



# **AGENDA**

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

**March 11, 2025 - 05:00 PM**

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

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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: Hoagland/OHS, Schade/OMS, Gibson/OES, Rouzeau/OEN
5. APPROVAL OF MINUTES
  - a. Request for Approval of the Charter School Authority Governing Board Regular Meeting Minutes on Tuesday, February 11, 2025

**6. CHANGES TO AGENDA / ADOPTION OF AGENDA**

- a. Request for Approval of the Agenda of the Regular Meeting, Tuesday, March 11, 2025

**7. 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.

**8. CONSENT AGENDA - No activity**

**9. UNFINISHED BUSINESS**

- a. Request for Approval of the Charter School Authority Governing Board Amended Master Meetings Calendar SY 2025

**10. NEW BUSINESS**

- a. Request for Approval of the Updated Charter School Authority Transportation Job Description and Salary Range

**11. SUPERINTENDENT REPORT**

- a. Jacquelin Collins, Superintendent

**12. CITY MANAGER REPORT**

- a. Mark Mason, Interim Assistant City Manager

**13. COUNCILMEMBER REPORT**

- a. Joe Kilraine, District 5

**14. CHAIR REPORT**

- a. Kristifer Jackson, Chair

**15. FOUNDATION REPORT**

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

**16. STAFF REPORT - No Activity**

**17. BOARD MEMBERS REPORT AND COMMENT**

**18. TIME AND PLACE OF FUTURE MEETING**

- a. The Next Regular Governing Board Meeting will be held on Tuesday, April 8, 2025, at 5:00PM., in City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**19. 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** March 11, 2025

## Agenda Request Form City of Cape Coral

**Title:**

Request for Approval of the Charter School Authority Governing Board Regular Meeting Minutes on Tuesday, February 11, 2025

**Summary:**

**Requested Action:** Approve or Deny

**Additional Information:**

**Prepared By:**

Kathleen Paul-Evans, Governing Board Secretary



# GOVERNING BOARD MINUTES

## *Regular Meeting*

City of Cape Coral Charter School Authority  
Governing Board  
February 11, 2025

### 1. Call to Order

Chairman Kristifer Jackson

A Regular Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, February 11, 2025, at 5:02p.m., at Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

### 2. Moment of Silence

Chair Jackson

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

Chair Jackson

### 4. Roll Call

4A. Mykisha Atisele, Kristifer Jackson, Sara Katine, Joe Kilraine, Dist. 5, Karen Michaels, Dr. Guido Minaya, Jose Santos. Parent Representatives: Jennifer Hoagland/OHS, Gregor Schade/OMS, Caroline Rouzeau (Absent).

Also Present: Jacquelin Collins, Superintendent  
Kristie Belesiotis, CSA HR Manager  
Jackie Corey, Principal, OHS  
Donnie Hopper, Principal, OMS  
MaryBeth Grecsek, Principal, OES

Kevin Brown, Principal, OEN

Kelly Weeks, AP, OEN

Mark Moriarty, Assistant City Attorney, CCC

Mark Mason, Assistant City Manager, CCC

Crystal Feast, Deputy Finance Director, CCC

Nicole Reitler, Mgmt Budget Administrator,  
CCC

Wanda Roop, Procurement Manager, CCC

Members of the Cape Coral Youth Council -

Sophie Garcia, Claire Johnson, Lexie

Skorzak, Representative from Bishop Verot

High School

**5. Approval of Minutes**

**5A. APPROVED UNANIMOUS** *Motion made by Member Kilraine, Second by Member Santos, to Approve the Minutes of the Charter School Authority Regular Governing Board Meeting held on Tuesday, January 14, 2025. Unanimous.*

**5B. APPROVED UNANIMOUS** *Motion made by Member Kilraine, Second by Member Santos, to Approve the Minutes of the Charter School Authority "Oasis Charter Schools Employee Classification and Compensation Workshop" held on Tuesday, February 4, 2025. Unanimous.*

