among other duties; and

WHEREAS, the Before and Afterschool Program Assistant Director assists with staff supervision, supports program activities, handles administrative tasks, and maintains relationships with students, parents/guardians and community partners, among other duties; and

WHEREAS, the Before and Afterschool Program Counselor/Instructor assists with student homework, leads recreational and educational activities, and fosters social and emotional development of students, among other duties; and

WHEREAS, the Before and Afterschool Program Jr. Counselor/Instructor works closely with other program staff to support daily activities, assist student's with homework, leads recreational activities, and maintains a positive and safe environment for elementary and middle school students, among other duties; and

WHEREAS, Charter School Superintendent recommends that the Cape Coral Charter School Authority Governing Board approve the job description and salary range for the Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby approves the job description and salary range for the Before and Afterschool Program Director, Assistant Director, Counselor/Instructor, and Jr. Counselor/Instructor, for the Oasis Charter Schools. A copy of the job descriptions are attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

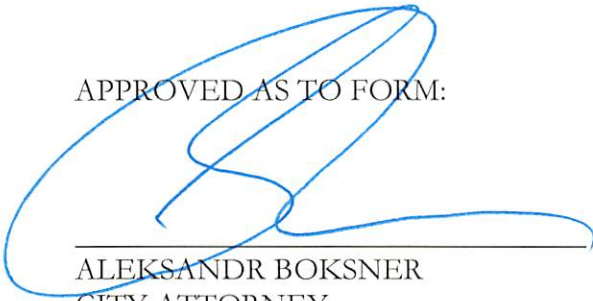
KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON	_____	SANTOS	_____
ATISELE	_____	MINAYA	_____
KATINE	_____	KILRAINE	_____
MICHAELS	_____		

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

APPROVED AS TO FORM:



ALEKSANDR BOKSNER
CITY ATTORNEY



res/Before/After School

KIMBERLY BRUNS
CITY CLERK



Job Description

Job Title: Before & Afterschool Program Director
 Class Code: FLSA Status: Non-Exempt, Part-time
 Bargaining Unit: Non-bargaining Calendar: School Year 10 month
 Pay Plan: \$35.00 Established Date: 03.2025
 Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Director oversees the planning, implementation, and administration of an afterschool program, ensuring a safe, engaging, and enriching environment for students. This role involves supervising staff, developing program activities, managing budgets, student enrollment and maintaining strong relationships with students, parents, and community partners.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Develop, implement, and oversee afterschool program activities that support academic, social, and emotional development.
- Supervise and support program staff, including hiring, training, and performance evaluation.
- Ensure a safe and structured environment by enforcing program policies and procedures.
- Establish and maintain strong relationships with students, parents, school staff, and community organizations.
- Monitor student participation and engagement, assessing program effectiveness and making improvements as needed.
- Manage program budget, resources, and supplies efficiently.
- Coordinate with external partners and organizations to enhance program offerings.
- Plan and oversee special events, field trips, and enrichment activities.
- Handle administrative tasks, including attendance tracking, reporting, and compliance with regulations.
- Process registrations and fees which includes cash handling.
- Address and resolve conflicts or behavioral issues among students and staff.
- Supervise and interact with students in a safe and structured environment.
- Communicate effectively with students, parents, and staff to support program goals.

Afterschool Program Director

- Assist in organizing events, field trips, and special activities.
- Maintain program supplies and ensure a clean and orderly activity space.
- Assist with processing of registrations, which includes cash handling and daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Bachelor's degree in education, child development, recreation or a related field preferred.
- High School Diploma required.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.
- Experience in program management, or similar role.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills. Ability to manage multiple tasks and work in a dynamic environment.
- Proficiency in budget management and administrative tasks.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Afterschool Program Director

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Job Description

Job Title: Before & Afterschool Program Assistant Director

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$32.00 per hour Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Assistant Director supports the Director in overseeing the planning, implementation, and administration of an afterschool program, ensuring a safe, engaging, and enriching environment for students. This role involves assisting with staff supervision, supporting program activities, handling administrative tasks, and maintaining strong relationships with students, parents, and community partners.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Assist in developing, implementing, and overseeing afterschool program activities that support academic, social, and emotional development.
- Support program staff, including assisting with hiring, training, and performance evaluation.
- Ensure a safe and structured environment by enforcing program policies and procedures.
- Establish and maintain strong relationships with students, parents, school staff, and community organizations.
- Monitor student participation and engagement, assessing program effectiveness and providing feedback for improvements.
- Assist with managing program budget, resources, and supplies efficiently.
- Coordinate with external partners and organizations to enhance program offerings.
- Assist in planning and overseeing special events, field trips, and enrichment activities.
- Handle administrative tasks, including attendance tracking, reporting, and compliance with regulations.
- Process registrations and fees, which includes cash handling.
- Address and help resolve conflicts or behavioral issues among students and staff.
- Supervise and interact with students in a safe and structured environment.
- Communicate effectively with students, parents, and staff to support program goals.

After-school Program Assistant Director

- Assist in organizing events, field trips, and special activities.
- Monitor and manage program supplies and ensure a clean and orderly activity space.
- Perform Counselor duties as needed.
- Assist with processing of registrations, which includes cash handling and daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Perform other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Bachelor's degree in education, child development, recreation or a related field preferred.
- High School Diploma required.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.
- Experience in program management, or similar role.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills. Ability to manage multiple tasks and work in a dynamic environment.
- Proficiency in budget management and administrative tasks.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Job Description

Job Title: Before & Afterschool Program Counselor/Instructor

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$30.00 per hour Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The Afterschool Program Counselor is responsible for supervising and engaging with students in an afterschool setting, ensuring a safe, positive, and enriching environment. This role involves assisting with homework, leading recreational and educational activities, and fostering social and emotional development.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Supervise and interact with students in a safe and structured environment.
- Plan and lead engaging activities, including arts, sports, STEM, and other enrichment programs.
- Provide academic support by assisting students with homework and tutoring as needed.
- Foster a positive and inclusive atmosphere that encourages student participation and social interaction.
- Monitor student behavior and enforce program rules and expectations.
- Ensure the safety and well-being of all participants, addressing any conflicts or incidents appropriately.
- Communicate effectively with students, parents, and staff to support program goals.
- Assist in organizing events, field trips, and special activities.
- Maintain program supplies and ensure a clean and orderly activity space.
- Process daily reporting/paperwork.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

After-school Program Counselor Instructor

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Must be 18 years of age or older
- High school diploma or equivalent required; college coursework in education, child development, or a related field preferred.

Experience:

- Experience working with children in an educational or recreational setting is highly desirable.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills.
- Ability to manage and engage groups of students effectively.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Must have computer skills.
- Ability to work weekday mornings and afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.

After-school Program Counselor Instructor

- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Job Description

Job Title: Before & Afterschool Program Jr. Counselor/Instructor

Class Code: FLSA Status: Non-Exempt, Part-time

Bargaining Unit: Non-bargaining Calendar: School Year 10 month

Pay Plan: \$20.00 Established Date: 03.2025

Pay Grade: Revision Date:

GENERAL STATEMENT OF JOB

The After-School Junior Counselor is a part-time position designed for high school/college students who are interested in gaining experience in childcare, leadership, and program management. Junior Counselors will assist in providing a fun, safe, and engaging environment for elementary and middle school students during the after-school hours. Junior Counselors will work closely with Counselors and other program staff to support daily activities, assist with homework help, lead recreational activities, and maintain a positive and welcoming atmosphere

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Help lead and supervise group activities, including games, crafts, sports, and other recreational or educational activities.
- Assist in monitoring students during homework time, and free play to ensure a safe and productive environment.
- Help set up and cleanup program materials, ensuring all areas are organized and tidy.
- Assist students with homework and school assignments, ensuring they stay on task and receive guidance when needed.
- Work under the direction of Counselors to ensure activities run smoothly.
- Provide feedback to Counselors on any behavioral or safety concerns, as well as on students' engagement with activities.
- Serve as a role model for younger students by demonstrating positive behaviors, respectful communication, and teamwork.
- Encourage good sportsmanship, cooperation, and positive social interactions among students.
- Attend required staff meetings and training sessions to develop leadership skills and ensure knowledge of program policies and procedures.
- Adhere to all school and program policies and guidelines.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Must be 16 years of age or older
- Attending or completion of high school or GED required.

Experience:

- Prior experience with children (babysitting, volunteering, or participating in similar programs) is a plus but not required.

Licenses and Certifications:

- CPR and First Aid certification (or willingness to obtain).
- Children and Family Service (CFS) 40-hour training required within one (1) year of hire or promotion. (must be registered within 90 days of hire or promotion).
- Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication, leadership, and interpersonal skills.
- Ability to manage and engage groups of students effectively.
- Ability to give and receive instructions and apply consistent courtesy and tact in public contact and/or confrontational situations.
- Ability to uphold all City and Charter policies and procedures while meeting all of the specific divisional guidelines.
- Knowledge of report and record maintenance principles and techniques.
- Ability to work weekday afternoons and holidays as assigned.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks are essentially active, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration. Tasks involve walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.

Afterschool Program Jr. Counselor Instructor

- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.
- **Physical Communication:** Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed with exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.

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Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

CSA Resolution 7-25

Summary:

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, approving NEOLA policies for the 2025-2026 school year for the Oasis Charter Schools.

Requested Action: Approve or Deny

Additional Information:

Prepared By:

Kimberly Bruns, City Clerk

CSA RESOLUTION 7 – 25

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING NEOLA POLICIES FOR THE 2025-2026 SCHOOL YEAR FOR THE OASIS CHARTER SCHOOLS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City of Cape Coral, Florida, Code of Ordinances Sections 26-15 (a) (36) - (42), authorize the Cape Coral Charter School Authority (“Charter School”) to adopt various policies and procedures necessary for the governing and operation of the schools; and

WHEREAS, Neola is an educational consulting firm that helps school leaders set direction through policy, and address the policy implications and mandates of the ever-evolving laws and regulations from all levels of government; and

WHEREAS, Neola publishes two regular updates per year that include proposed revisions to bylaws, policies, guidelines/procedures, and forms; and

WHEREAS, Neola works with the Charter School Superintendent to develop customized policies and guidelines/procedures based on Neola templates; and

WHEREAS, the proposed customized policies and guidelines / procedures are ready for adoption by the board; and

WHEREAS, once policies are adopted by the board, Neola will then publish the materials on the school’s website. The policies, administrative guidelines/procedures and forms are organized by section and are keyword searchable for easy navigation; and

WHEREAS, the Charter School desires to update the Neola policies to maintain up-to-date policies, ensure the Charter School is implementing effective policies and ensuring good governance, compliance with applicable laws, and efficient organizational operations of the Charter School system; and

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby adopts the Neola policies for the Oasis Charter Schools for the 2025-2026 school year. A copy of the Neola policies are attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON	_____	SANTOS	_____
ATISELE	_____	MINAYA	_____
KATINE	_____	KILRAINE	_____
MICHAELS	_____		

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____,
2025.

