

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

**Tuesday, October 11, 2016**  
**City of Cape Coral Council Chambers**  
**9:00 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on October 11, 2016, at Council Chambers, a Regular Governing Board Meeting. Chair Cosden called the meeting to order at 9:01 a.m.

**INVOCATION:** Chair Cosden

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

**ROLL CALL:** Boyer, Cosden, Donaldson, Fisher, Lucas-Ross, McMillan, Traiger, Winstead, Zivkovic  
Jackson -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  
Donnie Hopper, Principal, Oasis Charter Elementary School  
Jacque Collins, 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  
Tim Bloch-Parent

**APPROVAL OF MINUTES:**

Motion to approve the minutes for the Regular Governing Board Meeting of September 27, 2016 was made by member Boyer and seconded by member Fisher.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

**All "Yes's," motion carries.**

**APPROVAL OF THE AGENDA REGULAR MEETING:**

Motion was made by Member Donaldson and seconded by Member Boyer to approve the agenda with the addition of two field trips.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All “Yes’s,” motion carries.

**SUPERINTENDENT REPORT:**

Mr. Stephenson welcomes Ms. Tami Traiger as the parent representative for Christa McAuliffe Elementary School.

Mr. Stephenson states that he will attend the Florida State Charter School Conference in Daytona Beach on November 1-3, 2016.

Mr. Stephenson states that we are using creative financing such as DonorsChoose as a way to get technology. The one-to-one upgrade will cost us somewhere around 1.2 million dollars. There are two or three teachers at each school who have been selected to participate in this initial campaign. Parents are able to donate money online then DonorsChoose will buy the requested equipment and give it to us.

Mr. Stephenson states that on November 1-3, 2016 the Chick-fil-A on Pine Island Road will give 20% of your bill back to our system. All you have to do is go in during breakfast, lunch or dinner and tell them you are there for one of our schools. You will have to name a specific school.

Mr. Stephenson states that Chick-fil-A is also delivering lunches to our schools every other week. Those who ordered the first time were given a surprise when Chick-fil-A gave them their lunch for free. Staff just goes online to order and picks it up in front of the school on the selected day.

Mr. Stephenson states that Mr. Grable of Grable Services has been working on an upgrade for a myriad of software solutions for our system. The cost of the software is somewhere around \$100,000.00 to \$150,000.00 a year but will cost us \$1.00. In exchange for the \$1.00 we have agreed to let Mr. Grable use us as a demonstration site. Mr. Fennell has done a lot of individualized work with Mr. Grable on this project.

Mr. Stephenson states that the Principal’s Meeting locations rotate around to each school. At the end of every meeting the administrative team walks the campus and visits classrooms. The intent is for staff to see the administrative team working together and for the administrative team to see what’s happening in the other schools.

*Discussion held.*

**CHAIRMAN REPORT:**

Chair Cosden states that she went to the exhibition night at Oasis High School and was very impressed.

Chair Cosden welcomes Ms. Traiger to the board.

**FOUNDATION REPORT:**

Mr. Stephenson states that the Foundation is moving ahead in assisting with the rally.

Mr. Stephenson states that Jami DiMaria will remain on as rally coordinator this year.

Mr. Stephenson states there have been night meetings for the rally. Typically 25 to 30 people attend.

**PUBLIC COMMENT:**

None

**STAFF COMMENT:**

**Business Manager**

Mary Anne Moniz states that we have received the student enrollment numbers and they are impacting our FEFP funding. We are short 73 students from our anticipated number. This equates to an approximate shortage of \$635,000.00. The principals are trying to fill the empty student seats. If the funding doesn't come in during the October survey we will have to reduce expenditures or have reserves cover the shortages.

Mary Anne Moniz states that our Public Education Capital Outlay (PECO) funding did come in higher than anticipated. It is approximately \$143,000.00 higher than expected but historically declines in the last quarter of the year.

Mary Anne Moniz states that Title II, which is our teacher's professional development funds, came in approximately \$538.00 higher than anticipated.

Mary Anne Moniz states we received Teacher Lead money of \$257.60 per eligible teacher. It is \$4.10 less per teacher this year compared to last year.