**6. Approval of Regular Agenda Meeting**

**APPROVED UNANIMOUS** *Motion made by Member Kilraine, Second by Member Michaels, to Approve the Agenda, Regular Meeting, February 11, 2025. Unanimous*

**7. Public Comment**

No Activity

**8. Consent Agenda**

*Motion made by Member Kilraine, Second by Member Michaels to Approve the Consent Items 8A-8C as Presented. UNANIMOUS Motion made by Member Kilraine, Second by Member Santos to Approve Consent Item 8D as Presented. UNANIMOUS*

**8A. APPROVED** Request for Approval of the City of Cape Coral Oasis Charter Schools Instructional Calendar SY 2025-2026.

**8B. APPROVED** Request for Approval of the Oasis Elementary North Playground Replacement Project by Bliss Products and Services, Inc., Quote#: 74357, in the Amount of \$228,120.20, Utilizing Piggyback Contract Manatee Schools Bid MCSD NO 21-0053MR, IPEMA Quote# 645-173063A, and Authorize the Superintendent to Execute Purchase Order, Change Order, or Any Related Document.

**8C. APPROVED** Request for Approval of the Oasis Elementary South Playground Replacement Project by Bliss Products and Services, Inc., Quote#: 74358, in the Amount of \$223,081.25, Utilizing Piggyback Contract Manatee Schools Bid MCSD NO 21-0053MR, IPEMA Quote# 645-173067A, and Authorize the Superintendent to Execute Purchase Order, Change Order, or Any Related Document.

**8D. APPROVED** Motion made by Member Kilraine, Second by Member Santos to Approve and Accept Donated Funds from the Gunterberg Charitable Foundation and Culliton Family, in the Amount of \$70,000.00, to be Used for Funding the Oasis Charter Schools STEM Innovation Program.

*Member Kilraine sincerely thanked Dr. Carol Rae Culliton, and acknowledged the significant support of the Oasis Charter Schools by the Gunterberg Charitable Foundation and Culliton Family. Dr John Omundsen, Director, Oasis STEM Innovation also expressed gratitude for the positive impacts that have resulted from Gunterberg-Culliton multi-year private donations.*

**9. Superintendent's Report**

Jacquelin Collins, Superintendent, Oasis Charter Schools

**10. City Manager's Report**

Crystal Feast, Interim Financial Services Director - No Report

11. **City Council Member Report**

Joe Kilraine, District 5 - *No Report*

12. **Chair Report**

**Members of the Cape Coral Youth Council**

- What can be done to help students have access to the resources and study materials that are behind paywalls? Does Lee County provide support to students?
- What is being done to make sure that [Oasis] students are ready for Dual Enrollment courses?
- How are the schools making sure that students have increased access to tools, support and resources for their mental health issues?
- What actions have been implemented to crack down on substance abuse in the schools [Oasis]?

13. **Cape Coral Municipal Charter School Foundation Report**

Gary Cerny, President

- Putt Putt Party February 28<sup>th</sup> at Tropical Breeze Family Park from 5-9PM. Check the Foundation's website for details.
- 1<sup>st</sup> Annual Oasis Gala - Saturday, March 29<sup>th</sup> - The Westin Cape Coral. Theme: "A Night to Sparkle." The Foundation is looking for table sponsors and auction items; visit the website for ticket details and group/organization opportunities. The Foundation needs your help! Contact Gary Cerny for volunteer opportunities. This is an age 21+ event.
- Annual Foundation Scholarship applications will be accepted after April 1st
- Lighthouse Awards dinner and dance - La Venezia Ballroom - Friday, April 4<sup>th</sup>

14. **Oasis Staff Comment**

Dr. John Omundsen, Director, Oasis STEM Innovation - Program Update [presentation]



