

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

Tuesday, November 8, 2016
Oasis Middle School
6:00 p.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on November 8, 2016, at Oasis Middle School, a Regular Governing Board Meeting. Vice Chair Zivkovic called the meeting to order at 6:00 p.m.

INVOCATION: Vice Chair Zivkovic

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

ROLL CALL: Boyer, Donaldson, Jackson, McMillan, Traiger, Winstead, Zivkovic
Cosden-Excused
Fisher-excused
Lucas-Ross-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

APPROVAL OF MINUTES:

Motion to approve the minutes for the Regular Governing Board Meeting of October 11, 2016 was made by member Boyer and seconded by member Donaldson.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Boyer and seconded by member Donaldson to approve the agenda with the addition of approval for the OMS Cheer Competition in Tampa, FL. on December 2-3, 2016.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

PUBLIC COMMENT:

None

SUPERINTENDENT REPORT:

Mr. Stephenson thanks Jacque Collins for acting as delegate in his absence. Mr. Stephenson attended the Florida Charter School Conference last week.

Mr. Stephenson states that he has meetings set up relating to the teacher evaluation instrument, grant writing, lease of computers, and financial documents used between the Authority and the City of Cape Coral.

Mr. Stephenson states the three day total for the Chick-fil-A fundraiser was close to \$6,700.00.

Individual school totals are:

CME-\$2,258.00

OES-\$1,802.00

OMS-\$1,766.00

OHS-\$844.00

Mr. Stephenson states that he has secured a five day fundraiser with Chick-fil-A in the spring.

Mr. Stephenson states that our system has started a Facebook page. We paid \$100.00 to advertise for the Chick-fil-A fundraiser and to boost our enrollment.

Mr. Stephenson states that the city accountant handling Charter funds has just placed his notice with the city that he is leaving on November 18, 2016.

Mr. Stephenson states Chair Cosden wants the board to know the joint meeting scheduled next week with city council has been cancelled.

Mr. Stephenson states the Citizens Academy will be held at Oasis High School on November 16, 2016 beginning at 10:30 a.m. This is an early release day for students. A light lunch will be served to participants. Board members are invited.

Discussion held.

CHAIRMAN REPORT:

None.

FOUNDATION REPORT:

None.

STAFF COMMENT:**Business Manager**

Mary Anne Moniz states there was a question last month about how much we have in reserves. Our NEOLA policy states that we must strive to maintain an unreserved fund balance in the operating fund equal to five percent of our annual resources. Our total resources equal 25.2 million and five percent would equal 1.3 million. The unreserved fund balance is currently at 4.6 million bringing us to 18.07 % which is far above the five percent required by our NEOLA policy.

Mary Anne Moniz states the second survey for enrollment took place October 10th-14th. After survey completion dates, the information goes to the state. The state then takes all of the information and recalibrates their numbers. The latest calculations should be released in January along with the first payment. At that time we will readjust our revenue dollars to be in line with the FEFP funding.

Mary Anne Moniz states we have increased our enrollment by six students. All of our administrators are working very hard to fill their empty seats.

Mary Anne Moniz states that Open Enrollment has begun for our employees. Employees will be able to sign up for benefits through the BenTek system. Informational meetings have been planned for each school.

Mary Anne Moniz states that she is in the process of updating the budget preparation guideline manual for fiscal year 18. We are going to a three year budget which will allow us to forecast out. Only fiscal year 18 will be approved.

Mary Anne Moniz states the capital asset plan will be released in early December. She has been working with the city to identify the large building items that we need to start looking at such as A/C, water tanks and other similar large items. She has asked our maintenance team to start looking at the smaller items so we will have a complete list as part of the December release.

Discussion held.

Director of Procurement and Food Services

Danielle Jensen states that we are starting very strong in food service.

Danielle Jensen states the verification process is almost complete. It has to be complete this month to be in compliance.

Danielle Jensen states that we are looking at several small projects such as replacing the fence at the OES playground.

Danielle Jensen states that we are looking into getting radios for the campuses for safety and security purposes.

Christa McAuliffe Charter Elementary School

Jacque Collins states they just finished their Boosterthon and raised \$27,000.00.

Jacque Collins states they will have a food drive this month called Christa Blessings. They usually are able to distribute about 20 baskets through this food drive.

Jacque Collins states the Cape Coral Police Department will be at CME tomorrow, November 9, 2016 to help collect cans for the food drive.