Mary Anne Moniz states our budgets are running slightly under.

Mary Anne Moniz states we still have several large items that are waiting to be paid.

Mary Anne Moniz states that we will continue to monitor expenses closely while continuing to support our educational needs.

*Discussion held.*

### **Director of Procurement and Food Services**

Danielle Jensen states she implemented the National School Lunch Program (NSLP) in our schools six years ago.

Danielle Jensen states we are currently at 35% enrollment rate for the National School Lunch Program and she expects that number to increase. The verification process has started and 3% of the NSLP applicants have been chosen and notified. The verification information must be received by November 15, 2016.

Danielle Jensen states February 8, 2017 will be the day our schools will be audited for the National School Lunch Program.

Danielle Jensen states the August numbers came in strong and we are within budget.

Danielle Jensen states the \$100,000.00 list of projects is complete.

Danielle Jensen states that due to recent storms we have had a lot of issues with A/C's and fire panels.

*Discussion held.*

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

Jacque Collins states their Boosterthon is kicking off this week. Their goal is \$40,000.00.

Jacque Collins states they have kicked off the 1<sup>st</sup> grade launch for Chromebooks. Six teachers have asked for six Chromebooks each through donorschoose.org.

Jacque Collins states that conference week is next week. Every grade level holds parent/teacher/student conferences. A lot of the grade levels will have student led conferences. Student led conferences incorporate ownership in the students' grades and effort.

Jacque Collins states they are in search of an ESE teacher/reading coach/reading interventionist.

*Discussion held.*

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

Donnie Hopper states the intensive reading time will be called *What I Need* (WIN). WIN began on 10/10/16 in third and fourth grades. Fifth grade will begin next week.

Donnie Hopper states that Oasis Elementary also has teachers on donorschoose.org asking for Chromebooks.

Donnie Hopper states that tonight and tomorrow night (10/11/16 and 10/12/16) are family nights for the book fair.

Donnie Hopper states the 1<sup>st</sup> grade will be going to Broadway Palms to see Junie B. Jones.

Donnie Hopper states 4<sup>th</sup> grade will take a field trip to the Shell Museum in a couple of weeks.

Donnie Hopper states the week of October 24, 2016 is their parent/teacher conference week.

Donnie Hopper states their Boosterthon raised \$39,000.00.

Donnie Hopper states the Fall Festival is coming up on November 5, 2016. Wristbands are only \$10.00.

Donnie Hopper states Mr. Fennell and he recognize 2 students from every classroom each week as *Super Students of the Week*.

Donnie Hopper states that tomorrow, October 12, 2016 they will recognize their first *Most Improved Student*. One student from each class will be recognized monthly.

Donnie Hopper states that when you go to Chick-fil-A on November 1-3, 2016 don't forget to mention Oasis Elementary.

*Discussion held.*

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

Keith Graham states that yesterday was *Pink Day*. This day raised funds for cancer research.

Keith Graham states they are doing a two week coin drive by grade level.

Keith Graham states that Red Ribbon week is set for October 21-28, 2016. Red Ribbon week helps educate students on the dangers associated with drugs and alcohol as well as raise awareness of abuse.

Keith Graham states the Lee County Sheriff's Office Shake-Down Team is coming to do a presentation.

Keith Graham states the Cape Coral S.W.A.T. Team is coming to do their presentation and demonstrations.

Keith Graham states the Mothers Against Drunk Driving group is coming to do a presentation to the students.

Keith Graham states the school announcements and news will contain various statistics and data in addition to the curriculum pieces already in place.

Keith Graham states that he has two teachers at a S.T.E.M. conference in Missouri.

Keith Graham states this coming Monday is professional duty day. There will be training on secondary strategies for the MTSS (Multi-Tiered System of Support) process and Schoology.

Keith Graham states that girls and boys volleyball starts October 18, 2016.

Keith Graham welcomes Sandra Schantz to the OMS team as the new 7<sup>th</sup> grade PE teacher.

Keith Graham states that Mr. Fairfield is moving out of the area. He is the 7<sup>th</sup> grade technology teacher as well as the TSA chapter supervisor.

