



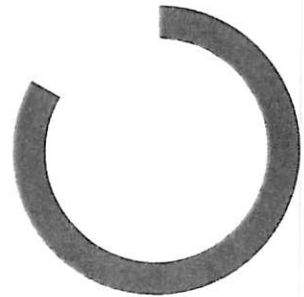
Evergreen Project Status Report

Project Title:	City of Cape Coral Charter School Authority - Classification and Compensation Study	Project Number:	P-1370
Client Contact:	Jacquelin Collins, Superintendent Amy Brown, Human Resources Manager	Evergreen Project Manager:	Stasey Whichei stasey@consultevergreen.com
Project Start Date:	8/15/2024	Evergreen Consultant(s):	Allie Crumpler Allie@consultevergreen.com
Project Due Date:	10/17/2024	Project Cost:	\$42,500.00
Project Type:	Classification, Compensation, Job Descriptions, Job Force Manager	Date Update:	3/28/2025

Status Update

3/28/2025	Sent sample job description template and sample JDs to project team for review. Need approval to move forward and to set follow up meeting regarding performance evaluations for Support Staff and Managers.
3/14/2025	Met with Oasis leadership to discuss performance evaluation system. Kristie forwarded current evaluations for Support and Managers for analysis and recommendations. The EGS Job Description team is in the process of
3/7/2025	Kristie with Oasis reviewed subfile and provided clarifications to move forward revising job descriptions. Forwarding to the Job Description team for them to start putting together examples for further review.
2/21/2025	Uploaded draft of recommendations chapter and subfile for Oasis review. Need to set meeting to further discuss next steps re: job descriptions and performance evaluations

Project Completion



16.7% In Progress
33.3% Complete

Data Needs or Decision Points from Client

Next Check In Meeting

#	Description	Comments	Anticipated Date Range	Status
1	Project Initiation	Review scope and data templates	7/1/2024	Complete
2	Evaluate Current System	Upon receipt of employee data (official project start date)	AOCC review completed 8/26	Complete
3	Collect and Review Environmental Data	Includes leadership meetings, focus groups, surveys, and JAT administration	Outreach complete: JAT in progress	Complete
4	Evaluate and Build Projected Classification Plan	Provided after review of employee and supervisor input during JAT process		Complete
5	Identify List of Market Targets and Benchmarks	Collaborative process with EGS and project team		Complete
6	Conduct Market and Benefits Survey	Allow for ~ 45 days to complete	Preliminary data presented 10/18	Complete
7	Develop Strategic Positioning Recommendations	Schedule meetings with project team to discuss		Complete
8	Conduct Solution Analysis	Initial solution file will be completed following review of JAT and Market results	Initial solution file presented 12/5	Complete

9	Presentation & Final Rpt	Final report will be provided prior to presentations. Date of presentation TBD.	In-Person presentation complete; recommendations chapter in progress	Complete
10	Develop Recommendations for Administration	Included with final report		Complete
11	Provide Class Descriptions	Process begins after acceptance of the solution file/classification recommendations	Subfile uploaded 2/21. received clarification from Oasis on 3/7	In Progress
12	Review Performance Evaluation System	Schedule meetings with project team to discuss		In Progress

Draft Chapter	Status	Comments	Date
Introduction	Sent to Client for Review		Uploaded 9/6/24
AOCC	Sent to Client for Review		Uploaded 9/6/24
Outreach	Sent to Client for Review	Updated v3 uploaded based on feedback	Revised version uploaded 3/7
Salary Survey	Sent to Client for Review	Updated v2 uploaded based on feedback	Revised version uploaded 3/12
Recommendations	Sent to Client for Review		Uploaded 2/20/25



Evergreen Solutions, LLC

3528 Barrington Circle, Suite 2
Tallahassee, Florida 32308
850 383 0111 phone
850 383 1511 fax
www.ConsultEvergreen.com