APPROVED AS TO FORM:



ALEKSANDR BOKSNER
CITY ATTORNEY

res/Neola

KIMBERLY BRUNS
CITY CLERK

EXHIBIT A



Policies for Board Adoption

NEOLA: Vol 25, No.2, Jan. 2025

Policy Number	Policy Title	Link
0100	TECHNICAL CORRECTION: DEFINITIONS	URL: https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7A62E3E8
0131	TECH CORR: LEGISLATIVE POLICY MAKING	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7C62E3EA
0131.1	REVISED: TECHNICAL CORRECTIONS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7B62E3E9
0143	REJECT: ELECTIONS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5C62E34B
0143.1	REJECT RESIDENCE AREAS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5D62E34D
0155	TECH CORR: COMMITTEES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7E62E3EC
*0164	TECH CORR: NOTICE OF REGULAR MEETINGS, HEARINGS, AND WORKSHOPS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5F62E351
*0165	REVISED: MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7K62E3F1
*0165.01	REVISED: AGENDAS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7L62E3F2

0165.12	RESCIND : REGULAR MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7H62E3EF
0165.3	RESCIND – SPECIAL AND EMERGENCY MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5K62E35A
0166	RESCIND – EXEMPT MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7M62E3F3
*1124	NEW POLICY - DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7P62E3F5
1210	TECH CORR : STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Q62E3F6
1362	TECH CORR : ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7R62E3F7
2120	TECH CORR : SCHOOL IMPROVEMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7S62E3F8
2125	REVISED : SCHOOL ADVISORY COUNCIL FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5R62E36B
2128	REJECT : DISTRICT ADVISORY COUNCIL	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5S62E36D
2280	TECH CORR : PHYSICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7T62E3F9
2340	REVISED : FIELD AND OTHER AUTHORITY SPONSORED TRIPS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7U62E3FA
2411	TECH CORR : GUIDANCE AND COUNSELING	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7V62E3FB
2421	TECH CORR : CAREER AND TECHNICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7W62E3FC
2423	REVISED : CAREER AND TECHNICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7X62E3FD

	WORK BASED OPPORTUNITIES	
2455	REJECT: DROPOUT PREVENTION AND ACADEMIC INTERVENTION PROGRAMS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5Y62E37A
2460	REVISED: EXCEPTIONAL STUDENT EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Y62E3FE
2520	TECH CORR: SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Z62E3FF
2800	REJECT: EDUCATIONAL SERVICES FOR STUDENTS IN DEPT. OF JUSTICE EDUCATIONAL PROGRAMS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6362E381
3124	REJECT: (V1) DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6562E385
*3124	NEW POLICY (V3) – DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6462E383
3124	REJECT: DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8262E400
3210	TECH CORR: STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=CS3LMA564FD2
3362	TECH CORR: ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8462E402
3422	REJECT: BENEFITS FOR NONREPRESENTED STAFF	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6862E38C
*3430.03	TECH CORR: LEAVE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8562E403
4124	NEW POLICY: (V3) DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6A62E390

4124	REJECT: DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8662E404
4210	TECH CORR: STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=CS3LME564FD6
4362	TECH CORR: ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8862E406
4425	RESCIND – NURSING MOTHERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6D62E397
5410.01	TECH CORR: PROMOTION, ACCELERATION, PLACEMENT, RETENTION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8962E407
*5460	REVISED: GRADUATION REQUIREMENTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8B62E409
5463	TECH CORR: CREDITS FROM OTHER SCHOOLS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8C62E40A
5465	REVISED: GED REQUIREMENTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6H62E3A0
5780	TECH CORR: STUDENT PARENT RIGHTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6J62E3A4
6144	REVISED: INVESTMENTS	
*6146	NEW POLICY: POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS	
6234	REJECT: USE OF LOTTERY FUNDS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6M62E3AD
6840	REJECT: AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6P62E3B1
6480	REJECT (V1) AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6P62E3B1

6480	REJECT: (V2) AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6Q62E3B3
7101	REJECT: BUILDING PERMITS AND THE CODE ENFORCEMENT OFFICE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6R62E3B5
7110	REJECT: STUDENT ACCOMMODATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6S62E3B6
*7230	NEW POLICY: GIFTS TO THE SCHOOL DISTRICT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6T62E3BA
7230	REJECT: GIFTS TO THE SCHOOL DISTRICT (DELETED VERSION)	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8G62E40E
7230	RESCIND: (V1) GIFTS GRANTS AND BEQUESTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6U62E3BC
7230	RESCIND: (V2) GIFTS, GRANTS AND BEQUESTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6V62E3BD
7240	REJECT: SITE ACQUISITION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6W62E3BF
8280	REVISED: NURSING MOTHERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6X62E3C1
8405	TECH CORR: SCHOOL SAFETY AND SECURITY	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8H62E40F
8406	REVISED: REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8J62E410
8407	TECH CORR: SAFE SCHOOLS OFFICERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8K62E411
8431	REVISED: PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8L62E412

*8500	REVISED: FOOD SERVICE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8M62E413
8531	TECH CORR: FREE AND REDUCED PRICED MEALS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8N62E414
8540	RESCIND: VENDING MACHINES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8P62E415
8550	RESCIND: COMPETITIVE FOOD SALES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8Q62E416
*9140	REVISED: CITIZENS ADVISORY COMMITTEES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7862E3D6
9141	RESCIND: BUSINESS ADVISORY COUNCIL	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7962E3D9

The City of Cape Coral Charter School Authority (the "Authority") acknowledges the importance of an annual review and oversight of the Cape Coral Charter School Authority's policies to ensure all remain current, effective, and aligned with the City of Cape Coral Cape Charter Schools' mission and strategic goals; and

WHEREAS, the Authority acknowledges the importance of periodically reviewing and updating existing policies to reflect changes in the regulatory environment, best practices, and the strategic direction of the City of Cape Coral Charter Schools, THEREFORE BE IT RESOLVED

1. The Cape Coral Charter School Authority Governing Board hereby Adopts effective immediately policies that require revision and/or technical correction as presented; and

WHEREAS, the Authority acknowledges the importance of periodically reviewing and rescinding existing policies having been determined as outdated, redundant, or no longer aligned with the City of Cape Coral Charter Schools' mission, regulatory environment, best practices, strategic direction and/or current operations, THEREFORE BE IT RESOLVED

2. The Cape Coral Charter School Authority Governing Board hereby rescinds effective immediately policies that have been replaced or determined obsolete; and

WHEREAS, the Authority acknowledges the importance of the development of new policies as necessary to support the Cape Coral Charter School Authority's strategic goals and to ensure continued legal and regulatory compliance, best practices, and efficient organizational operations, THEREFORE BE IT RESOLVED

3. The Cape Coral Charter School Authority Governing Board hereby Approves effective immediately newly developed policies as submitted to the Board for review and approval; and

WHEREAS, the Cape Coral Charter School Authority (the "Authority") recognizes the necessity of maintaining up-to-date, relevant, and effective policies to ensure good governance, compliance with applicable laws, and efficient organizational operations, THEREFORE BE IT RESOLVED

4. The Cape Coral Charter School Authority Governing Board hereby Rejects effective immediately policies that have been replaced or determined not applicable; and

WHEREAS, the Cape Coral Charter School Authority Superintendent is directed to ensure THAT proper dissemination and implementation of the adopted policies, rescinded policies, new policy development, and rejected policies are submitted to the Cape Coral Charter School Authority Governing Board for review and approval and archived accordingly,



Policies for Board Adoption

NEOLA: Vol 25, No.2, Jan. 2025

Policy Number	Policy Title	Link
0100	TECHNICAL CORRECTION: DEFINITIONS	URL: https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7A62E3E8
0131	TECH CORR: LEGISLATIVE POLICY MAKING	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7C62E3EA
0131.1	REVISED: TECHNICAL CORRECTIONS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7B62E3E9
0143	REJECT: ELECTIONS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5C62E34B
0143.1	REJECT RESIDENCE AREAS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5D62E34D
0155	TECH CORR: COMMITTEES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7E62E3EC
*0164	TECH CORR: NOTICE OF REGULAR MEETINGS, HEARINGS, AND WORKSHOPS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5F62E351
*0165	REVISED: MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7K62E3F1
*0165.01	REVISED: AGENDAS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7L62E3F2

0165.12	RESCIND : REGULAR MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7H62E3EF
0165.3	RESCIND – SPECIAL AND EMERGENCY MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5K62E35A
0166	RESCIND – EXEMPT MEETINGS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7M62E3F3
*1124	NEW POLICY - DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7P62E3F5
1210	TECH CORR : STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Q62E3F6
1362	TECH CORR : ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7R62E3F7
2120	TECH CORR : SCHOOL IMPROVEMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7S62E3F8
2125	REVISED : SCHOOL ADVISORY COUNCIL FOR SCHOOL IMPROVEMENT AND ACCOUNTABILITY	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5R62E36B
2128	REJECT : DISTRICT ADVISORY COUNCIL	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5S62E36D
2280	TECH CORR : PHYSICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7T62E3F9
2340	REVISED : FIELD AND OTHER AUTHORITY SPONSORED TRIPS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7U62E3FA
2411	TECH CORR : GUIDANCE AND COUNSELING	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7V62E3FB
2421	TECH CORR : CAREER AND TECHNICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7W62E3FC
2423	REVISED : CAREER AND TECHNICAL EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7X62E3FD

	WORK BASED OPPORTUNITIES	
2455	REJECT: DROPOUT PREVENTION AND ACADEMIC INTERVENTION PROGRAMS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP5Y62E37A
2460	REVISED: EXCEPTIONAL STUDENT EDUCATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Y62E3FE
2520	TECH CORR: SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7Z62E3FF
2800	REJECT: EDUCATIONAL SERVICES FOR STUDENTS IN DEPT. OF JUSTICE EDUCATIONAL PROGRAMS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6362E381
3124	REJECT: (V1) DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6562E385
*3124	NEW POLICY (V3) – DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6462E383
3124	REJECT: DRUG FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8262E400
3210	TECH CORR: STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=CS3LMA564FD2
3362	TECH CORR: ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8462E402
3422	REJECT: BENEFITS FOR NONREPRESENTED STAFF	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6862E38C
*3430.03	TECH CORR: LEAVE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8562E403
4124	NEW POLICY: (V3) DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6A62E390

