

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

**Tuesday, December 8, 2015**  
**Council Chambers**  
**9:00 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on December 8, 2015, at Council Chambers, a Regular Governing Board Meeting. Chair Jackson called the meeting to order at 9:05 a.m.

**INVOCATION:** Chair Jackson

**PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**  
All in attendance

**ROLL CALL:** Anderson, Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic  
• Anderson, excused

**ALSO PRESENT:** Bill Buztrey, Assistant City Attorney  
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority  
Shannon Treece, Principal, Oasis Charter High School  
Keith Graham, Principal, Oasis Charter Middle School  
Steve Hook, Principal, Oasis Charter Elementary School  
Kevin Brown, Assistant Principal, Christa McAuliffe Charter Elementary School  
Danielle Jensen, Director of Procurement and Food Services, Cape Coral Charter School Authority  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Vicki McAtee, City of Cape Coral, Human Resource Liaison to Charter Schools

**APPROVAL OF MINUTES:**

Motion to approve the minutes for the Regular Governing Board Meeting of November 12, 2015 was made by member Boyer and seconded by member Donaldson.

**Board vote: Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic**

**All "Ayes," motion carries.**

**APPROVAL OF THE AGENDA REGULAR MEETING:**

Motion to make an addition to New Business was made by member Boyer and seconded by member Donaldson.

**Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic**

**All “Ayes,” motion carries.**

**SUPERINTENDENT REPORT:**

Mr. Stephenson states the Christmas Party was wonderful. He gave kudos to Mr. Hook for setting it up.

Mr. Stephenson states that OHS students could earn volunteer hours by participating in the field rock party during their PE period today.

Mr. Stephenson states that we are very close to planting grass seed in the field. Students at OHS are working on a fundraising video that will show the community what we are doing.

Mr. Stephenson states the Foundation agreed to allow a non-instructional Light House award winner this year.

Mr. Stephenson states that we did have a car fire in the Oasis Campus parent pick-up line. It was wonderful to see our staff working to assist. Staff was present from the beginning until after the fire was put out and through the rain.

Mr. Stephenson states that the NEOLA books should arrive Thursday, December 10, 2015.

Mr. Stephenson states the NEOLA workshop will be January 12, 2015, right after the conclusion of our regular Governing Board meeting.

*Discussion held.*

**CHAIRMAN REPORT:**

Chair Jackson states she was at the foundation meeting and they are desperately seeking donations for the rally.

Chair Jackson thanks Mr. Stephenson for keeping the board members in the loop, in reference to the car fire.

**FOUNDATION REPORT:**

Chair Jackson states that the nomination process for the Light House Awards is closed. Observations will begin after the beginning of the 2016 year.

Chair Jackson states the Charter Authority Rally will be held on March 20, 2016 at the German American Club.

*Discussion held.*

**PUBLIC COMMENT:**

*None*

**STAFF AND BOARD COMMENT:**

**Director of Procurement and Food Services**

Danielle Jensen states that she participated in a focus group study on our wellness policy. This was for a Doctorate project for one of our family members. The group included staff, parents and Ms. Jensen.

Danielle Jensen states that our year to date numbers for October are favorable to budget and we are on track for revenue and expenses.

Danielle Jensen states that she started her on site visits. The visits have to be completed by the end of January 2016.

Danielle Jensen states the OHS internship program has begun in food service. At this time there are only 4 students signed up. So far it has been a good experience for students and staff.

Danielle Jensen states the National School Lunch Program and some other grants the schools use have put us over a dollar threshold that will now require us to have our National School Program audited.

Danielle Jensen states that she is busy with the maintenance team getting quotes for the \$100,000.00 capital monies from the City of Cape Coral.

Danielle Jensen states she has been working on getting some vending machines for the high school. They will be stocked with healthy items.

Danielle Jensen states she has been working on getting Office Depot approved as another source for office supplies.