15. **Unfinished Business**

**15A. APPROVED** Motion made by Member Kilraine, Second by Member Atisele to Approve Resolution 02-25 "Classification Parity Adjustment Plan" to address internal teacher salary compression. The Administration proposes that the salary increases take effect on February 24, 2025, with the first adjusted pay date on March 14, 2025. The total cost of the salary increases for 2025 is approximately \$1,470,060.88. Unanimous Vote

Atisele YES

Jackson YES

Katine YES

Kilraine YES

Michaels YES

Minaya YES

Santos YES

16. **New Business**

**16A. APPROVED** Motion made by Member Kilraine, Second by Member Michaels to Approve the Oasis Elementary North, 2817 SW 3<sup>rd</sup> Lane, Cape Coral, FL 33991, Class Reduction Size Compliance Plan 2024-2025.

**16B. APPROVED** Motion made by Member Kilraine, Second by Member Michaels to Approve the Oasis Middle School, 3507 Oasis Blvd., Cape Coral, FL 33941, Class Reduction Size Compliance Plan 2024-2025.

**16AC. APPROVED** Motion made by Member Michaels, Second by Member Santos to Approve a Private Executive Shade Meeting on Tuesday, March 11, 2025, at 4:00PM, Location To Be Determined. Pursuant to Florida Statutes 281.301, this Shade Meeting will confine all discussions to only those that relate to the results of the Crime Prevention Through Environmental Design (CPTED) Report conducted by SKYNET Crime Prevention Solutions, LLC., for the City of Cape Coral Oasis Charter Schools.

17. **Final Board Comment**

**Atisele:** Thanked Youth Council attendees and complimented them on their poise and insightful questions. Glad we are fulfilling Strategic Goal of supporting teachers with both professional development and compensation wherever we can find it.

**Jackson:** Thanked Youth Council for attending and encouraged them to continue to return to the GB for annual visits, etc., to add their different perspectives and resourcefulness. Very proud the Evergreen Study gave insight into where we could help with teacher and staff pay. Our system is outstanding and we have to take care of it. Thanked City partners. Reviewed accomplishments of Strategic Plan and how as a system we are on track in so many areas.

**Katine:** Agrees with Member Atisele that the Youth Council is very impressive with their questions and suggestions. Also, Oasis Charter Schools teachers and staff are incredible and deserve support in all areas. Thanked City for support.

**Kilraine:** Extremely impressed with Youth Council attendees and because of them considers the “future to be very bright.” Thanked the City for their input on the Evergreen Study and Analysis Report. Very happy to hear former students are returning to Oasis as professional educators - rarely do teachers get to see the impact they have on students so up close.

**Michaels:** Thanked City Finance teams for their hard work and support helping to put together the employee compensations. Very impressed with Youth Council representatives. Student opinions and engagements like this show they CAN make a difference.

**Minaya:** Congratulations on reaching a compensation strategy that shows teachers and staff how we can support them. Thanked City Finance team and Oasis staff for meeting the challenges of the Evergreen Study. Very impressed with Youth Council representatives and how poised and eloquent they are; this proves what a great idea it has been to have them come and share ideas and perspectives with us as a community.

**Santos:** Very impressed with the Youth Council. Congratulations to Oasis staff and City staff for putting something together that the teachers and staff can count on and refer to with the pay parity resolution.

**Parent Representative Hoagland/OHS:** Proud parent of STEM student who to this day talks about her experiences as a student at Oasis and how it transformed her ideas about what she was capable of doing for a career and beyond.

**Parent Representative Schade/OMS:** One word: AWESOME. Our system is awesome.

**18. Time and Date of Next Meeting**

Pursuant to Florida Statutes Section 281.301, an Executive Share Meeting will be held on Tuesday, March 11, 2025 at 4:00p.m., location to be determined, to discuss the results of the Crime Prevention Through Environmental Design (CPTED) Report conducted by SKYNET Crime Prevention Solutions, LLC, for the City of Cape Coral Oasis Charter Schools.

