



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, November 14, 2017
Oasis Middle School Cafeteria
6:00p.m.

BOARD
APPROVED
DEC 12 2017

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, November 14, 2017 at the Oasis Middle School Cafeteria. Vice Chair Robert Zivkovic called the meeting to order at 6:01p.m.

2. Moment of Silence

Vice Chair Zivkovic

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

Vice Chair Zivkovic

4. Board Member Roll Call

Motion made by Winstead, Second by Campbell to allow Chair Cosden to attend the meeting telephonically. *Unanimous; Motion Carried*

Present: Boyer, Campbell, Cosden, Fisher, McMillan, Ross, Traiger, Winstead, Zivkovic

Also Present: Jacquelin Collins, Interim Superintendent

Danielle Jensen, Director of Procurement and Food Services

MaryAnne Moniz, Business Manager

Paul Pescatrice, Facilities Manager

Gary Cerny, Foundation President

Vicki McAtee, City of Cape Coral HR, Liaison to the Charter Schools

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Tod Baldwin, Assistant Principal, Oasis High School

Donnie Hopper, Principal, Oasis Middle School

Christopher Fennell, Interim Principal, Oasis Elementary School

Kevin Brown, Principal, Christa McAuliffe Elementary School

Jenn-Hope Bellis, PTO Vice President, Oasis Elementary School

Gary Cerny, Foundation President

Members of the General Public

5. Approval of Previous Minutes

Motion made by Member Campbell, Second by Member Traiger to approve the Minutes of the October 10, 2017 Governing Board Meeting. *Unanimous; Motion Carried*

6. Approval of Regular Meeting Agenda

Motion made by Member Campbell, Second by Member Boyer to move Consent Agenda, Item 8C., to New Business, Item 14E, and approve the balance of the Agenda of the Regular Governing Board Meeting, November 14, 2017. *Unanimous; Motion Carried.*

7. Public Comment

Jenn Hope-Bellis, PTO Vice President, Oasis Elementary School.

She is both a consumer of the System with two children in our schools, as well as a contributor to various committees and projects the schools have conducted over many years. During her time as a very involved parent and PTO organizer, Mrs. Hope-Bellis has seen many superintendents come and go, and has periodically been invited to provide input toward finding and hiring superintendents of the past. Tonight she is here to ask the Board to not conduct anymore applicant searches, and instead, hire Interim Superintendent Collins permanently as the City of Cape Coral Charter School Authority (CCCCSA) Superintendent. Mrs. Hope-Bellis endorses candidate Collins sighting her ability to figure out how to work well with the City, and most likely, the new incoming mayor and Council members. She also pointed out Mrs. Collins' obvious commitment to the System, teachers, and students, based on her longevity and the respect from others. Mrs. Hope-Bellis went on to add that Interim Superintendent Collins has already begun working on some of the objectives discussed and proposed during the Strategic Planning Retreat, and has accomplished creating and implementing more policies and procedures than ever. Mrs. Hope-Bellis asks the Board to "Stop looking at other possible great candidates, when we already have a great one in front of us. We should seriously consider hiring Mrs. Collins so that we, as a System and community can move forward." Endorsement Continued.

Vice Chair closed Public Comment.

8. Consent Agenda

Before voting Board Member Boyer had two questions: (1.) Whether or not all teachers, especially those Teachers Out of Field, are periodically monitored regarding their status and/or progress toward completion of certification requirements, or subject area endorsements. (2.) Regarding students going on field trips there is a proper Google Docs form that always needs to be completed for Board approval. Why isn't this form being widely used and submitted?

Interim Superintendent Collins clarified teachers and principals are supposed to have periodic discussions or updates, and try as best they can to map out a pathway to certification. However, sometimes there are course availability conflicts, and other timeline circumstances that can temporarily interfere with timely completion. In the past, ultimately it was the teacher and principal who self-reported teacher status. This year we are getting Vicki McAtee and HR involved in helping us collect data that identifies and/or helps us monitor teacher's progress. For those teachers who are not in compliance, there will be an intervention or where appropriate, a reduction in pay and benefits. Discussion Held.

Tod Baldwin, Assistant Principal, Oasis High School, represented Amanda Sanford, Principal, Oasis High School, who could not attend the meeting. Mr. Baldwin apologized for not submitting the proper field trip form due to the late entry of the field trip request to the Agenda. Mr. Baldwin said that "Unfortunately, in the rush to get the Board's approval, completion and submission of the Field Trip form was overlooked," but that he would supply all the student transportation and accommodation information by the time the Board discussed New Business, Item 14E. Discussion Held.