*Discussion held.*

### **Christa McAuliffe Charter Elementary School**

Kevin Brown states *Candy Cane Lane* ends December 14, 2015.

Kevin Brown states CME has 3 holiday shows this week. *The Grinch* performed by 2<sup>nd</sup> grade will be tonight, December 8, 2015. The 1<sup>st</sup> grade holiday show will be tomorrow, December 9, 2015 and the kindergarten holiday show will be Thursday, December 10, 2015.

Kevin Brown states Saturday, December 12, 2015 will be *Muffins with Santa* from 9:30-11:30 AM. The cost will be \$2.00 per person; children under 3 years of age are free.

Kevin Brown states they are collecting gifts for Toys for Tots for the Marine Corp.

Kevin Brown states that December 17<sup>th</sup> and 18<sup>th</sup> CME will be doing a water safety program through the Army Corp of Engineers.

Kevin Brown states kindergarten is taking a field trip to the Broadway Palm to watch the *Velveteen Rabbit* on December 18, 2015.

Kevin Brown states that a faculty team met to look at technology standards and how to be more uniform in what is being used in our schools. They are discussing what the 6<sup>th</sup> and 9<sup>th</sup> grade technology teachers want students to know when they come to class.

*Discussion held.*

### **Oasis Charter Elementary School (OES)**

Steve Hook states the review Assistant Principal Brown discussed will allow them to determine what technology is needed at each school to get the best result for students.

Steve Hook states the annual wall decorating contest is currently being held.

Steve Hook states they are doing *Luau for Life* to benefit children's cancer.

Steve Hook states Friday December 11, 2015 is *Oasis Arts Night* at El Primo's.

Steve Hook states Saturday morning December 12, 2015 is *Breakfast with Santa* at 9:00 AM.

Steve Hook states there is a staff celebration on December 17, 2015.

Steve Hook states that students are working on baskets for families they have adopted.

Steve Hook states they are doing Toys for Tots.

Steve Hook states OES wants kids to know they are part of a community and should give back to the community.

Steve Hook states that technology teacher Christina Plake was recognized by Florida Southwest College as the Outstanding Education Student of the Year.

Steve Hook states they met with Florida Southwest College to talk about partnerships, which led to dialogue about a grant opportunity. This grant will give us a chance to look at competency based education and assessment pieces.

### **Oasis Charter Middle School (OMS)**

Keith Graham states that at the Jr. Thespian district competition held in November they received several superiors in all five monologues; superiors in both the duet acting scenes; a superior in the ensemble acting; an excellent in the pantomime; three superiors and one excellent in the solo musical; one superior and one excellent in the duet musical; an excellent in small group musical; a good in make-up design and a best in room for one of their duet scenes.

Keith Graham states Ms. Omundsen and students have been collecting toys for Oma's Heart. The school had a total of 261 toys donated. Over 1700 gifts will be provided to kids this holiday season.

Keith Graham states that Oasis Blessings had donations of: \$220.00 in gift cards, \$145.15 went towards refrigerated items; 2,816 total items donated; OMS delivered 1,414 lbs. of food to the Cape Coral Caring Center.

Keith Graham states the Winter Band concert will be Friday, December 11, 2015 in the Shark Tank.

Keith Graham states the OMS 8<sup>th</sup> graders will be touring OHS Tuesday, December 14, 2015.

Keith Graham states January 7, 2015 will be an informational meeting for incoming parents from CME, OES and other elementary schools.

Keith Graham states the holiday cheer is being spread around campus.

### **Oasis Charter High School (OHS)**

Shannon Treece states there is a lot happening in the short span between Thanksgiving and Christmas.

Shannon Treece states the 8<sup>th</sup> grade Open House will be December 9, 2015.

Shannon Treece states JROTC had a very successful JLAB competition last week.

Shannon Treece states JROTC has been collecting Toys for Tots and Cards for the Troops

Shannon Treece states the Environmental Club has continued to work to recycle and maintain some of the grounds. They've worked really hard to start up the recycling program at the high school.