The Next Regular Governing Board Meeting will be held on Tuesday, March 11, 2025 at 5:00p.m., at Cape Coral Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990.

**19. Adjournment**

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

Respectfully Submitted,

Kathleen Paul-Evans, Secretary

Cape Coral Charter School Authority Governing Board

Secretary

Date of approval



**Meeting Type** Charter School Authority Governing Board –  
Regular Meeting

**Meeting Date** March 11, 2025

## Agenda Request Form City of Cape Coral

**Title:**

Request for Approval of the Charter School Authority Governing Board Amended Master Meetings Calendar SY 2025

**Summary:**

Request for Approval to Amend the Governing Board Master Meetings Calendar SY 2025, by Moving the Approved Regular Meeting of November 11, 2025 to Tuesday, November 18, 2025

**Requested Action:** Approve or Deny

**Additional Information:**

**Prepared By:**

Kathleen Paul-Evans, Governing Board Secretary

**UNFINISHED BUSINESS**

**REQUEST FOR APPROVAL TO AMEND MASTER CSA GB MEETINGS CALENDAR, 2025**

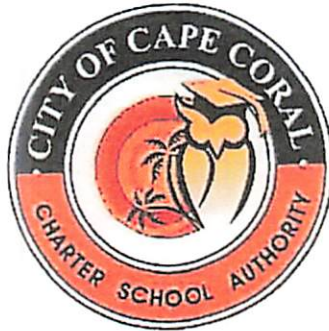
REQUEST FOR APPROVAL TO MOVE THE CSA GB REGULAR MEETING, DURING THE MONTH OF

NOVEMBER 2025, FROM TUESDAY, NOVEMBER 11 TO TUESDAY, NOVEMBER 18, 2025, AT 5:00PM,

IN CITY COUNCIL CHAMBERS, 1015 CULTURAL PARK BLVD., CAPE CORAL, FL 33990



START HERE. GO EVERYWHERE.



BOARD APPROVED

DEC 10 2024

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

### CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY REGULAR GOVERNING BOARD MEETINGS 2025-2026

All City of Cape Coral Charter School Authority Governing Board Regular Meetings are held at 5:00p.m., in Cape Coral Council Chambers, at 1015 Cultural Park Blvd., Cape Coral, FL 33990, unless otherwise noticed.

REGULAR GOVERNING BOARD MEETING DATES 2025-2026
JANUARY 14, 2025
FEBRUARY 11, 2025
MARCH 11, 2025
APRIL 8, 2025
MAY 13, 2025
JUNE 24, 2025
<b>JULY 2025 – GOVERNING BOARD RECESS</b>
AUGUST 19, 2025
SEPTEMBER 16, 2025
OCTOBER 14, 2025
NOVEMBER 11, 2025
DECEMBER 9, 2025
JANUARY 13, 2026

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**FOUR  
SCHOOLS,  
ONE  
VISION**

239.424.6100

239.541.1039

CapeCharterSchools.org

3519 Oasis Blvd., Cape Coral, FL 33914





# City of Cape Coral Oasis Charter Schools

## SY 2025 – 2026

### Instructional Calendar

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
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31						

SEPTEMBER 2025						
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28	29	30				

OCTOBER 2025						
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NOVEMBER 2025						
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30						

DECEMBER 2025						
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28	29	30	31			

January 2026						
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February 2026						
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MARCH 2026						
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29	30	31				

APRIL 2026						
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MAY 2026						
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31						

JUNE 2026						
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21	22	23	24	25	26	27
28	29	30				

Aug 1-8 Preschool Week  
 Aug 11 Students First Day

Sept 1 Labor Day  
 Sept 23 Rosh Hashanah

Oct 6-10 FTE  
 Oct 10 End of Q1 (43 days)  
 Oct 13 Professional Duty Day

Nov 11 Veterans Day  
 Nov 24-28 Thanksgiving Break

Dec 19 End of Q2 Early Release (43 days)  
 Dec 22-Jan 2 Winter Break  
 (Semester 1 - 86 days)