Jacque Collins states that CME dominated the Chick-fil-A fundraiser. It will be more money towards technology.

Jacque Collins states the Fall Festival will be held on November 19, 2016 from 4:00 p.m. to 9:00 p.m.

Jacque Collins states that one of her second grade teachers, Nicole Moore, wanted to start a coding club to teach students KG through fifth grades how to develop computer code. Jacque demonstrated coding she had written with DASH.

Discussion held.

Oasis Charter Elementary School (OES)

Donnie Hopper states that they held a mock election today for first through fifth grades. Fifth grade teacher Josh Zedd did an amazing job putting the election together.

Donnie Hopper states 2574 grades have been entered into the gradebook for the second quarter. Out of this number 1582 are A's, 664 B's, 222 C's, 72 N's and 34 U's.

Donnie Hopper states that too much time is being used for assessments so those have been tweaked at Oasis Elementary. Around six weeks a school year has been lost in assessment time. It is important for teachers to know what their kids know and don't know but there are ways to do it other than giving an 80 minute test every Friday.

Donnie Hopper states their Fall Festival took place on November 6, 2016. It was a great success and it is about showing the community what our system does, not just about raising funds. Some parents expressed interest in our system for their younger kids.

Donnie Hopper states they participated in Pride and Patriotism at the Barbara B. Mann Hall. If you go to @oasisESpanthers you can see the participating artwork.

Donnie Hopper states their 12th Annual Costume Parade was held on Halloween.

Donnie Hopper states all of their seats are full for kindergarten for next year. One of the big goals now is to keep those students with our system.

Donnie Hopper states that parents and teachers were coming to him saying parents in the community were criticizing and verbally attacking our teachers. Mr. Hopper sent home a letter reminding parents that words hurt and if they have major concerns, to come and talk to OES staff. Parents did apologize and say they had made a mistake.

Oasis Charter Middle School (OMS)

Keith Graham states last week they celebrated 94 students who scored a level 5 on their Civics end of course exam last year.

Keith Graham states Ms. Wise and the Student Government hosted their first dance on November 4, 2016 in the OMS gym. The kids had a great time.

Keith Graham states Ms. Wise and the Student Government will also recognize active reserves as well as veterans in the armed forces with a breakfast.

Keith Graham states the coin for cancer drive raised \$2,903.33 by gathering coins. These monies will be split between Relay for Life and Luau for Life. Seventh grade won first place with a total of \$1,314.89.

Keith Graham states Oasis Blessings baskets will be distributed on November 19, 2016.

Keith Graham invites everyone out to the Yacht Club on November 15, 2016 from 9:00AM to 12:00PM to see the 7th grade S.T.E.M. class go through their Sea Perch activities.

Keith Graham states the Ecology Club had a guest speaker come in and talk about heirloom tomatoes and organic gardening. The club is starting to make preparations on how they want to lay out their garden which will be located behind OMS.

Keith Graham states they do have a new technology teacher. She is from Brevard County.

Keith Graham states quite a few of the OMS clubs and organizations participated in the Fall Festival and did very well.

Oasis Charter High School (OHS)

Shannon Treece states that OHS held a mock election today. It was organized by the MUN students and held during lunch times.

Shannon Treece states that OHS had several groups participate in the Fall Festival.

Shannon Treece states she is encouraged with the energy exhibited by the SAC committee and students. It's a much different feel this year than it was last year.

Shannon Treece states that six students have been named for Jr. Leadership.

Shannon Treece states they met with Councilman Rick Williams today to discuss how they will select students for the City of Cape Coral Youth Council.

Shannon Treece states that the students who participated in the field trip to the Dali museum last month were very appreciative to be able to get out of the building and see what culinary in the real world can look like.

Shannon Treece states JROTC is in the running to host a service dog.

Shannon Treece states JROTC has continued with a high level of success at their Raiders Events. Their marksmanship team competed this week and performed very well.

Shannon Treece states their teacher leader team has been focused on the priorities for growth for our teachers. OHS is partnering with OMS to bring in Gerry Swan on November 16, 2016 to begin the training process of effective grading practices.

Shannon Treece states the professional development in terms of lesson plans is different this year. There are different forms for lesson plans. Just as there are students on different levels, there are also teachers on different levels.

Discussion held.