Keith Graham states they have about half of their projects on donorschoose.org filled. Exxon Mobil and Think It Up are doubling donations made toward OMS projects. There are currently 8 projects open.

*Discussion held.*

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

Shannon Treece states that she wants to recognize three teachers, Shannon George, Jennifer Downes and Janet Omundsen who were able to implement PBL (Project Based Learning). It is a different style of teaching and planning. Students have a lot of input. The exhibition night was the result of how the students internalized the learning.

Shannon Treece states the OHS engineering class is moving forward. There are challenges but they are working through them. Many of the students are enjoying the class.

Shannon Treece states that TSA is growing and is very much student led.

Shannon Treece states the coffee shop program has continued this year. A couple of students have designed an app that will allow you to order your coffee before you get to school. The coffee shop students will be able to see the order, make the order and reply that it's in process. The next goal is for the coffee to be delivered to the classroom.

Shannon Treece states that AICE training is ongoing. There are teachers in training this week.

Shannon Treece states the Google Summit will happen. It's as much for teacher training as it is for recruitment.

Shannon Treece states the nine-weeks is coming to a close.

Shannon Treece states Schoology training will continue.

Shannon Treece states they continue to address their gaps in curriculum. Math is the biggest concern.

Shannon Treece states that for lesson plans the leadership team is working on developing a growth focus/reflection focus form that describes what strategies they are using; is it working; how do we know if it's working?

Shannon Treece states their recent pep rally was the best she's ever seen. There was a lot of energy and excitement.

Shannon Treece states they recognized three students who received perfect scores on their end of course exams. Those students were: Jake Zivkovic who earned a perfect score in science, Matthew Wolf who earned a perfect score in US History and Anastasia Carrow who earned a perfect score on 10<sup>th</sup> grade ELA (English Language Arts).

Shannon Treece states the PTSO is still meeting. The membership form will go out this week.

Shannon Treece states that volleyball senior night is tonight, October 11, 2016.

Shannon Treece states the volleyball girls play rival Ida Baker Thursday night, October 13, 2016.

Shannon Treece states that football Friday is at Donahue. There will be a couple of student pep buses going from OHS.

Shannon Treece states that next week is homecoming week. There will be dress up days during the week, homecoming game on Friday and the homecoming dance on Saturday.

### **UNFINISHED BUSINESS**

#### **A. Strategic Plan-Nelson Stephenson**

Mr. Stephenson states the board will have the strategic plan in November.

#### **B. NEOLA-Nelson Stephenson**

Mr. Stephenson states there are currently 14 statutory updates. They will come to the board in November for review.

Mr. Stephenson states he is holding the link to the NEOLA policies until the errors have been fixed. Once the revisions have taken place it will go out to staff members.

Mr. Stephenson states that Mr. Grable from Grable Services toured the high school and was very impressed by what he saw. Mr. Grable would like to see our students helping him as his company develops some of the things we're doing.

*Discussion held.*

### **NEW BUSINESS**

#### **A. Approval of the 2016-2017 Best & Brightest Teacher Scholarship Program Applicants-Nelson Stephenson**

Motion was made by Member Boyer and seconded by Member Donaldson to approve the 2016-2017 Best & Brightest Teacher Scholarship Program. Teacher Janet Altini's approval is contingent on her ACT & SAT scores.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

**All "Yes's," motion carries.**

#### **B. Approval of the Oasis Model United Nations Conferences-Shannon Treece**

Motion was made by Member Boyer and seconded by Member Donaldson to approve the immediate trip on November 18-20, 2016 and table the rest until the field trip form can be used..

*Discussion held.*

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All "Yes's," motion carries.

**C. Approval of the JROTC Out-of-State Trip, Raider Nationals, Molena, GA., November 4-6, 2016-Shannon Treece**

Motion was made by Member Boyer and seconded by Member Donaldson to approve the JROTC Out-of-State Trip, Raider Nationals, Molena, GA., November 4-6, 2016.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All "Yes's," motion carries.