Motion made by Member Campbell, Second by Member Boyer to approve all Consent Agenda Items, except Item 8C, which will be moved and discussed in New Business as Item 14E. *Unanimous; Motion Carried.*

Approval of Best and Brightest Scholarship Awards, \$800-\$1,200 - Jacquelin Collins

Approval of Teachers Out-of-Field Notification - Jacquelin Collins

Approval of Governing Board Meeting Dates - Jacquelin Collins

9. Superintendent Report

1. Hurricane Plan: A District-like preparedness plan has been clarified and customized for our System and is ready for distribution. The Board approved the Hurricane Plan but asked for an edit of job titles in lieu of specific employee names on the Emergency Call List.
2. Staff Procedural Guide: A comprehensive Policies and Procedures Manual for staff development has been developed and is ready for distribution. This reference tool is to

be used system-wide and introduced as part of New Teacher Induction process effective immediately. The Board approved the Manual but asked for an edit to include a section, "Dress Code Policy," which copies currently enforced code used by the individual schools.

3. Strategic Plan Goal #3 "Increase Community Engagement," Objective 2, "Branding all four schools for public identification": The concept of branding our school logos is important. We met with marketing firms to revise our current designs and to develop an image that we can start promoting to the public. By March we should have something that is tangible and will be marketed to families for uniforms and other school related paraphernalia.
4. Increasing Student Achievement is one of our Strategic Planning Goals (#1) and focusing on making data driven decisions for our system is part of this Objective #2. We now have a Math Curriculum Specialist who designed a lesson that could be implemented and assessed. The Lesson was part of a Mastery of Standards example taken during the First Quarter. All teachers learned how to properly collect data and interpret it for formative and summative assessments. Teachers were then able to identify standards that needed to be taught, or in some cases, where re-teaching was necessary. The next focus will be on K-2. Further Explanation Continued.
5. Money Handling Training: Our Bookkeeper, Penny Faulkner, and Senior Accountants, Jeanette Kreuz and Britt Martin put together a Money Handling Manual. Penny and Jeanette also conducted training days for staff that explained proper processes and form completions that are to be utilized and submitted from now on. Explanation Continued.
6. School Events: Math Night is December 13th from 6:30- 8:30pm. It will focus on elementary and middle school areas. There is a small fee or donation involved which will go back to the schools for their math activities and needs. Explanation Continued.
7. Multi-Tiered Systems of Support (MTSS) Remediation Program: This will align the two elementary schools and eventually, be tweaked for all students that move on to our middle and high schools. Further explanation Continued.
8. Christa McAuliffe Elementary (CME) Expansion Plan: MaryAnne Moniz, Business Manager, and Mrs. Collins will be meeting with Vincent Cautero, City of Cape Coral Community Development Director, to determine needs assessment for the proposed CME Expansion. An update will be provided by the next Board Meeting.
9. ScreeningOne Background Check: For the time being, we are going to continue to use ScreeningOne but add a higher level of search and filtering to the parameters. Lisa Sonogo, City of Cape Coral Human Resources Director, will be at the next meeting to explain why the City continues their relationship with this vendor.
10. Real Estate Options: Mrs. Collins is going to meet with the city's Real Estate team and discuss a needs assessment and possible purchase of real estate for the entire system, if necessary. She would also like more Board input as the process moves forward. Explanation Continued.
11. System-wide Attendance Policy: Mrs. Collins and school principals will revisit each school's attendance policy to create a clear and consistent attendance policy. However, across the System, any absence excused or not has the opportunity to make up work for credit, and/or a

grade. We will have a policy in place hopefully for adoption at the next meeting.

Board Member Fisher asked if Interim Superintendent Collins could do a more comprehensive search and investigation into the expansion of all our properties instead of only looking at CME. Should we look into a 5-year Master Plan? Discussion Held.

10. Chairman Report

Vice Chair Zivkovic had a meeting with the incoming Mayor Coviello and feels very encouraged that the Board will be supported because the mayor-elect expressed his desire to work cooperatively with our Board, particularly in ways that are out of the spotlight of social media, and instead, using professionalism and common sense in all our communications and discussions. There was also news from the outgoing Mayor and many of the issues mentioned in her memo have either been addressed or are works in progress. Explanation continued.