Jan 5 Professional Duty Day  
 Jan 19 Martin Luther King Jr Day

Feb 2-6 FTE  
 Feb 16 President's Day

Mar 12 End of Q3 (46 Days)  
 Mar 13 Professional Duty Day  
 Mar 16-20 Spring Break

Apr 3 Good Friday  
 Apr 6 Easter Monday

May 25 Memorial Day  
 May 29 Early Release/Weather Make-up Day\*

June 1 Early Release/Weather Make-up Day\*  
 Students Last Day - End of Q4  
 June 2 Professional Duty Day  
 June 3-5 Weather Make-up Days\*  
 June 19 Juneteenth  
 (Semester 2 - 94 days)

- Holiday - Schools Closed
- Professional Duty Day - No School for Students
- First and Last Student Day
- Early Dismissal Days - Students
- Pre-School Week
- Severe Weather Make-up Day

**BOARD APPROVED**  
 FEB 11 2025

CITY OF CAPE CORAL  
 CHARTER SCHOOL AUTHORITY

Governing Board Approved 02/11/2025

*Special Notes*  
 All Jewish Holidays begin at sundown the day before they are listed.

\*In the event of extended Severe Weather Days, the school calendar will shift to make-up the appropriate days.



**Meeting Type** Charter School Authority Governing Board –  
Regular Meeting

**Meeting Date** March 11, 2025

## Agenda Request Form City of Cape Coral

**Title:**

Request for Approval of the Updated Charter School Authority Transportation Job Description and Salary Range

**Summary:**

**Requested Action:** Approve or Deny

**Additional Information:**

**Prepared By:**

Kathleen Paul-Evans, Governing Board Secretary





CITY OF CAPE CORAL  
Established Date: Apr.14,2009  
Revision Date: Mar 6, 2025

## Charter School Transportation Coordinator

Class Code:  
CHS179500

Bargaining Unit:  
Non-Bargaining Employee  
Calendar: 11 Month  
Position: 211 Days

### SALARY RANGE

\$21.28 - \$29.79 Hourly  
\$35,920.64 - \$50,285.52 Annually

### GENERAL STATEMENT OF JOB:

The Charter School Transportation Coordinator oversees the safe, efficient, and effective operation of school bus routes and services. The incumbent is responsible for coordinating bus routes, managing daily bus driver assignments, and ensuring seamless communication between drivers, students, parents, and school staff. The role also involves data analysis, route planning, and emergency response coordination to maintain the highest standards of safety and service.

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

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- **Route and Area Management:** Recognize and recommend improvements for bus routes and loading areas and implement approved changes to optimize transportation services.
- **Record Keeping and Compliance:** Maintain and update all required records, including student surveys, route sheets, and documentation for route/stop changes, ensuring adherence to privacy and confidentiality regulations.
- **Driver Coordination:** Assign and coordinate daily bus routes for drivers, ensuring proper scheduling and communication of route changes.
- **Communication:** Effectively communicate with parents, school employees, and the public to foster positive relationships and resolve concerns related to bus routes, schedules, or service issues.
- **Data Monitoring and Analysis:** Track and analyze data related to bus arrival/departure times, student load, and other metrics to implement necessary routing and scheduling adjustments for safety and efficiency.
- **Route Change Coordination:** Facilitate communication and coordination of route and stop changes among drivers, supervisors, staff, schools, parents, and students to ensure smooth implementation.
- **Operational Support:** Dispatch drivers and vehicles, communicating instructions via telephone or two-way radio. Ensure clear, calm, and concise verbal transmissions during high-volume communication.
- **Emergency Response:** Assist bus drivers in emergency situations, providing information and

support as necessary.