4124	REJECT: DRUG-FREE WORKPLACE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8662E404
4210	TECH CORR: STANDARDS OF ETHICAL CONDUCT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=CS3LME564FD6
4362	TECH CORR: ANTI-HARASSMENT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8862E406
4425	RESCIND – NURSING MOTHERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6D62E397
5410.01	TECH CORR: PROMOTION, ACCELERATION, PLACEMENT, RETENTION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8962E407
*5460	REVISED: GRADUATION REQUIREMENTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8B62E409
5463	TECH CORR: CREDITS FROM OTHER SCHOOLS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8C62E40A
5465	REVISED: GED REQUIREMENTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6H62E3A0
5780	TECH CORR: STUDENT PARENT RIGHTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6J62E3A4
6144	REVISED: INVESTMENTS	
*6146	NEW POLICY: POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS	
6234	REJECT: USE OF LOTTERY FUNDS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6M62E3AD
6840	REJECT: AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6P62E3B1
6480	REJECT (V1) AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6P62E3B1

6480	REJECT: (V2) AUDITOR SELECTION COMMITTEE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6Q62E3B3
7101	REJECT: BUILDING PERMITS AND THE CODE ENFORCEMENT OFFICE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6R62E3B5
7110	REJECT: STUDENT ACCOMMODATION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6S62E3B6
*7230	NEW POLICY: GIFTS TO THE SCHOOL DISTRICT	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6T62E3BA
7230	REJECT: GIFTS TO THE SCHOOL DISTRICT (DELETED VERSION)	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8G62E40E
7230	RESCIND: (V1) GIFTS GRANTS AND BEQUESTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6U62E3BC
7230	RESCIND: (V2) GIFTS, GRANTS AND BEQUESTS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6V62E3BD
7240	REJECT: SITE ACQUISITION	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6W62E3BF
8280	REVISED: NURSING MOTHERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP6X62E3C1
8405	TECH CORR: SCHOOL SAFETY AND SECURITY	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8H62E40F
8406	REVISED: REPORTS OF SUSPICIOUS ACTIVITY AND POTENTIAL THREATS TO SCHOOLS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8J62E410
8407	TECH CORR: SAFE SCHOOLS OFFICERS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8K62E411
8431	REVISED: PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8L62E412

*8500	REVISED: FOOD SERVICE	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8M62E413
8531	TECH CORR: FREE AND REDUCED PRICED MEALS	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8N62E414
8540	RESCIND: VENDING MACHINES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8P62E415
8550	RESCIND: COMPETITIVE FOOD SALES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP8Q62E416
*9140	REVISED: CITIZENS ADVISORY COMMITTEES	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7862E3D6
9141	RESCIND: BUSINESS ADVISORY COUNCIL	https://go.boarddocs.com/fl/capeccs/Board.nsf/goto?open&id=DDRP7962E3D9



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

CSA Resolution 9-25

Summary:

A Resolution of the Cape Coral Charter School Authority Governing Board, of the City of Cape Coral, Florida, approving reoccurring purchase orders exceeding \$100,000, in Fiscal Year 2026 under cooperative purchasing agreements with Lee County School District, the State of Florida, and other approved government unit and authorizes the Superintendent to execute all related documents specific to these purchases.

Requested Action: Approve or Deny

Additional Information:

The City of Cape Coral Charter School Authority anticipates issuing purchase orders exceeding \$100,000.00 for Fiscal Year 2026 for the procurement of goods and services necessary for school operations.

These purchases will be made using competitively solicited and approved cooperative contracts, including but not limited to those of the Lee County School District, state contracts, and other cooperative purchasing programs.

The purchases will comply with all applicable procurement procedures, bylaws and internal policies.

Jacquelin Collins, Superintendent, jacquelin.collins@capecharterschools.org, 239-424-6100

Wanda Roop, Procurement Manager, wroop@capecoral.gov 239-574-0831

Prepared By:

Jacquelin Collins, Superintendent

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING REOCCURRING PURCHASE ORDERS EXCEEDING \$100,000, IN FISCAL YEAR 2026 UNDER COOPERATIVE PURCHASING AGREEMENTS WITH THE LEE COUNTY SCHOOL DISTRICT, THE STATE OF FLORIDA, AND OTHER APPROVED GOVERNMENT UNITS; AUTHORIZING THE SUPERINTENDENT TO EXECUTE ALL RELATED DOCUMENTS SPECIFIC TO THESE PURCHASES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in Fiscal Year 2026/2027 the Cape Coral Charter School Authority will issue reoccurring purchase orders exceeding \$100,000 for the procurement of goods and services necessary for school operations; and

WHEREAS, the purchase of such goods and services shall be competitively solicited under cooperative purchase agreements with the Lee County School District, the State of Florida and other government units in accordance with all applicable laws, and procurement policies; and

WHEREAS, the Superintendent recommends that the Governing Board approve the attached list of Fiscal Year 2026 purchase orders exceeding \$100,000, utilizing cooperative purchasing agreements with the Lee County School District, the State of Florida, and other approved government units in accordance with all applicable laws and procurement policies and authorizes the Superintendent to execute all related documents specific to these purchases.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby approves Fiscal Year 2026 purchase orders exceeding \$100,000, utilizing cooperative purchasing agreements with the Lee County School District, the State of Florida, and other approved governmental units, in accordance with all applicable laws and procurement policies A copy of the list of authorized purchases is attached hereto as Exhibit A.

Section 2. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby authorizes the Superintendent, or their designee, to execute all related purchase order and other documents specific to these purchases.

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF MAYOR AND COUNCILMEMBERS:

JACKSON _____
ATISELE _____
KATINE _____
MICHAELS _____

SANTOS _____
MINAYA _____
KILRAINE _____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

RECORDING SECRETARY

APPROVED AS TO FORM:

ALEKSANDR BOKSNER
CITY ATTORNEY

EXHIBIT A

CAPE CORAL CHARTER SCHOOLS

Fiscal Year 2026 (July 1 , 2025 - June 30, 2026) Annual Purchase Orders Greater than \$100,000

VENDOR	SERVICE/GOODS	ESTIMATE	CONTRACT	CONTRACT PIGGYBACK (P)
AMAZON	MISC SUPPLIES	\$160,000	OMNIA MA3457	P
LEE COUNTY ELECTRIC COOP	UTILITIES, ELECTRIC	\$800,000	UTILITY- FRANCHISE AGREEMENT	INTERLOCAL AGREEMENT
SCHOOL DISTRICT OF LEE CO	DIESEL FUEL	\$220,000	LEE COUNTY SCHOOL DISTRICT	P
US FOOD SERVICES	FOOD FOR LUNCH PROGRAM	\$800,000	FREDERICK COUNTY SCHOOLS RFP 19FS1	P
JAMA	PIZZA FOR SCHOOL LUNCH PROGRAM	\$122,000	QUOTE	QUOTES
CURRICULUM ASSOCIATES - AICE CAMBRIDGE	AICE EXAMS FOR AICE DIPLOMA	\$325,000	EXEMPT PROCUREMENT PROCESS	NO
FL SCHOOL BOOK DEPOSITORY	TEXTBOOKS	\$325,000	EXEMPT PROCUREMENT PROCESS	NO
CDW	COMP EQUIP	\$93,000	SOURCEWELL Contract #121923	YES
DELL	COMP EQUIP	\$325,000	FL STATE 43211500-WSCA-15ACS	P
UDT	CHROMEBOOKS	\$650,000	LEE COUNTY SCHOOL DIST N177281RC	P
GREEN YARD LAWN & MAINTENANCE	LAWN MAINTENANCE & LANDSCAPING	\$150,000.00	CHARTER SCHOOL CONTRACT	CHARTER SCHOOL CONTRACT
*P - Piggyback				

CAPE CORAL CHARTER SCHOOLS

Fiscal Year 2026 (July 1 , 2025 - June 30, 2026) Annual Purchase Orders Greater than \$100,000

VENDOR	SERVICE/GOODS	ESTIMATE	CONTRACT	CONTRACT PIGGYBACK (P)
AMAZON	MISC SUPPLIES	\$160,000	OMNIA MA3457	P
LEE COUNTY ELECTRIC COOP	UTILITIES, ELECTRIC	\$800,000	UTILITY- FRANCHISE AGREEMENT	INTERLOCAL AGREEMENT
SCHOOL DISTRICT OF LEE CO	DIESEL FUEL	\$220,000	LEE COUNTY SCHOOL DISTRICT	P
US FOOD SERVICES	FOOD FOR LUNCH PROGRAM	\$800,000	FREDERICK COUNTY SCHOOLS RFP 19FS1	P
JAMA	PIZZA FOR SCHOOL LUNCH PROGRAM	\$122,000	QUOTE	QUOTES
CURRICULUM ASSOCIATES - AICE CAMBRIDGE	AICE EXAMS FOR AICE DIPLOMA	\$325,000	EXEMPT PROCUREMENT PROCESS	NO
FL SCHOOL BOOK DEPOSITORY	TEXTBOOKS	\$325,000	EXEMPT PROCUREMENT PROCESS	NO
CDW	COMP EQUIP	\$93,000	SOURCEWELL Contract #121923	YES
DELL	COMP EQUIP	\$325,000	FL STATE 43211500-WSCA-15ACS	P
UDT	CHROMEBOOKS	\$650,000	LEE COUNTY SCHOOL DIST N177281RC	P
GREEN YARD LAWN & MAINTENANCE	LAWN MAINTENANCE & LANDSCAPING	\$150,000.00	CHARTER SCHOOL CONTRACT	CHARTER SCHOOL CONTRACT
*P - Piggyback				



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

CSA Resolution 10-25

Summary:

A Resolution of the Cape Coral Charter School Authority Governing Board acknowledging receipt of the Wellness Policy Report for the 2024-2025 School Year.

Requested Action: Informational Only

Additional Information:

The National School Lunch Program requires schools to annually review and ensure implementation of the organization's Wellness Policy

Prepared By:

Jacquelin Collins, Superintendent

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, ACKNOWLEDGING RECEIPT OF THE WELLNESS POLICY REPORT FOR THE 2024-2025 SCHOOL YEAR; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the National School Lunch Program is administered through the U.S. Department of Agriculture Food and Nutrition Services, which provides nutritionally balanced, low cost or no cost lunches to children each school day in public and nonprofit private schools; and

WHEREAS, the Oasis Charter School System is a participant in the National School Lunch Program and is required as a participant to develop, implement, and assess a local wellness policy; and

WHEREAS, Cape Coral Charter School Authority (“Authority”) Policy 8510, Wellness, requires the Governing Board establish a wellness policy for the Authority as part of a comprehensive wellness initiative, and directs the Superintendent before the end of each school year to submit a Wellness Report to the Governing Board on the wellness policy implementation, and the areas for improvement, if any; and

WHEREAS, the Superintendent recommends that the Cape Coral Charter School Authority Governing Board acknowledge receipt of the attached Wellness Report in accordance with all applicable laws and Charter School policies.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby acknowledges receipt of the Wellness Report in accordance with all applicable laws and Charter School policies. A copy of the Wellness Report is attached hereto as Exhibit A.