11. Foundation Report

Foundation President Gary Cerny gave an update on the most recent Foundation Meeting. He said the Foundation's main goal is to step up funding this year, and so they have hired a new Grants Writer; she has already sent out two grants and is awaiting a decision any day now. These grants are huge and will help out tremendously. Teams are already starting to form for the annual Rally, the Lighthouse Awards nomination forms, etc., are on track along with mini grants applications that will be online after Thanksgiving. The drainage and grading of the airnasium has been assessed and will be taken care of soon. Cerny also said the School Directory is something they are trying to establish and perhaps receive some type of kickback for the schools based on patronage, if possible. He will get back to the Board with an update as soon as he has it.

12. Staff Comment

Mrs. Collins made the Board aware the FY 2018-2020 Adopted Operating Budget is now available.

Danielle Jensen, Director of Food Services and Procurement gave a quick update on the extension of the Hurricane Irma free meals to all schools that will end November 30th. Most schools are doing double, if not triple the distributions of meals during this time, and she is glad student-families are taking advantage of this provision. As far as purchasing, several projects are in progress. For example, an RFP has been submitted for custodial outsourcing. This is a project in Final Bids Review, and will be submitted for next year's budget. There is also a Request For Bids for exterior painting, a project we would like to try and have completed by Spring Break of next year. There is also another Invitation for Bids for the

chiller and AC replacement; we are working hard to define the scope of this project. There is the Chromebook Middle School purchase outright, instead of leasing; the cost will be under \$52,000, so we can keep this purchase in-house and move on it as soon as possible. Further discussion continued explaining project delays and clarifications that have been stalled or otherwise affected by Hurricane Irma disaster priorities.

Board Member Winstead discussed revisiting and possibly pushing ahead with the LED Lightening Project before May or June so that it can get budgeted and not postponed for what amounts to another year.

Motion made by Member Winstead, Second by Member Campbell to add in the next meeting's New Business Agenda the following item: "Discussion of Proposed LED Lighting Project."
Unanimous; Motion Carried.

Kevin Brown, Principal, Christa McAuliffe (CME): Field Trips have been successful and well managed. The Halloween Parade was a safe and a fun time for everyone. The Boosterthon is over, and CME exceeded their goal and received 95% of their actual pledges, and should bring in about \$13,000. This is the highest amount ever raised, and the highest pledge-to-pay rate ever; last year it was only 27%. Thank you to staff and students and everyone involved. The Money Handling training team came to CME and we are going to try and make sure all involved continue learning this process. Thank You, Penny. Also, new science textbooks need to be assessed and chosen by the teachers and staff. Second Quarter STAR results (math and reading) are coming up and this is the time we go over what's working for both our students and teachers, and look for areas of improvement. Finally, we are working closely with the Curriculum Specialist in order to help teachers not only collect accurate data, but also properly interpret it so that they can make as many needs assessments and adjustments to learning as possible.

Board Member Traiger asked Principal Brown if he would consider inviting parents and stakeholders in the selection of the new science textbooks; apparently, the District encourages this. Principal Brown agreed this would be an interesting enterprise and he is not opposed to including input from this group, as well.

Christopher Fennell, Interim Principal Oasis Elementary: Trunk or Treat and the Halloween Parade was a wonderful experience for all our families. Mr. Fennell is just returning from a national mathematics curriculum seminar with the Curriculum Specialist, Dr. John Omundsen, Ed.D. The structural practices that were presented and modeled for the attendees of the seminar were excellent and can probably be easily applied to some of our Oasis programs. However, the response from the staff toward the assistance and monitoring of the new Curriculum Specialist is already paying off with increased assessments and adjustments to teaching, and in some cases, re-teaching. Like CME, our STAR reports are in and we are doing well across the line. Wednesday is Three Pepper Burrito Day; you buy we get a percentage of the charges. Thursday is Family Reading Night. Saturday is the Fall Festival and it's a great place to be! The system-wide Toy Drive starts Dec 13th and we hope to make a big donation

to the Children's Network of Southwest Florida. Local police and firefighters will be in our car lines hoping to collect big donations from parents and students.