**D. Approval of the JROTC Fall Camping Trip, MacDill Air Force Base, Tampa, FL., November 18-20, 2016-Shannon Treece**

Motion was made by Member Boyer and seconded by Member Donaldson to approve the JROTC Fall Camping Trip, MacDill Air Force Base, Tampa, FL., November 18-20, 2016 contingent on receiving the field trip form at the November meeting.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All "Yes's," motion carries.

**E. Approval for Culinary Arts Trip to the Dali Museum, St. Petersburg, FL., November 2, 2016-Shannon Treece**

Motion was made by Vice Chair Zivkovic and seconded by Member Donaldson to approve the Culinary Arts Trip to the Dali Museum, St. Petersburg, FL., November 2, 2016.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All "Yes's," motion carries.

**F. Approval of the JROTC Anclote High School Raider Meet, Holiday (Pasco County), FL., October 15, 2016-Shannon Treece**

Motion was made by Vice Chair Zivkovic and seconded by Member Donaldson to approve the JROTC Anclote High School Raider Meet, Holiday (Pasco County), FL., October 15, 2016.

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

All "Yes's," motion carries.



**G. Discussion of Superintendent Evaluation Instrument-Rob Zivkovic**

Vice Chair Zivkovic wanted to open a discussion about what the board feels they don't like about the current evaluation tool and what they might be able to approve. The Superintendent's contract ends this year in June so he feels the evaluation should be done earlier. There could be financial penalties if certain decisions are not made within certain time frames.

*Discussion held.*

**FINAL BOARD COMMENT AND DISCUSSION:**

Member Lucas-Ross states that so far it has been a really great school year. She thanked everyone for what they do.

Member Winstead thanks the board for their investment and the administrators for their leadership. It has been a good start to the year and he is excited to see the progress being made across the board.

Member Fisher states that he would like an excused absence for the next meeting. It is Election Day and it will be a busy day for him.

Member Fisher thanks everyone for putting the strategic planning session together.

Member Cosden states she recently heard that the Christ Lutheran Church Campus is back on the market for \$3.9 million. The city looked at it in 2014 and said it needed about \$500,00.00 worth of work to make it useable. Is this something we should be thinking about or let it slide past?

*Discussion held.*

**Motion was made by Member Winstead and seconded by Vice Chair Zivkovic to a joint meeting with the governing board and the city council about Christ Lutheran Church.**

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

**All "Yes's," motion carries.**

Vice Chair Zivkovic welcomes Member Traiger to the board.

Vice Chair Zivkovic thanked Ms. Moniz for going over the student numbers.

Vice Chair Zivkovic states that when there are needs in the schools he would like to hear the steps being taken for resolution.

Vice Chair Zivkovic states the board received a letter from a parent last night. The thoughts shared by the parent in the letter have been heard by him from other parents. It is something that should be looked into further and paid attention to. He has heard the issues from more than one parent. Mr. Stephenson is working on the issue.

Member Donaldson states that she attended the project based learning with Ms. Treece this past week. She congratulates the three teachers. She hopes the elementary and middle schools are following suit.

Member Donaldson states that after observing the German schools she feels we are blessed.

Member Traiger states that she looks forward to being a part of the system this year.

Member McMillan states that she also received the parent email referenced by Vice Chair Zivkovic. She has not heard the issues from other parents. She states that they need to be careful when they look into the issues and consider all perspectives of the middle school students.

Member McMillan thought the strategic planning was a great session.

Mr. Stephenson states that he wants to remind the board to please forward parent communications to him.

Mr. Stephenson states that he would like to change future agendas by moving the Public Comment section to before the Superintendent Report.

**Motion was made by Member Boyer and seconded by Member Donaldson to change the *Public Comment* portion of the agenda to come right after the *Approval of the Agenda* section.**

**Board vote: Boyer, Cosden, Donaldson, Fisher, Winstead, Zivkovic**

**All "Yes's," motion carries.**

### **Time and Date of Next Meeting**

Regular Governing Board Meeting: Tuesday November 8, 2017, 6:00 p.m. in the Oasis Middle School Cafeteria.

### **Adjournment**

There being no further business, the meeting adjourned at 11:52 a.m.

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