Section 2. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby authorizes the Superintendent, or their designee, to execute any related documents specific to the Wellness Policy and to make the Wellness Report available, as required by law.

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF MAYOR AND COUNCILMEMBERS:

JACKSON _____
ATISELE _____
KATINE _____
MICHAELS _____

SANTOS _____
MINAYA _____
KILRAINE _____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

APPROVED AS TO FORM:

RECORDING SECRETARY



ALEKSANDR BOKSNER
CITY ATTORNEY

Cape Coral Charter School Authority
Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Jacquelin Collins, Superintendent
FROM: Mary Ossichak, Food Service Manager
DATE: April 28, 2025
SUBJECT: Wellness Policy Report, School Year 2024-2025

One of the requirements of the National School Lunch Program is to annually review and implement a Wellness Policy. The Cape Coral Charter School Authority (CSA) food service department complies with all mandates in the policy and does not plan to make any changes to the policy this year.

However, this report will provide a status update of what the school has completed, accomplished and future implementation plans for the next school year.

NUTRITION

The first and most important area to focus on is nutrition. The Charter Schools 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. However, providing all meal requirements continues to be challenging due to continuing supply chain issues, and rising food costs.

OFFER V. SERVE

The CSA will continue to move forward with the Offer vs. Serve concept in all our schools. This practice gives students the opportunity to choose what they like and will most likely eat from what is being served and therefore, helps minimize food waste. Again, the CSA food service staff ensures that all school cafeterias follow the NSLP guidance.

STUDENT SURVEYS AND INPUT

The Charter Schools will continue with student involvement by conducting annual student taste tests to implement additional favorable menu items the students enjoy. This partnership helps avoid food waste and also helps food service teams guide students toward making healthy choices.

PHYSICAL EDUCATION REQUIREMENT

The second major area is nutrition and promotion of physical activity. An important component is the nutrition education of our students. At the elementary level, the physical education classes spend part of the class time teaching students about myplate.gov and making healthy choices. At the middle school level students take physical education 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) course that promotes physical activity and nutritional education.

In addition, the Charter Schools continues to complete student evaluations for all 1st, 3rd, 6th, and new to Lee County students which is a Lee County School District requirement. This process includes taking a student's height, weight, and body mass index (BMI) and sharing it with parents.

Furthermore, the Charter Schools also offer several opportunities for our parents and students to be involved in physical activities. The elementary schools held a Booster-thon which included students exercising as a fundraiser. Oasis South had a Quarterly Fastest Class Challenge to see which class can run the most laps which is a healthy, competitive way to promote physical activity. Both elementary schools offer a variety of after school clubs like run club, sports, cheerleading and kickball.

Many middle and high school students participate in a variety of sports programs throughout the school year. Students participated in volleyball, soccer, football, cross country, and basketball. In addition, the high school JROTC Raiders emphasizes physical activity in their training as well as their competitions.

SCHOOL-BASED ACTIVITIES

The Charter Schools continues to also promote healthy options for the staff by continuing to sponsor gym membership subsidies to promote staff exercise. All CSA employees can participate in the City of Cape Coral's annual Healthy Targets Program with health screenings. In addition, the City of Cape Coral has provided a free health clinic for staff and family members who have their benefits through the Charter Schools. This provides a convenient and no cost option to our families to receive health care.

HEALTH & NUTRITION INFORMATION AND EDUCATION

The third major area of the NSLP compliance is that the Charter Schools continue the promotion of nutritional education that is communicated with the students and parents. The CSA food service department provides monthly nutritional facts on menu items, as well as posts nutritional facts and suggestions on all school websites for the benefit of school parents.

STUDENT UNPAID MEALS POLICY

The CSA will maintain its unpaid meals charge policy. For example, once a student account is determined low or depleted, our system allows students to purchase two (2) meals. If the account is still low, the CSA allows students to charge off a main dish item with milk a maximum of two additional (2) times. If an account remains at zero, then the student will receive a sandwich and milk until the unpaid balance is paid. The CSA is sensitive to the fact that this type of discrete practice minimizes any exposure of unpaid balances to students, while at the same time students are still eating while at school. Meanwhile, the food service staff will continue to follow up with parents about payments and provide information about the advantages of the NSLP for families in need.

FOOD SERVICES DEPARTMENT STAFFING

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

Although the Charter School still did an excellent job of providing meals that met NSLP requirements, staffing reliable, full-time food service workers can be challenging, so the CSA will be interviewing candidates to fill the vacancies of our substitute positions.

REVENUES AND COMPETITIVE SALES

The Charter School lunch participation has continued to increase. This school year, meal participation and a la carte purchases increased significantly.

The Charter Schools follows 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 school principals 30 minutes after the end of the official day until midnight the same day.

NEW STATUTORY GUIDELINES & ADJUSTMENTS

The Charter Schools will start working on meeting the statutory requirements regarding the adjustment of added sugars intake by the fall of 2025 in food such as cereals, yogurts, and milk (to no more than 10% of the weekly calories). In addition, there will be a reduction of 10% in sodium levels for breakfast and a reduction of 15% for lunch, which must be fully implemented by 2027.

WELLNESS COMMITTEE POLICY EVALUATION

In April the CSA Wellness Committee evaluated and concluded that the Cape Coral Charter School Authority charter school system is following all the requirements mandated by the NSLP and will continue to work on improvements during the 2025-2025 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 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.

Even though 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, 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. Parents will be notified in writing about their updated status in a sealed letter that is mailed to their home to ensure privacy and status notification. 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.

Mealtimes 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:

Nutrient standards	Snack Item	Entrée Item
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	35% or less of weight

	total sugars	from total sugars
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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.

Beverages	Elementary	Middle	High
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 8th 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 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 6th 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 and is incorporated into other class subjects;
- 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 1st, 3rd, 6th, 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 3rd and 97th 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 6th 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 student's 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 with a written curriculum that has been reviewed and taught by a certified physical education teacher.

Each elementary school will provide 150 minutes of physical education each week for students in kindergarten through 5th 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 requirement 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 more than 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 childcare 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 always apply.

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 follow drug, alcohol, and tobacco-free policies.

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 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 follow 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 always available to the public 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:

Area Represented	Committee Member Name
Parent	Christine Tirado
School Food Service Personnel	Caroline Sterling, Luz Llerena, Maria Thomas, Kristine Vargas Greenwell
School Administrator	Donnie Hopper, Kathleen Paul Evans for Superintendent Jacquelin Collins
Governing Board Members	Sara Katine, Mykisha Atisele

Students	Stephen Greenwell, Lilly Tirado
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Website Address for the Wellness Policy (if Public or Charter School):

<http://www.capecharterschools.org>

City of Cape Coral Charter Authority

2024-2025

Wellness Policy

One of the requirements of the NSLP is annually review and implement the wellness policy.

What is the wellness policy?

The wellness policy is a tool to help promote student wellness, prevent, and reduce childhood obesity, and provide assurances that school meals meet the minimum nutrition guidelines established by the federal requirements.

This establishes goals and policies in three key areas: Nutrition, nutrition education and promote physical education, and school-based activities.

ACCOMPLISHMENTS – 2024-2025

The Charter School continues to be strong in areas that meet federal requirements, such as providing meals that meet NSLP nutrition guidelines. This is our third year offering OVS at the elementary level, which gives students the opportunity to get what they want to eat from the menu served. Staff have mastered how to ensure students receive three of the five components on the tray to follow the NSLP guidance.

The charter school follows all Snack Smart requirements, including nutrition standards, fundraising, and school store sales.

The Charter School also follows written physical education curriculum that meets state and national standards with certified teachers.

The Charter School is also strong in the areas of promoting a healthy lifestyle for its staff and students. It is also strong in promoting NSLP marketing rather than promoting a particular brand.

The Charter School has also done a great job of including stakeholders in evaluating the wellness policy and presenting it each year at a public board meeting.

We continue to strive to provide NSLP meals that meet feeding requirements, which remains a challenge due to staff shortages and supply chain issues, but we have always done our best to comply.

Another goal achieved this year has been to get students more involved in what we serve, at least at the high school level, we have listened to what they like and offer taste tests to make sure we include the items they like best.

Nutrition

- Breakfast is offered at all our schools (**only required at elementary**)
- Despite challenges with our food suppliers and deliveries, we ensure to provide food that meets program requirements.
- Emphasize qualifications of food service staff with annual food safety training. Covered kitchens often with limited staff.
- Competitive Foods –in compliance with statute 7CFR 210.11 with nutrition requirements and standards and any exemptions. Competitive food must not be sold during meal period unless sold by the cafeteria staff and must meet Smart Snacks in School regulations – the sale of competitive food that does not meet Smart Snacks in school regulations may be sold 30 minutes after school until midnight with principal approval.
- Fundraising Activities – if want to use a food fundraiser during school that does not meet Smart Snacks then any exemptions must be school board approved and limited in days depending on school age.
- Nutrition standards for beverages – which includes portions and allowable drinks by school. We complied in all schools.
- Focus on Fruit – offer fresh fruit bowls or additional fruit in addition to the fruit provided on the lunch.
- Highlight the salad – offer salads at all 4 schools.

Nutrition and promote physical education.

- Met all health department requirements regarding physical activity education and student evaluations Kindergarten, 1st, 3rd, and 6th.
- Physical education meets the written physical education curriculum for all state and federal standards with certified teachers.
- Promote nutritional education communication on menus & websites.
- Food and Beverage marketing – states that we market and advertise only foods and beverages that meet or exceed USDA Smart Snacks standards.
- OES does a Turkey Trot, Jingle Jog, and Bunny Hop.
- OES & OEN sponsored successful booster-thon and color run fundraiser.
- OES & OEN had Run club and field day.
- OES had a Quarterly Fastest Class Challenge – which class can run most laps and provided double recess for students in K-3.
- OEN Sponsors a Boot Camp annually.
- Middle school maintains a school garden with an afterschool program with parents.
- OMS sponsors the Color Run annually.
- OMS and OHS offer a variety of sports.
- OHS has JROTC.

Other school-based activities

- Provide health screenings and gym membership for staff.
- Provide a free health clinic for staff that has benefits through Charter School.
- Online meal system – available to families to see what their students are eating.
- Other school-based activities –includes general guidelines, convenient and safe drinking water, eating environment, employee wellness and recycling.
- Informing the Public- presented every year at the board meeting, post on our website and provide copies upon request.

Goal for next year

Continue with Student Involvement – Conduct more taste test where the students can let us know what they like best, which could help us continue to improve our menu and avoid food waste.