Shannon Treece states the OHS band concert is December 11, 2015. Mr. Willison is doing a great job and is very positive about this small group of students.

Shannon Treece states that OHS is in the process of purchasing 60 devices specifically for the math department.

Shannon Treece states there have been some deep conversations about why we are teaching what we are delivering to students. We are working with the English department right now as a pilot group to see what will be the best method to establish what we're going to cover and where.

Shannon Treece states that as part of the internship program, student Melissa Kindma had the opportunity to interview Logan Roe with the Everblades hockey team. The article will be published in the Scene Magazine.

*Discussion held.*

#### **Miscellaneous Business & Board Comments**

Member Boyer thanks the administrators, families and support people from the community who make a difference to our community.

Member Teblum states that he received several messages from staff members after the last board meeting of how much they appreciated the ability to attend the meeting. Many of them feel they don't have a voice at the meetings.

Co-Chair Donaldson states that it takes a lot of effort and time to teach our kids how important it is to give back to the community.

Chair Jackson states that she doesn't think everyone realizes how much time the NEOLA policies have taken from Mr. Stephenson and his staff.

Chair Jackson states that she doesn't think we realize how much time an IT upgrade can take.

Co-Chair Donaldson states that when you plan, think ahead. Spend the extra money to keep ahead.

**UNFINISHED BUSINESS**

**A. Strategic Plan-Nelson Stephenson**

There have been some corrections suggested by various governing board members. Once student Ximena returns to school those corrections will be made. There are a few pictures that will change but the content will remain the same. The strategic plan will finally get us on the path we need to be. All of the goals are important but these are the top three suggested at the Strategic Planning Meeting:

- 1) Expansion of Christa McAuliffe
- 2) Technology
- 3) Slow the Growth

The measures are still a work in progress and Mr. Stephenson would like approval for this to become a living document. This will allow updates and changes to be made while allowing dissemination to staff, parents and students. We could discuss further at future governing board meetings under unfinished business.

Mr. Stephenson would like to use this as a superintendent evaluation instrument by taking pieces out and creating an evaluation document.

*Discussion held.*

Motion made by Member Boyer and seconded by Member Cosden to disseminate the current strategic plan as written and re-visit it on a monthly basis as a living document.

*Discussion held.*

**Board Vote:** Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic

**All "Ayes," motion carries.**

**NEW BUSINESS**

**A. Discussion of Corner Lot-Nelson Stephenson**

*Discussion held.*

Item does not need a vote.

**B. Discussion of Charter School System Audit-Member Cosden**

*Discussion held.*

Item does not need a vote.

**C. Discussion of Receiving Assistance from Lee County School District-Member Cosden**

*Discussion held.*

Item does not need a vote.

**D. Approval of CME 5<sup>th</sup> Grade Overnight Field Trip to Kennedy Space Center on May 11 -12, 2016-Kevin Brown**

Motion made by Member Boyer and seconded by Member Donaldson to approve the CME 5<sup>th</sup> Grade Overnight Field Trip to Kennedy Space Center on May 11-12, 2016.

**Board vote: Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic**

**All “Ayes,” motion carries.**

**E. Approval of Wellness Policy Revision -Allowing Coffee to be Sold to High School Students Only-Danielle Jensen**

Motion made by Member Zivkovic and seconded by Member Teblum to approve the Wellness Policy Revision-Allowing Coffee and Tea to be sold at the High School Only.

*Discussion held.*

**Board vote: Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic**

**All “Ayes,” motion carries.**

**Time and Date of Next Meeting**

Regular Governing Board Meeting: Tuesday January 12, 2016, 9:00 a.m., Council Chambers. Following the regular meeting there will be a NEOLA Workshop in the green room.

**Adjournment**

There being no further business, the meeting adjourned at 11:45 a.m.

Respectfully submitted,  
Shannon Arthur  
Executive Assistant to the Superintendent  
Cape Coral Charter School Authority