Donnie Hopper, Principal, Oasis Middle School: Thanked Mrs. Wise for honoring our Oasis Middle School veterans; we had over 40 people present. Our PTO is very happy with their more than \$12,000 profit from the Tervis Tumbler sales. Our basketball teams are finished and our girls teams even went to the prelims, but unfortunately lost. Volleyball season is next up and the girls team are set to possibly take the District. Our Middle School play this year is Elf Jr. Please take a look at our new garden that is being laid-out in the back area of the school. The Eco Club is responsible for this. Besides being beautiful to look at, we also hope to use the produce to sell, perhaps to our own kitchens, and then maybe for consumption by the faculty, staff, and school community to enjoy. Our Chromebook order is in and we will use them regularly and heavily, in particular with the math students who are responding very well to Khan Academy, which was recommended by Dr. Omundsen. Interims come out on Wednesday, November 15th. Parents can access student grades on Schoology, as well as receive a hardcopy from their student's teacher. Principal Hopper clarified the teacher certification pathways from the District that all teachers are aware of, as well as an explanation of what a teacher out-of-field really means when it comes to hiring.

Tod Baldwin, Assistant Principal, Oasis High School for Amanda Sanford, Principal, Oasis High School: Asked for Approval of the JROTC Fall Overnight Camp Field Trip to MacDill AFB. Reported Homecoming was a huge hit with many students participating in the pre-week activities; dance attendance was the largest ever. The High School hosted the Cape Coral Leadership Group, as well as the Cape Coral Citizen's Academy to showcase our System. A SUMMIT Team held a Parent Night to further explain the platform and answer any questions from parents and students. Fall Sports have concluded and we are moving on to Winter Sports. Also, the First Wednesday of each month has been designated "College Day," and we are allowing students and staff to wear their favorite college t-shirt or sweat shirt to promote post-secondary education and to keep our students college motivated. December 6th will be our 8th Grade Showcase Night at 6p.m., and we are asking all students in the West Zone to come out and see what Oasis High is all about, and what it is like to be a Shark. Discussion Held.

Member McMillan pointed out that proper advertisement needs to happen to encourage traffic for the 8th Grade Showcase Night, and especially for the AICE Cambridge Program, which is a big selling point. To date she has not received any invitations or advertisements about either of these items, and she and her student have been waiting. Mr. Baldwin said that he would make Principal Sanford aware of this issue.

13. Unfinished Business

Discussion of the Closing Superintendent Recruitment Process and Offering Interim Superintendent Jacquelin Collins a permanent employment contract.

Before voting Member Campbell asked Vicki McAtee, Charter School HR Liaison, to recap the hiring pathways and employment status of the Interim Superintendent, Mrs. Jacquelin Collins. Vice Chair Zivkovic supplemented Mrs. McAtee's timeline. City Attorney Dolores Menendez clarified the benefits of independent negotiations between a Governing Board Member and, for example, Mrs. Collins, before offering her or any candidate a permanent employment contract. Discussion Held.

Member Fisher objected to ending the recruitment process and moving forward with negotiations with Mrs. Collins. It is not that he doesn't like or appreciate Mrs. Collins, because in fact, he does. However, what Fisher doesn't like is the recruitment process as we, the Board are conducting it. Fisher would like the Board to regroup and start another external search with full transparency vis a vis candidate experience, employment history, system/culture compatibility, and with a deep understanding of what is truly best for our students, parents, and the greater community. Discussion Held.

Vice Chair Zivkovic brought Member Fisher up to date - he was absent at the time the balance of the Board discussed with the City Attorney and HR how to proceed with internal hiring and external candidate closing - and clarified exactly why the Board decided to move forward with a single, internal candidate, i.e., Jacquelin Collins. Discussion Held.

Member Campbell pointed out that during the external national search, Mrs. Collins consistently came up in the Top Three. Campbell feels that as candidates go, Mrs. Collins is a very good hire. Also, choosing her is also a huge morale boost for the System. Member Campbell said, "Mrs. Collins has been in the system for a long time and cares about it; she works well with the City, their staff, and our Board; she was consistently at the top of all the external candidates we've seen; she's already created needed policies to make our System better. So, what are we waiting for? Legal has cleared this hire, HR has cleared this hire. Let's move forward." Discussion Held.

Member Winstead agreed with Member Fisher that the practice of internal hiring based on a single candidate may not be the best way of going about things. Although he likes Mrs. Collins, and doesn't see why she can't be the Superintendent, still, he would like the Board to conduct another national search to make sure that we are transparent in hiring, and that we are doing right by our students and families. Discussion Held.