Limiting sodium and added sugar - we must start making adjustment with the intake of sodium and added sugars which by Fall of 2025 we must limit the added sugar in items such as cereals, yogurts, and milk to no more than 10% of the weekly calories and 10 % reduction in sodium at breakfast and 15% at lunch, which must be implemented in full force by year 2027.

Opportunities For Growth

Continue to train our Food Service Staff including some of the substitutes so they can work in all required areas, such as Line Operator, so in case the Food Service Lead is out or any other staff member for some period of time, the rest of the team including the subs can keep the kitchen running smoothly in all areas.

Our unpaid meal policy has improved greatly, and we continue to look for alternatives we can implement to reduce outstanding balances.



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

Chapter 26 Revisions Review, Discussion, and Approval

Summary:

CSA Resolution 8-25

A Resolution of the Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, recommending that the Mayor and City Council enact certain revisions to Chapter 26 of the City of Cape Coral, Florida, Code of Ordinances.

Requested Action: Approve or Deny

Additional Information:

SUMMARY

s. 26-4 STUDENT COMMUNITY

The enrollment section has been revised to align the language in this ordinance with our charter, which states once a student is enrolled in the system, that student is guaranteed a seat until graduation.

s.26-9 TERMS AND BOARD MEMBERS

This section on Board Terms has been revised to reflect recent changes in terms created by City Council.

Included for discussion are the results of the board member survey from December regarding the length of governing board member terms.

https://www.surveymonkey.com/results/SM-eN2qpJ_2BJHIAioIXSTpbmVQ_3D_3D/

s.26-14 ADOPTION OF RESOLUTIONS

Since the inception of our system, Chapter 26 has required the CSA to create resolutions for each action the board takes, similar to the City's protocols.

Prepared By:

Jacquelin Collins, Superintendent

CSA RESOLUTION 8 – 25

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, RECOMMENDING THAT THE MAYOR AND CITY COUNCIL ENACT CERTAIN REVISIONS TO CHAPTER 26 OF THE CITY OF CAPE CORAL, FLORIDA, CODE OF ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 26 of the City of Cape Coral, Florida, Code of Ordinances effectuates and implements the Charter School Contracts between the City of Cape Coral, Florida and the Lee County School District.; and

WHEREAS, Section 26-2 creates the Charter School Authority and Governing Board (“Governing Board”) for the purpose of operating and managing, on behalf of the City of Cape Coral, all charter schools for which a charter is held by the City; and

WHEREAS, Section 26-15 (a)(44) authorizes the Governing Board to “Perform duties and exercise those responsibilities that are assigned to it by law or by rules of the State Board of Education, the Commissioner of Education, the school district sponsor, and the City of Cape Coral, and in addition thereto, those that the Board may find to be necessary for the improvement of the charter school system”; and

WHEREAS, the Governing Board believes it to be necessary for the improvement of the Charter School System through certain revisions to Chapter 26 of the City of Cape Coral, Florida, Code of Ordinances, as set forth in Exhibit A; and

WHEREAS, the proposed revisions to Chapter 26, would generally, bring Chapter 26 current with existing law, and the past practices and customs of the Charter School Authority administration.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby recommends that the Mayor and City Council enact the revisions to Chapter 26 of the City of Cape Coral, Florida, Code of Ordinances, as more specifically set forth within Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON _____
ATISELE _____
KATINE _____
MICHAELS _____

SANTOS _____
MINAYA _____
KILRAINE _____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

KIMBERLY BRUNS
CITY CLERK

APPROVED AS TO FORM:

ALEKSANDR BOKSNER
CITY ATTORNEY

CHAPTER 26: CAPE CORAL CHARTER SCHOOL AUTHORITY

CHAPTER 26: CAPE CORAL CHARTER SCHOOL AUTHORITY

Section

§ 26-1 Purpose.

The purpose of this chapter is to effectuate and to implement the charter school contract (the "Charter") that has been entered into between the City of Cape Coral and the Lee County School District, as same may hereafter be amended.

(Ord. 41-04, 4-12-2004)

§ 26-2 Creation of Charter School Authority and Board.

There is hereby established the Cape Coral Charter School Authority (the "Authority"), which is created for the purpose of operating and managing, on behalf of the City of Cape Coral, all charter schools for which a charter is held by the city (the "Cape Coral Charter Schools"). The powers of the Authority shall be exercised through a governing board, which shall be known as the Cape Coral Charter School Authority Board (the "Board") and which shall provide governance of the charter schools.

(Ord. 41-04, 4-12-2004)

§ 26-3 Reserved.

Editor's note(s)—Ord. 104-22, § 1, adopted Jan. 11, 2023, repealed § 26-3, which pertained to geographic boundaries and derived from Ord. 41-04, adopted April 12, 2004.

§ 26-4 Student community.

Each student shall complete an application to be considered for enrollment. To be eligible for enrollment, a student's application shall be submitted during the time period established by the Charter for accepting applications. The Charter School shall enroll all ~~eligible students~~applicants who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. If the number of applications exceeds the capacity of a program, class, grade level or building, then all the applicants who submitted a timely application, applied shall have an equal chance of being admitted through a random selection process.

Preference shall be given to students who matriculate through the elementary, middle, and high schools of the City of Cape Coral Charter School system, siblings of a student already enrolled in the Cape Coral charter school(s), ~~and~~ to the children of a member of the Board or of an employee of the Authority, to a dependent of active military, [and to students enrolled in the Cambridge Advanced International Certificate of Education (AICE) Program] [and who meet reasonable academic, artistic, or other eligibility standards that are consistent with the Charter School's mission and purpose].

Current enrolled students do not need to reapply. Students enrolled in any of the City of Cape Coral Charter Schools will have the option of continuing in the municipal charter school system through an established feeder

pattern. If an application is not selected for the current school year, a new application must be resubmitted for consideration to the next school year.

(Ord. 41-04, 4-12-2004; Ord. 104-22, § 2, 1-11-2023)

§ 26-5 Composition of Authority Board.

The Board shall be composed of no less than seven and no more than 11 members as follows:

- (a) One City Council member;
- (b) One member from the business community;
- (c) One member from the education community;
- (d) Four members from the community at large;
- (e) One parent of an elementary school student (of a city operated charter school);
- (f) One parent of a middle school student (of a city operated charter school);
- (g) One parent of a high school student (of a city operated charter school).

(Ord. 41-04, 4-12-2004; Ord. 71-05, 5-9-2005; Ord. 109-06, 8-14-2006; Ord. 2-08, 1-28-2008)

§ 26-6 Board appointments and participation.

The members of the Board shall be appointed and participate as follows.

- (a) The City Council member, the member from the business community, the member from the education community and the four members from the community at large shall be appointed by the City Council. All of the aforesaid members shall be residents of the City of Cape Coral both at the time of their appointment and at all times during their membership on the Board. Any member of the City Council, including the Mayor, shall be eligible for appointment by the City Council to the "City Council member" position on the Board, which shall be considered to be an "ex-officio" position. The City Council member who serves as a member of the Board, the member from the business community, the member from the education community and the four members from the community at large shall each have the right to participate and to vote on all decisions of the Board.
- (b) The parent member(s) from each charter school level, i.e. elementary, middle and high school, shall be chosen by and from the parent organization(s) from each school level (elementary, middle and high school) and shall be the parent, legal guardian or legal custodian of a student enrolled in the Cape Coral Charter Schools at the school level (elementary, middle or high school) the parent member represents. The parent member(s) of the Board shall be residents of the City of Cape Coral, both at the time of their appointment and for the duration of their membership on the Board. Prior to the enrollment of students at any charter school level, the parent position(s) on the Board for the charter school level shall remain vacant. The positions on the Board for parents from each charter school level shall be considered to be "ex-officio" positions. The parent member(s) of the Board shall have the right to participate in all discussions of the Board, but not to vote on any matter. If, for any reason, the parent organization is unable or unwilling to select a parent member of the Board, absence of the parent member from the Board shall not affect the right of the Board to meet or to take any action it may otherwise lawfully undertake.

(Ord. 104-22, § 2, 1-11-2023)

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- (c) No member of the Board will be an employee of the Authority or receive any financial benefit from the operation of the charter school(s).

(Ord. 71-05, 5-9-2005)

- (d) No more than one parent, legal guardian or legal custodian of any student shall serve on the Board at any given time, regardless of whether the parent, legal guardian or legal custodian is serving as a parent member, as a member from the education community, business community or community at large, or as a member from any other segment of the community.

(Ord. 41-04, 4-12-2004; Ord. 109-2006, 8-14-2006; Ord. 2-08, 1-28-2008)

§ 26-7 Ex-officio Board members.

Service on the Authority Board by any ex-officio member shall be an additional duty to any and all other duties and responsibilities already exercised by the ex-officio officer, official or member. If, after the appointment of any ex-officio member to the Authority Board, a court of competent jurisdiction should determine that the appointment is an additional office, such as might be construed to violate the Cape Coral City Charter or the Florida Constitutional provision against dual office holding, the appointment shall be deemed void ab initio and automatically rescinded as of the date of the original appointment so as to avoid any forfeiture of other office for the ex-officio appointee and the city shall promptly take all steps reasonably necessary to amend the charter between the city and the Lee County School District and all ordinances, resolutions or other regulations necessary to address the rescission. Rescission of a Board member's appointment shall not call into question or invalidate any action or decision voted on by any member subject to the above provision.

(Ord. 41-04, 4-12-2004; Ord. 2-08, 1-28-2008)

§ 26-8 Reserved.

Editor's note(s)—Ord. 104-22, § 1, adopted Jan. 11, 2023, repealed § 26-8, which pertained to initial authority board and derived from Ord. 41-04, adopted April 12, 2004; Ord. 109-06, adopted Aug. 13, 2006; Ord. 2-08, adopted Jan. 28, 2008; Ord. 2-15, adopted Jan. 26, 2015.

§ 26-9 Terms of Board members.

- (a) ~~As of November 30, 2023, the current term of all members of the Cape Coral Charter School Authority Board shall be terminated. At the first regular meeting of City Council in the month of December, 2023, City Council shall appoint the members of the Charter School Authority Board. Of the members first appointed, at least four (but no more than six) shall serve for terms of two years, and at least three (but no more than five) for terms of one year. Thereafter, the term of office for each member shall be two years. Terms of office shall commence immediately following the December appointment, with terms thereafter Board members shall serve two-year terms~~ commencing on December 1 ~~each year~~ and terminating on November 30 of the calendar year in which the term expires. Members may serve no more than two consecutive terms. ~~Any member that has not served a full term, whose term shall be terminated on November 30, 2023, may be appointed for a maximum of two additional terms.~~ The City Council Member Board member shall serve a one-year term commencing on December 1, and terminating on November 30, of the next calendar year, or until a successor is appointed. If he or she is otherwise qualified, the City Council member may be reappointed by the City Council for additional one-year terms with no limitation on the number of terms the member may serve on the Board.