- **Bus Operator Monitoring:** Monitor driver check-ins for both AM and PM runs, documenting bus operation activities, including delays, breakdowns, and student drop-offs.
- **Student Placement:** Assist with the placement of new students on buses and inform drivers of any new or dismissed students.
- **Problem Resolution:** Communicate with drivers about issues related to parents, students, and co-workers and assist in finding solutions to ensure a safe and efficient transportation system.
- **Radio System Maintenance:** Manage the two-way radio system to ensure constant communication with drivers throughout the day.
- **Log Maintenance:** Maintain a daily log of bus operations, including breakdowns, student pickups, drop-offs, and parent interactions.
- **Safety and Route Concerns:** Report any safety concerns or route issues raised by drivers or parents to the appropriate Transportation Manager for follow-up.
- **Administrative Support:** Operate standard office equipment, including word processing and data management systems. Assist with answering department phones and performing clerical tasks as needed.

#### **MINIMUM QUALIFICATIONS:**

- **Education:** High School Diploma or GED required.
- **Experience:**
  - Experience with computer-assisted routing and scheduling.
  - Previous experience as a school bus driver preferred.
  - Knowledge of data management systems and excellent computer skills, including proficiency in Microsoft Word and Excel.
- **Certifications:**
  - CDL license with Passenger/School Bus (P/S) endorsement preferred.

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

- Strong organizational and communication skills.
- Ability to manage multiple tasks and prioritize responsibilities effectively.
- Ability to maintain professionalism and composure in stressful or emergency situations.
- Strong problem-solving skills and the ability to exercise good judgment.
- Proficient with office software and data management tools.

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

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

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

documentation, accounting, and applications.

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

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

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

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

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

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

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

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

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

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

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

**Environmental requirements:** Tasks are generally performed with some exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.



City of Cape Coral  
**Charter School Transportation Coordinator**

<b>CLASS CODE</b>	CHS179500	<b>SALARY</b>	\$15.54 - \$23.59 Hourly
<b>ESTABLISHED DATE</b>	April 13, 2009	<b>REVISION DATE</b>	August 17, 2021

### GENERAL STATEMENT OF JOB

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

Under the general supervision of the Charter School Authority Transportation Manager, the incumbent coordinates the daily route assignments of drivers, completes, and maintains required records within all areas of responsibility, and serves as the contact to the City of Cape Coral repair facility for driver documented vehicle issues and concerns.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- Recognizes and recommends needed changes for improving routes and loading areas and initiates such practices when authorized.
- Coordinates the daily route assignments of Bus Drivers.
- Completes and maintains required records within all areas of responsibility, including but not limited to, student surveys, route sheets and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.
- Serves as the contact to the City Fleet repair facility providing them with driver documented issues and concerns including the transport/delivery of fleet vehicles for inspection, repair, and/or maintenance.
- Communicates professionally and effectively with parents, the public and all school employees to ensure positive relationships are maintained while meeting all the goals of a safe, efficient transportation system.
- Monitors and analyzes data related to arrival, layover, and departure times of buses; student load data; and other information to ensure safety and efficiency to the transportation system.
- Coordinates stop and route change notifications with operators, staff, schools, parents, and students to ensure successful implementation.
- Performs the duties and responsibilities as school bus driver when needed.
- Performs related work and/or tasks as assigned that are consistent with the goals and objectives of the transportation department under the direction of the Transportation Manager.

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

### MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Class B CDL with P/S endorsement
- Excellent computer skills and/or office management preferred.

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

Understanding of routing and scheduling concepts, principles and procedures.

Knowledgeable of geographic area.

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

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

Has knowledge of report and record maintenance principles and techniques.

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

### **MINIMUM STANDARDS REQUIRED**

**MINIMUM STANDARDS REQUIRED: The physical requirements of this position.**

**(Please check all boxes that apply)**

<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%

<b>Pushing</b>	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	30%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands and/or fingers.	20%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	70%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%