Chair Cosden endorsed Mrs. Collins for Superintendent. However, she also supports a shorter contract to start with and then perhaps offer a longer, more permanent contract if the Board is satisfied with Mrs. Collins performance. Discussion Held.

Motion made by Member Campbell, Second by Member Traiger to have Board Member Odette Boyer negotiate employment terms with Mrs. Collins for permanent employment as the City of Cape Coral Charter School Authority Superintendent. After the permanent employment terms have been discussed, Member Boyer is to provide the Governing Board with the negotiated terms for consideration of hiring Mrs. Collins as the permanent Superintendent of the Charter School System. *Majority; Motion Passed.*

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Winstead, Zivkovic

Ayes: Boyer, Campbell, Cosden, Traiger, Winstead, Zivkovic

Opposed: Fisher

Member Ross asked to be excused at this time so that he is able to attend the Oasis Elementary PTO meeting. Permission Granted.

14. New Business

- A. Motion made by Member Boyer, Second by Member Traiger to approve the Investment Policy. *Unanimous; Motion Carried.* Discussion Held.
- B. Motion made by Member Campbell, Second by Member Fisher to approve the Hurricane Plan. *Unanimous; Motion Carried.*
- C. Motion made by Member Campbell; Second by Member Fisher to approve the CCCCSA Staff Procedural Manual 2018-2019. *Unanimous; Motion Carried.* Discussion Held. *This Motion was amended and approved with the inclusion of a Dress Code Policy to the CCCCSA Staff Procedural Manual 2018-2019.*
- D. Motion made by Member Campbell, Second by Member Boyer to approve the Job Description Change for Secretaries. *Unanimous; Motion Carried.*
- E. Motion made by Member Traiger, Second by Member Winstead to approve the Oasis High School JROTC Fall Overnight Camp, November 17-19, 2017 at MacDill AFB. *Unanimous; Motion Carried.* Discussion Held regarding having requests submitted on the proper forms.

15. Final Board Comment and Discussion

Board Member Traiger asked for a final copy of the Strategic Plan to be submitted to the Board by the end of December. Interim Collins said the document is still in production and will hopefully be ready by the next meeting.

Member Traiger and Vice Chair Zivkovic agreed by the next meeting there needs to be a Board discussion regarding the "Development of a New Evaluating System for the Superintendent."

Member Campbell is planning to donate any information and documentation about what value our Charter Schools bring to communities at-large. He will share this information with Mrs. Collins and her marketing team so that they can use this material to help highlight our school system.

Vice Chair Zivkovic reiterated it is refreshing and important that CCCCSA Board members continue to agree, and sometimes disagree with each other, but always work together to make our system and schools the best they can be. Furthermore, it is important the Board should continue to work well with the City Council. Vice Chair Zivkovic thanked Jessica Cosden for her service and contributions to the Board.

16. Time and Date of Next Regular Meeting

The Regular Governing Board Meeting will be held on Tuesday, December 12, 2017 at 9:00a.m. at the Cape Coral City Council Chambers, 1015 Cultural Blvd., Cape Coral, FL 33990.

17. Adjournment

There being no further business the meeting adjourned at 8:09p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

**BOARD
APPROVED**

DEC 12 2017

**CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY**

Secretary

Date of approval

Members of the Board of Directors are hereby notified that the Board of Directors of the City of Cape Coral has adopted the following resolution:

That the Board of Directors of the City of Cape Coral do hereby authorize the City Manager to execute and deliver to the appropriate authorities all documents and instruments necessary to carry out the purposes of the City of Cape Coral.

Witness my hand and the seal of the City of Cape Coral this 1st day of December, 1970.

The Board of Directors of the City of Cape Coral, Florida, do hereby certify that the foregoing is a true and correct copy of the resolution of the Board of Directors of the City of Cape Coral, Florida, as the same appears in the minutes of the Board of Directors of the City of Cape Coral, Florida.

Attest:

There being no further business, the meeting adjourned at 10:00 p.m.

Respectfully Submitted,
Mayor of Cape Coral
By Order of the Board of Directors
City of Cape Coral, Florida

APPROVED
BOARD
DEC 1 & 2010
CLARENCE SCHOOL AUTHORITY
CITY OF CAPE CORAL

[Handwritten signature]