(Ord. 104-22, § 2, 1-11-2023; Ord. 84-23, § 3, 10-18-2023)

(b) Reserved.

(Ord. 104-22, § 2, 1-11-2023; Ord. 84-23, § 3, 10-18-2023)

(c) The parent Board member(s) shall serve two-year terms commencing on December 1, and terminating November 30. If they are otherwise qualified, parents may be reappointed by the parent organization(s) of the charter school(s) for one additional two-year term.

(Ord. 104-22, § 2, 1-11-2023; Ord. 84-23, § 3, 10-18-2023)

(d) Members shall serve until the expiration of their term, resignation, death, or removal. Vacancies shall occur upon the death, resignation, removal, inability of a member to serve, or if a member no longer meets the requirements for a particular class of membership. When a vacancy on the Board occurs, the City Council, or the appointing authority or entity if the City Council did not originally appoint the member, shall appoint a replacement from the same membership class as the predecessor member. Persons appointed to fill a vacant position shall fill only the remainder of the term. All Board members, except the City Council member, shall be governed by the provisions of §§ 2-57 and 2-58 of the Cape Coral Code of Ordinances as they may be amended from time to time, at the time of their appointment and while serving as members of the Board.

(Ord. 41-04, 4-12-2004; Ord. 71-05; 5-9-2005; Ord. 109-06, 8-14-2006; Ord. 2-08, 1-28-2008; Ord. 84-23, § 3, 10-18-2023)

§ 26-10 Organization of Board.

The annual organizational meeting of the Authority Board shall be held at the first meeting of the Board that is held during the month of December, or as soon thereafter as practicable, for the purpose of electing officers for the ensuing calendar year. The annual organizational meeting of the Board may be either a regular or special meeting of the Board. A chair and vice-chair shall be elected by the Board from its voting membership for terms of one year, beginning on December 1 and expiring on November 30 of the following calendar year. Non-voting members shall not be eligible to hold any officer position. Officers will holdover until new officers are elected.

(Ord. 41-04, 4-12-2004; Ord. 104-22, § 2, 1-11-2023; Ord. 84-23, § 3, 10-18-2023)

§ 26-11 Conduct of Board.

(a) From September through June of each school year, the Board shall hold at least 1 regular meeting quarterly, or more frequently if the Board deems necessary, at a time and date to be determined by the Board. Special meetings may be called at any time by the chair or any 4 voting members of the Board. The Board may adopt reasonable procedural rules and regulations governing the conduct of its business. All meetings, records and files of the Board are subject to F.S. Chapters 119 and 286 as well as all other applicable local state or federal statutes, rules, regulations or ordinances.

(b) The Superintendent, or his or her designee (if the Superintendent delegates this task), shall serve as Secretary to the Board and keep minutes and records of all Board proceedings. The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regular meeting, provided that this action may be taken at an intervening special meeting if the Board desires. The minutes shall be kept as a public record in a permanent location.

(Ord. 41-04, 4-12-2004; Ord. 2-15, 1-26-2015)

§ 26-12 Quorum.

Four voting members of the Board in attendance shall constitute a quorum of the Board. The non-voting members of the Authority Board shall not be counted for purposes of a quorum.

(Ord. 41-04, 4-12-2004)

§ 26-13 Appointment of committees.

The Board may form committees to consider various aspects of charter school operations, or to comply with the provisions of the charter, and may appoint parents, members of the community, or experts in a particular field to serve on any created committee and make reports and recommendations to the Board on a committee's findings. Committee members need not be residents of the City of Cape Coral.

(Ord. 41-04, 4-12-2004)

§ 26-14 Adoption of ~~regulations, rules and~~ resolutions.

- (a) The Authority Board may adopt ~~rules, regulations and~~ resolutions to memorialize its actions. As used in this section the following words and terms shall have the following meanings unless some other meaning is plainly indicated.

~~**REGULATION.** An official legislative action by the Authority Board, which action is a regulation of a general and permanent nature and enforceable by the Authority Board.~~

RESOLUTION. An expression by the Authority Board concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the Board.

~~**RULE.** A statement of action or procedure governing, but not limited to matters such as conduct of employees or students, procedures for purchasing or expense reimbursement or for any other matter for which procedures need to be developed.~~

~~(b) The regular enactment procedure for a regulation shall allow the Board at any regular or special meeting to enact or amend any regulation, if notice of intent to consider the regulation is given at least ten days prior to the meeting by publication in a newspaper of general circulation in the city or county. A copy of the notice shall be kept available for public inspection during the regular business hours of the office of the Clerk of the Board and/or at other convenient locations designated in the notice.~~

~~(c) The notice of proposed enactment shall state the date, time and place of the meeting; the title or titles of proposed regulations; and the place or places within the city where the proposed regulations may be inspected by the public. The public shall have the right to appear and be heard prior to the adoption of any regulation except as otherwise provided herein, and the proposed notice shall so state this.~~

~~(d) Regulations shall be consecutively numbered for each calendar year with the last two digits of the calendar year appearing first followed by a hyphen with the number of the Regulation following the hyphen. Thus, the first regulation adopted during the 2022 calendar year would be designated "22-01".~~

~~(Ord. 104-22, § 2, 1-11-2023)~~

- (e) Resolutions ~~and rules~~ may be adopted at any regular or special meetings of the Board provided that the proposed resolution ~~or rule~~ appears on the printed agenda, except as otherwise may be provided herein, for that meeting and is not added to the agenda at a meeting. Resolutions shall be consecutively numbered for each calendar year with the last two digits of the calendar year appearing first followed by a hyphen with the

~~number of the Regulation following the hyphen. numbered like regulations; rules shall be designated using numerals or letters as appropriate.~~ The public shall have the right to appear and be heard prior to the adoption of any resolution or rule.

(Ord. 104-22, § 2, 1-11-2023)

- (f) Notwithstanding the above, the Board may adopt any ~~regulation,~~ resolution ~~or rule~~ by the emergency enactment procedure as follows: The Board at any regular or special meeting may enact or amend any ~~regulation,~~ resolution ~~or rule~~ with a waiver of the notice or agenda requirements herein by the number required for a quorum plus one vote of the Board, declaring that an emergency exists and that the immediate enactment of the ~~regulation,~~ resolution ~~or rule~~ is necessary. All ~~regulations,~~ resolutions ~~or rules~~ adopted by the regular or emergency enactment procedures shall take effect upon adoption unless a later date is specified.

(Ord. 41-04, 4-12-2004)

§ 26-15 Powers and duties of Charter School Authority, Superintendent and city.

- (a) *Powers and duties of authority.* The powers and/or duties granted by this chapter to the Authority are declared to be public and governmental functions, exercised for public purposes, and are matters of public necessity. Any list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the Authority. The Authority is a public body corporate and shall have the right and responsibility to exercise the following powers and/or duties:
- (1) Establish positions, duties and a pay plan, and employ, pay and provide benefits for personnel as well as establish personnel policies. All personnel shall be at will employees with no property rights whatsoever in their employment with the Board whether employed by contract or otherwise. The Board shall have no authority whatsoever to grant any property rights in employment to any person employed by the Authority and any attempt to do so shall be null and void. Authority employees are not employees of the City of Cape Coral, but they are public employees. Authority employees are subject only to the rules, regulations, policies and authority of the Cape Coral Charter School Authority;
 - (2) Fix and prescribe bonds, and pay the premium on all those bonds, of all school employees who are responsible for school funds to provide reasonable safeguards for all the funds or property;

(Ord. 104-22, § 2, 1-11-2023)

- (3) Reimburse for all travel expenses incurred while on business for the Authority, any member, officer, the Superintendent or any employee of the Authority traveling under the direction of the Board or Superintendent or their designee in accordance with regulations, resolutions or rules adopted by the Authority;
- (4) Sue and be sued. However, the Authority shall obtain the approval of the Cape Coral City Council prior to filing suit;
- (5) Adopt, use and alter a corporate seal;
- (6) Negotiate and enter into contracts, agreements, exclusive or limited agreements, and cooperation agreements of any kind necessary for the Authority to fulfill the purposes of this chapter including, but not limited to, contracts with technical or professional experts necessary to assist the Authority in carrying out or exercising any powers granted to it by the charter or this chapter, provided that all the contracts and agreements are in accordance with procedures established by the city, with state law, and with the Charter, and further provided that any contract entered into between the Authority and a third-party shall provide that the third party is not entering into a contract with the Lee County School

District, and, when the third party is not an employee of the Authority and no employment relationship is intended, shall provide that the third-party is not a public employee;

- (7) Determine, prescribe, and adopt rules, policies, standards, and programs that are consistent with state law and rule and that are deemed necessary and/or desirable by it for the efficient operation and general improvement of the charter school system;
- (8) Appoint advisory committees, whose members may include parents of charter school students and/or other persons, to provide advice and input to the Board regarding specialized matters or issues. Members of advisory committees need not be residents of the City of Cape Coral;
- (9) Adopt rules to implement provisions of state law;
- (10) Assign students to schools;
- (11) Adopt a school program for all charter schools under the control of the Authority;
- (12) Adopt and provide for the execution of plans for the establishment, organization and operation of charter schools under the Authority's control;
- (13) Establish schools and adopt enrollment plans that may include school attendance areas and open enrollment provisions;
- (14) Provide adequate educational facilities for the student community without payment of tuition;
- (15) Cooperate with the sponsoring school district as well as adjoining school districts, other agencies or entities, in joint projects or where otherwise applicable;
- (16) Provide for the classification and standardization of schools;
- (17) Adopt policies for the opening and closing of schools, fix uniform dates and designate the observance of school holidays and vacation periods;
- (18) Provide for the establishment and maintenance of public evening schools, career and technical schools, departments or classes, in accordance with charter(s) approved by the Lee County School District;
- (19) Cooperate with other agencies or entities in joint projects;
- (20) Adopt rules for planning time for teachers;
- (21) Provide for an appropriate program of special instruction, facilities and services for exceptional students. In addition, the Board shall coordinate with the Lee County School District for the provision of services to charter school students who require the services of a visiting teacher (due to illness or incapacitation), who reside in residential care facilities, and/or who are in detention facilities;
- (22) Provide for the proper accounting for all school age children in the school community, for the attendance and control of students at school, and for proper attention to health, safety and other matters relating to the welfare of children;
- (23) Provide adequate instructional materials for all charter school students in accordance with Florida Statutes and the charter(s) between the city and the Lee County School District;
- (24) Make provision, in accordance with the Charter, for the transportation of students to the charter school or to school activities they are required or expected to attend; ensure that transportation routes are arranged efficiently and economically; provide necessary transportation facilities; and adopt the necessary rules and regulations to ensure safety, economy and efficiency in the operation of all buses or other vehicles used to transport students;
- (25) Provide recommendation to the city for adequate educational facilities and the proper maintenance and upkeep of school plants, so that students may attend school without sanitary or physical hazards;