UNFINISHED BUSINESS

A. Strategic Plan-Nelson Stephenson

Mr. Stephenson states the administrators met and took the information from the strategic plan meeting and as a team summarized the direction they want to go. The executive summary highlights four specific areas facing our system at the moment. There are still a total of eight priority goals.

Discussion held.

B. NEOLA-Nelson Stephenson

Mr. Stephenson states that he has met with NEOLA representative Tom Young to determine what strategic changes have been made in regards to the revised state statutes.

Motion to approve the changes adopted from NEOLA was made by Member Boyer and seconded by Member Donaldson.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All "Yes's," motion carries.

Discussion held.

NEW BUSINESS

A. Approval of the 2017 Governing Board Meeting Dates-Nelson Stephenson

Motion to approve the 2017 Governing Board Meeting Dates was made by Member Donaldson and seconded by Member Winstead.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

B. Approval of the OHS Model United Nations Conferences for 2016-2017-Shannon Treece

Motion to approve the OHS Model United Nations Conferences for 2016-2017 was made by Member Donaldson and seconded by Member Boyer.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

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

Motion to approve the JROTC Fall Camping Trip at MacDill Air Force Base in Tampa, FL., November 18-20, 2016 was made by Member Donaldson and seconded by Member Jackson.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

D. Approval of the OHS Service Trip to Haiti During Spring Break 2017-Shannon Treece

Motion to approve the OHS Service Trip to Haiti During Spring Break 2017 was made by Member Boyer and seconded by Member Jackson.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

Discussion held.

E. Approval of the CME Overnight Field Trip to Kennedy Space Center in Titusville, FL., January 13-14, 2017-Jacque Collins

Motion to approve the CME Overnight Field Trip to Kennedy Space Center in Titusville, FL., January 13-14, 2017 was made by Member Donaldson and seconded by Member Boyer.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

E-1. Approval of the OMS UCA Cheer Competition in Tampa, FL., December 2-3, 2016-Keith Graham

Motion to approve the OMS UCA Cheer Competition in Tampa, FL., December 2-3, 2016 was made by Member Donaldson and seconded by Member Jackson.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

F. Discussion of Superintendent Contract Evaluation-Bill Buztrey

Bill Buztrey states the Chair asked him to do a memo to the board in reference to the Superintendent’s contract evaluation. Mr. Buztrey states this will give the new board members a little background information. Mr. Buztrey explains the disincentives for the Superintendent if he should leave his contract early and the incentives if he fulfills his contract. The Superintendent’s contract expires June 30, 2017.

Discussion held.

Motion made by Member Jackson and seconded by Member Boyer to retain Mr. Stephenson and look at his contract.

Discussion held.

Motion rescinded by Member Jackson, motion dies.

Member Winstead proposed an addition to December’s board agenda to make a determination about the retention of Nelson Stephenson for the following year.

Discussion held.

Motion made by Member Boyer and seconded by Member Donaldson to amend the Superintendent’s contract and allow the board to evaluate him in March.

Board vote: Boyer, Donaldson, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

G. Discussion of Superintendent Evaluation-Rob Zivkovic

Vice Chair Zivkovic states that at the last meeting tying the Superintendent’s evaluation to the strategic plan was discussed. The board was going to look at wording, questions and any suggestions for changes. Vice Chair Zivkovic asks if anyone has any changes to the current evaluation tool.

Discussion held.

Motion made by Member Boyer and seconded by member Jackson to continue discussion of the Superintendent Evaluation Tool at the December board meeting.

BOARD COMMENT:

Member Donaldson states anti-bullying needs to be a fulltime job at all of our schools and maybe our parents can become part of that. She sent information about Operation Respect and maybe we need to adopt the same program for all of our schools.

Member Boyer states that she wanted to comment on how great all of the schools are doing, all of the wonderful field trips and all of the positive things going on.

Member Jackson states the strategic plan is a great idea.

Member Winstead thanks everyone for what has been done so far. Keep up the good work and pray for our nation.

Time and Date of Next Meeting

Regular Governing Board Meeting: Tuesday December 13, 2016, 9:00 a.m., in Council Chambers.

Public Comment

Parent states that her students are athletes and if you don't have insurance on your children they don't play sports. She would like the fact that the school still has no FHSAA insurance be discussed at the next meeting.

Discussion held.

Adjournment

There being no further business, the meeting adjourned at 8:10 p.m.

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