(Ord. 104-22, § 2, 1-11-2023)

- (26) Provide for the operation of all charter schools as free public schools for a term in accordance with Florida Statutes and State Board of Education rules;
- (27) Cause to be prepared, adopt and have submitted to the appropriate agencies or authorities, as may be required, an annual charter school budget, with the budget designed to promote the improvement of the charter school system. After approval by the Board, the budget shall be submitted to City Council which shall have the power to add, delete, amend or modify the Authority's charter school budget. The budget, as approved by City Council, shall be the budget that is implemented for the fiscal year;
- (28) Provide for keeping accurate records of all financial transactions, and implement a system of accounting and budgetary control to ensure that payments do not exceed amounts budgeted, as required by law; make available all records for proper audit by state officials or independent certified public accountants; and have prepared required periodic statements to be filed with the Lee County School District or Department of Education as provided by law;
- (29) Provide for the keeping of all necessary records and the making of all needed or required reports and require at periodic intervals reports by assistant principals and teachers at the charter school(s) to parents apprising them of the progress being made by students in their studies and other useful information;

(Ord. 104-22, § 2, 1-11-2023)

- (30) Establish and participate in educational consortia with school districts and other charter schools as may be allowed by law;
- (31) Enforce all laws and rules of the State Board of Education that are applicable to charter school(s);
- (32) Adopt programs and policies to ensure the safety and welfare of individuals, the student body and school personnel, which programs and policies without limitation may include:
 - a. Prohibit the possession of weapons and drugs on campus, student hazing and other activities that could threaten the operation of a school or schools or the safety and welfare of the student body or school personnel;
 - b. Require uniforms to be worn by the student body and/or by school personnel, or impose other dress-related requirements, if the Board finds that those requirements are in the best interests of the student body or school personnel;
 - c. Provide procedures for student dismissal precautions and for granting permission for students to leave school grounds during school hours, including releasing a student from school upon request by a parent or for public appearances of school groups;
 - d. Provide procedures for managing protests, demonstrations, sit-ins, walk-outs or other acts of civil disobedience;
 - e. Provide procedures for detaining students and for readmission of students after expulsion; and
 - f. Regulate student automobile use and parking.
- (33) In accordance with policies and procedures established by the city and in accordance with the Florida Statutes, adopt policies providing for fiscal management of charter schools with respect to purchasing, facilities, non-state revenue sources, budgeting, fundraising and other activities relating to fiscal management of Authority resources, including but not limited to the policies governing:

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(Supp. No. 32)

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- a. Sales calls and demonstrations by agents, solicitors, salespersons and vendors on campus; local preference criteria for vendors, if any; specifications for quantity purchasing; prioritization of awards for bids; declining bid awards; and purchase requisitions, approvals and routing;
 - b. Sales by booster clubs; marathon fundraisers; and student sales of candy, paper products or other goods authorized by the Charter Authority;
 - c. Inventory and disposal of Authority property as may be otherwise provided for herein and/or by state law; use of safe-deposit boxes; and selection of real estate appraisers;
 - d. Payment of contractors and other service providers;
 - e. Accounting systems; petty cash accounts procedures and reporting; school activities funds procedures and reporting; management and reporting of grants from private sources; and management of funds; and
 - f. Budgeting system, including setting budget deadlines and schedules, budget planning, and implementation and determination of budget priorities.
- (34) The Authority may adopt policies providing for innovative teaching techniques, teaching programs and methods, instructional aids and objectives, extracurricular and interscholastic activities and supplemental programs including, but not limited to, policies providing for:
- a. Use of technology, including appropriate use of the Internet as a tool for learning;
 - b. Instructional priorities and objectives, pilot projects and evaluations, curriculum adoption and design, and lesson planning;
 - c. Extracurricular and inter scholastic activities, including field trips, publishing a student newspaper and other publications, and special programs relating to the arts, music or other topics of current interest; and
 - d. Participation in physical education programs, including appropriate physical education attire and protective gear; programs for exceptional students; summer school; and the Title I program, including comparability procedure
- (35) The Authority may make recommendations to the City regarding site acquisition; new construction and renovation; dedication and rededication of charter school buildings and other charter school facilities; and development of facilities management planning and priorities;

(Ord. 104-22, § 2, 1-11-2023)

- (36) The Authority may adopt policies governing public gifts and donations to schools; input from the community concerning instruction resources; advertising in schools; participation in community affairs, including coordination with local governments and planning authorities; protocols for interagency agreements with local governments and planning authorities; protocols for interagency agreements; business community partnerships; community use of school facilities; public solicitations in schools, including the distribution and posting of promotional materials and literature; visitors to school campus; school advisory councils; and parent volunteers and chaperones;
- (37) The Authority may adopt policies and procedures necessary to implement federal mandates and programs, court orders and other legal requirements of the state;
- (38) The Authority may adopt programs and policies to ensure appropriate response in emergency situations; the provision of first aid to individuals, the student body and school personnel; and the effective management of student illness, which programs and policies may include, but are not limited to:

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- a. The provision of first aid and emergency medical care and the provision of school health care facilities and services;
 - b. The provision of school safety patrol;
 - c. Procedures for reporting hazards, including threats of nature, bomb threats, threatening messages and similar occurrences, and the provision of warning systems including alarm systems and other technical devices;
 - d. Procedures for evacuating the classrooms, playground or any other charter school facility;
 - e. Procedures for reporting accidents, including traffic accidents and traffic violations involving Authority-owned vehicles;
 - f. Student insurance programs; and
 - g. Procedures for administering medications to students when prescribed by a health care provider authorized by Florida law to prescribe medications and/or when authorized by a parent.
- (39) The Authority may adopt policies and procedures governing attendance monitoring and checks; truancy; graduation requirements and graduation exercises; fees, fines and charges imposed on students; evaluation of student records and transcripts; transfer of student records; grading and academic evaluation of students; tests and examinations, including early examinations; guidance and counseling; and student participation in competitions, student performances and exhibitions, contests for students and social events;
- (40) The Authority may adopt policies and procedures governing transportation of students for extracurricular activities and special events, including transportation of students in privately owned vehicles; transportation of Authority and other personnel, including personal use of Authority owned vehicles; computer security and computer room access and computer database resources; mail and delivery services, including use of couriers; copyright compliance; and computerized data systems, including computer use, transmission of data, access to the Internet and other technology based services;
- (41) The Authority may adopt policies and procedures necessary for the daily business operation of the Authority Board, including but not limited to, conducting an Authority legislative program; Authority Board member participation at conferences, conventions and workshops, including reimbursement for Board member expenses; Authority policy development, adoption and repeal; Authority Board meeting procedures, including participation via telecommunications networks, use of technology at meetings, and presentations by non-Authority personnel; citizen communications with the Authority Board and with individual Board members; collaboration with local government and other entities as may be required by law; and organization of the Board, including special committees and advisory committees;
- (42) The Authority may adopt policies and procedures necessary for the management of all personnel under the control of the Authority;
- (43) Appoint an individual who shall be known as the Superintendent of Charter Schools (Superintendent) who shall be the Secretary and executive officer of the Authority Board. The Superintendent shall serve at the pleasure of the Board and be appointed by a vote of four voting members of the Board and may only be removed by a vote of at least four voting members. The Board shall establish a salary and benefit package for the Superintendent from budgeted funds appropriated therefor. The Superintendent shall oversee the day-to-day operations of the charter schools with powers as may be otherwise established herein. The Superintendent shall be hired by contract prescribing the Superintendent's compensation, benefits and other appropriate matters. By regulation, resolution or rule the Authority may authorize the Superintendent to perform any of the powers of the Authority in whole or in part and with whatever other limitations it may find appropriate, provided that the

authorization does not result in an invalid exercise of delegated legislative authority or is otherwise prohibited by law;

(Ord. 104-22, § 2, 1-11-2023)

- (44) Perform duties and exercise those responsibilities that are assigned to it by law or by rules of the State Board of Education, the Commissioner of Education, the school district sponsor, and the City of Cape Coral, and in addition thereto, those that the Board may find to be necessary for the improvement of the charter school system; and
- (45) Lease tangible personal property for a term of 12 months or less. Leases with terms longer than 12 months including any options to renew require City Council approval.

(Ord. 104-22, § 2, 1-11-2023)

- (46) Lease real property, if the lease is first approved by the City Council.

(Ord. 104-22, § 2, 1-11-2023)

- (b) *Powers and duties of Superintendent.* The following list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the Superintendent. In addition to other duties as may, from time to time, be assigned to the Superintendent by the Board or by statute, the Superintendent shall have the right and responsibility to exercise the following powers and/or duties:
 - (1) The Superintendent shall exercise all powers and perform all duties listed in this chapter and otherwise required by charter, law or rule, provided that, in so doing, he or she shall advise and counsel with the Board. The Superintendent shall perform all tasks necessary to make sound recommendations, nominations, proposals and reports required by law to be acted upon by the Authority. All those recommendations, nominations, proposals and reports by the Superintendent shall be either recorded in the minutes or shall be made in writing, noted in the minutes and filed in the public records of the Authority. It shall be presumed that, in the absence of the record required in this section, the recommendations, nominations and proposals required of the Superintendent were not contrary to the action taken by the Board in those matters;
 - (2) The Superintendent shall have the right to participate in all discussions of the Board, but shall have no right to vote on any matter;
 - (3) The Superintendent, or his or her designee, shall serve as Secretary to the Board and keep, as a public record in a permanent location, minutes and records of all Board proceedings as well as transmit proceedings of the Board meetings and any other additional information required by law or charter to the appropriate agency or organization. The Superintendent may designate a member or members of staff and delegate to them the actual taking of minutes, record retention and storage, custodian of property and other related duties. However, the ultimate responsibility of properly carrying out these duties in accordance with state statutes and the provisions of this chapter cannot be delegated and always resides with the Superintendent;
 - (4) The Superintendent shall attend all regular meetings of the Board, and advise on questions under consideration;
 - (5) Keep records, including, but not limited to, records of property held or disposed of by the Authority, as may be necessary to provide complete information regarding the charter school system;
 - (6) Exercise general oversight over the charter school system to determine problems and needs, and recommend improvements;

(Ord. 104-22, § 2, 1-11-2023)

- (7) Advise and counsel with the Board on all educational matters and recommend to the Board for action matters that should be acted upon;
- (8) Recommend to the Board for adoption policies pertaining to the charter schools as the Superintendent may consider necessary for its more efficient operation;
- (9) Prepare and organize by subjects and submit to the Board for adoption rules as in the Superintendent's opinion will contribute to the efficient operation of any aspect of education in the charter schools. When rules have been adopted by the Board, the Superintendent shall see that they are enforced;
- (10) From time to time prepare, organize by subject, and submit to the Board for adoption minimum standards relating to the operation of any phase of the charter school system as will contribute to the efficient operation of any aspect of education in the charter schools and ensure that the standards required by law and those adopted by the Board are observed;
- (11) Perform duties and exercise responsibilities as are assigned to the Superintendent by law or the Board;
- (12) Act for the Authority as custodian of Authority property;
- (13) Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program for all charter schools and prepare and recommend such a program to the Board as the basis for operating the charter school program;
- (14) Recommend the establishment, organization and operation of the schools, classes and services as are needed to provide adequate educational opportunities for all children in the charter schools;
- (15) Be responsible, as required herein, for directing the work of the personnel of the Cape Coral Charter Schools, subject to the requirements of Florida statutes;
- (16) Provide for student transportation as required by contract, the Charter and direction of the Board;
- (17) Recommend plans and execute the plans as are approved, regarding all phases of the charter school plant program;
- (18) Determine and recommend funding necessary, including state and any other sources of available funding, to provide for the charter school term as specified by statute or rule, and recommend plans for ensuring the operation of all Cape Coral Charter Schools for the term authorized by the Board;
- (19) Prepare an annual tentative budget to be submitted to the Board for adoption according to law and, when adopted by the Board, submit the adopted tentative budget, by the required dates, to the appropriate agencies or authorities, when required by statute, this chapter or rule, and to the City Council which will adopt the official budget;

(Ord. 104-22, § 2, 1-11-2023)

- (20) Recommend, when necessary, the borrowing of money;
- (21) Keep or have kept accurate records of all financial transactions;
- (22) Maintain accurate and current statements of accounts due to be paid by the Authority; certify these statements as correct; liquidate Authority obligations in accordance with the adopted budget; and prepare periodic reports showing receipts, balances and disbursements to date and file with the appropriate authorities as may be required by law;
- (23) Where necessary, recommend the bonds of all employees who should be bonded to provide reasonable safeguards for all school funds or property;

(Ord. 104-22, § 2, 1-11-2023)

- (24) Recommend to the Board the desirable terms, conditions and specifications for contracts for supplies, materials or services to be rendered and see that materials, supplies or services are provided according to contract;
- (25) Recommend programs and procedures to the Board necessary to protect the Authority adequately against loss or damage to school property or against loss resulting from any liability for which the Authority or its officers, agents or employees may be responsible under law;
- (26) Prepare, after consulting with the principals, assistant principals or persons in charge of the various charter schools, tentative annual budgets for the expenditure of Authority funds for the benefit of the charter school students;
- (27) Recommend the amounts of bonds, if any, to be issued by the city regarding charter school(s) and assist in the necessary papers for the sale of the bonds and for the proper expenditure of the funds derived therefrom;

(Ord. 104-22, § 2, 1-11-2023)

- (28) Recommend the records that should be kept in addition to those required by law; prepare forms for keeping the records as are approved by the Board; ensure that the records are properly kept; and make all reports that are needed or required, as follows:
 - a. Require that all employees accurately keep all records and promptly make in proper form all reports required by the education code or the State Board of Education; recommend the keeping of additional records and the making of additional reports as may be deemed necessary to provide data essential for the operation of the charter school system; and prepare the forms and blanks that may be required and ensure that these records and reports were properly prepared.
 - b. Prepare for the approval of the Board all reports that may be required by law or rules to be made and transmit promptly all like reports and approvals when approved to the appropriate authority required by law. If any like reports are not transmitted at the time or in the manner prescribed by law or rule, the salary of the Superintendent, notwithstanding any contractual provision to the contrary, shall be withheld until the reports required by law or rule have been properly submitted.
- (29) Recommend plans for cooperating with, and, based on approved plans, cooperate with federal, state, county and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare;

(Ord. 104-22, § 2, 1-11-2023)

- (30) Recommend plans for identifying and reporting to the Department of Education the name of each child attending a charter school who qualifies according to the definition of a migratory child, based on Pub. Law 95-561, and for reporting other information as may be prescribed by the Department of Education;
- (31) Require that all laws and rules applicable to the charter schools are properly observed and take steps to correct any violations of such rules or laws;
- (32) Visit the Cape Coral Charter Schools; observe the management and instruction taking place; provide suggestions for improvement; and advise supervisors, principals, teachers, parents and other citizens with the view of promoting interest in education and improving the conditions of the Cape Coral Charter Schools;

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- (33) Recommend in writing to the Department of Education the revocation or the suspension of any Florida Teaching Certificate for any of the grounds for discipline or dismissal set forth in Florida statutes, including a full statement of the reasons for the recommendation;

(Ord. 104-22, § 2, 1-11-2023)

- (34) Leave with the Board and make available to his or her successor, upon leaving or retiring from office, a complete inventory of school equipment and other property, together with all official records and other records as may be needed in supervising instruction and in administering the charter school system;
- (35) Recommend to the Board procedures whereby the public can be adequately informed of the educational programs, needs and objectives of the charter school system;

(Ord. 104-22, § 2, 1-11-2023)

- (36) Recommend procedures for implementing and maintaining a system of charter school improvement and education accountability to the Board; and
- (37) The Superintendent shall have the power to hire, promote, discipline and terminate personnel, provided, however, that the Superintendent shall exercise this power in accordance with the personnel rules and policies adopted by the Authority.
- (c) *Powers and duties of city.* The following list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the city in regard to charter schools. The following powers, duties and responsibilities shall be exercised by the City of Cape Coral:
- (1) The city shall review the Authority's annual tentative budget. The City Council will have the power to add, delete, amend or modify the Authority's budget. The budget, as approved by the City Council, shall be the budget that is implemented for the fiscal year;
 - (2) The city, on behalf of the Authority, may enter into agreements for accepting credit card, charge card and debit card payments as compensation for goods, services and fees, as authorized by law;
 - (3) The city, on behalf of the Authority, may accept donations of real, tangible and intangible personal property, goods, services or money for use for charter school purposes. The City Council shall adopt policies, rules and regulations for the disposal of surplus real, tangible and intangible personal property using the statutes for the disposal of the property by municipalities and school boards as a guide;
 - (4) The power to approve plans for locating, planning, constructing and condemning property for school uses shall be reserved exclusively to the City of Cape Coral. The Board shall have the right to provide recommendations to the City Council regarding the aforementioned matters;
 - (5) The city shall select and purchase school sites, playgrounds and recreational areas where schools are to be constructed, of adequate size to meet projected student enrollment. Leases or lease purchase agreements for real or tangible personal property may be entered into by the city on behalf of the Authority from funds made available for that purpose. In that event, the Board shall provide input and make recommendations to the city regarding these matters;
 - (6) The city shall supervise the construction; the making or contracting for additions, alterations and repairs on buildings and other school properties, with recommendations from the Board. Any plans and specifications for buildings shall provide for the safety and well-being of students, as well as for economy of construction;
 - (7) The city shall have the authority to contract for materials, supplies and services needed for the charter school system or may delegate this function in whole or in part, with or without limitations, to the Board, except that the Authority shall use no public funds received from or through the Lee County

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(Supp. No. 32)

School District to purchase or lease property, goods or services from any Superintendent, officer or employee of the Authority or the spouse, parent, child, stepchild or sibling of any Superintendent, officer or employee, or from any business in which any officers or employee has an interest, nor shall the Authority use any property, goods or services purchased or leased by public funds for the private benefit of any person or entity;

- (8) The city shall provide for adequate protection against any loss or damage to school property or loss resulting from any liability for which the Authority, city or their officers, agents or employees may be responsible under law. The city may fulfill this responsibility on behalf of the Authority, charging a fee for providing the services. This responsibility may be fulfilled by purchasing insurance, being self-insured, entering into risk management programs managed by district school boards, charter school associations, school-related associations or any other risk management program capable of providing adequate risk management services or any combination thereof. Any risk management program entered into pursuant to this subsection shall provide for strict accountability of all funds and an annual audit by an independent certified public accountant of all receipts and disbursements;
- (9) The city may employ an internal auditor with charter school funds or may use the services of the City Auditor to perform ongoing financial verification of the financial records of the Authority. The internal auditor shall report directly to City Council, and shall also provide copies of any reports to the Authority Board. This section shall not be construed to prohibit the Authority from employing and/or contracting with an auditor to perform auditing services on behalf of the Authority;
- (10) In addition to any audits required by law or statute, city may contract with an independent certified public accountant to conduct a financial or performance audit of the accounts and records retained by the Authority; and
- (11) The city shall provide for the investment or deposit of funds not needed for immediate expenditures which shall earn the maximum possible yield under the circumstances on the investments or deposits. The city shall cause to be invested at all times all school moneys not immediately needed for expenditures pursuant to the policies of the Board and city.

(Ord. 41-04, 4-12-2004; Ord. 2-15, 1-26-2015; Ord. 104-22, § 2, 1-11-2023)

§ 26-16 Indebtedness.

In addition to the powers and/or duties enumerated in § 26-15 above, the city shall have the authority to issue bonds, securities or other forms of indebtedness allowed by law to finance the construction, renovation, remodeling or operation of charter schools, providing that no indebtedness will ever be a general obligation of the city and no city ad valorem tax revenue shall ever be pledged for any indebtedness incurred on behalf of charter schools unless approved by a vote of the city electorate.

(Ord. 41-04, 4-12-2004)

§ 26-17 Administrative services.

The Authority shall use city departments and personnel for services including, but not limited to, human resources, information technology, purchasing, administrative, accounting, financial, engineering, risk management, construction, repair and maintenance, insurance and other related services from the city. The city shall charge a fee or fees for those services; the fee or fees shall be equal to the cost of providing those services.

(Ord. 41-04, 4-12-2004; Ord. 104-22, § 2, 1-11-2023)

§ 26-18 Consistency.

Neither City Council nor the Authority Board shall take any action that is inconsistent with any state law, administrative or Department of Education rule or the charter school contract with the Lee County School District.

(Ord. 41-04, 4-12-2004)



Meeting Type Charter School Authority Governing Board –
Regular Meeting

Meeting Date May 13, 2025

Agenda Request Form

City of Cape Coral

Title:

Dr. John Omundsen, Director, Oasis STEM Innovation

Summary:

Requested Action: Informational Only

Additional Information:

Dr. John Omundsen, Director, Oasis STEM Innovation will provide an end-of-year report on Oasis STEM Innovation projects, activities, and awards.

Prepared By:

Kimberly Bruns, City Clerk