



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, November 13, 2018 at 5:30p.m.
Cape Coral City Council Chambers

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 13, 2018 at Cape Coral Council Chambers. Chairman Michael Campbell called the meeting to order at 5:30 p.m.

2. Moment of Silence

Chairman Michael Campbell

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

Chairman Campbell

4. Board Member Roll Call

Present: Chairman Michael Campbell, Tami Traiger (VC), Sam Fisher, Vanessa Metzger (CL), Jennifer I Nelson, District 4 (CM), Angela Ticich(Edu), Robert Miniaci, ABSENT: Winstead

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Chris Cann, Principal, Oasis Elementary

MaryBeth Grecsek, Assistant Principal, Oasis Elementary

Kevin Brown, Principal, Christa McAuliffe Elementary

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary

Gary Cerny, Foundation President - ABSENT

Andrew Laflin, CPA, Principal, CliftonLarsonAllen, LLP

Vicki Bateman, Director Finance, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Britt Martin, Senior Accountant, City of Cape Coral

Charter School Authority Staff: Brent Richardson, Gianna Reese

Oasis High School Students: Emily McWilliams, Lane Maxey, Richard Rothausen.

Heath Sterk, Educator, Oasis Middle School

Carrie Abes, Educator, Christa McAuliffe Elementary

CCPD Detail Officer: Hailey Tucker

5. Approval of Previous Minutes

Motion made by Member Fisher, Second by Member Traiger to approve the Minutes:

October 9, 2018.

6. Approval of Regular Meeting Agenda

Motion made by Member Fisher, Second by Member Metzger to approve the amended Agenda for the City of Cape Coral Charter School Authority Governing Board Meeting on November 13, 2018 as follows: *Unanimous; Motion Carried*

ADD

NEW BUSINESS ITEM 14B

“Authorization of Charter School Authority Copier Lease to be Approved by City Council” - Daniel Jensen, Director of Procurement, Food Services

ADVANCE

STAFF COMMENT ITEMS 12A, 12B, 12C

TO PUBLIC COMMENT ITEM 7A

“New Staff Introduction - Brent Richardson, Building Maintenance Supervisor and Gianna Reese, MSW, System Social Worker” - Superintendent Collins

“Introduction OHS Junior Staff” - Superintendent Collins

“Student Presentation” - Richard Rothausen

ADVANCE

NEW BUSINESS ITEM 14A

TO PUBLIC COMMENT ITEM 7B

“Discussion and Approval of CAFR Report for Year Ended June 30, 2018 “ - Andrew Laflin, CPA, Principal, CliftonAllenLarson LLP and Vicki Bateman, Director of Finance, City of Cape Coral

And approve the balance of the Items 7C - 17 of the Amended Agenda November 13, 2018.

7. Public Comment

No Public Comment

8. Consent Agenda

8A. Motion made by Member Nelson, Second by Member Fisher. Approved; Unanimous Item 8A: “Approval of Elementary Schools (CMAE, OAES) ChromeBook Purchase- Danielle Jensen, Director of Procurement and Food Service, and Jacquelin Collins, Superintendent

8B. Motion made by Member Nelson, Second by Member Fisher. Approved; Unanimous Item 8A: “Approval of NEOLA POLICY UPDATES: 1213, 3213,4213, 5112, 5500” - Superintendent Collins”

8C. Motion made by Member Nelson, Second by Member Fisher. Approved; Unanimous Item 8B: “Approval of NEOLA POLICY UPDATES: 5610.01, 7430.01, 7440, 7440.01, 8405” - Superintendent Collins

8D. Motion made by Member Nelson, Second by Member Fisher. Approved; Unanimous Item 8C: “Approval of NEOLA POLICY UPDATES: 8406, 8407, 8410, 8420, 7540, 7540.02, 7540.04” - Superintendent Collins

8E. Motion made by Member Nelson, Second by Member Fisher Approved; Unanimous Item 8D: “Approval of City of Cape Coral Charter School Authority School Calendar 2019-2020” - Superintendent Collins

9. Superintendent Report

General Audit/Best Practices: Review and Summary Statement should assist in explaining the Findings. The majority of recommendations have been implemented where available and financially responsible. However, there are still some outstanding items that can be shared with our partnering with the City. Regarding the Internal Funds audit, there are some exceptions because we are a school. As a reminder the first time we did this audit there were 18 findings, and this time around only four. *Further Explanation*

Letter to Commissioner of Education Regarding Bus Inspections: The CSA requested a non-certified waiver for bus inspections because of time constraints and school year transportation needs. We are not out of compliance; this waiver is allowed under specific circumstances. *Further Explanation*

LeeHealth Grant for Pediatric Behavior and Mental Health Support: The Superintendent is partnering with LeeHealth to use a \$100,000-\$300,000 grant that focuses on pediatric mental health. This is a great way to get LeeHealth to come to our campus and train teachers, staff, and parents on mental health issues and what resources are out there to help. *Further Explanation*

Schools Safety and Security Grant: CSA is eligible to receive a \$112,000 grant for Safety & Security because we completed a Threat Assessment Plan and detailed our facility needs to District personnel. We can match this grant with the assessment the CCPD did earlier this year and make further progress on our two campuses. *Further Explanation*

Student Recruitment: CSA Recruitment is on-going at all four schools:

OHS AICE Information Night on December 6th

Open House OHS: Jan 16 - same time as Lee County Schools

Open House OMS: Jan 17

OES Kindergarten Night was on Nov 8 - remember VPK will discontinue and now there is extra room

CME will be on Jan 10th - they may have about 60 seats to fill after possible CME Expansion

Member Fisher: Very impressed with the Superintendent's partnership with LeeHealth.

Member Ticich: Very impressed with open houses and all that's going on; people are telling me how pleased they are with the schools and this is always good.

System Principals Survey: Still open and all principals will have a Semester 1 Evaluation by the before winter Break.

10. Chairman Report

No Chairman Report

11. Foundation Report

No Foundation Report - Foundation Reminder:

December 2, 2018 : 80's Flashback Party at Dixie Roadhouse. Please go to the Foundation's website for news and fun costume ideas.

12. Staff Comment

* *These items were moved to Item 7: PUBLIC COMMENT*

New Staff Introduction: Brent Richardson, Charter School Authority Building Maintenance Supervisor, and Gianna Reese, MSW, Charter School Authority Social Worker.

Superintendent Collins welcomed Brent Richardson and called him a very valuable, flexible and reliable. He has a ton of experience. Building Maintenance Supervisor. *Further Comment*

Superintendent Collins welcomed Gianna Reese the system's new social worker. Gianna is working on a truancy policy that will outline procedures for student's and their families who fall into this scenario. She is also working closely with Marek Moldawsky on a Threat Assessment training with our teachers and staff to be conducted sometime in January. *Further Comment*

Superintendent Collins introduced a few stellar Oasis High School students current activities:

Cape Coral Junior Leadership: Emily McWilliams, Lane Maxey (absent Serena Sabella). The students are part of the Cape Coral Junior Leadership program and will spend 10-weeks learning and experiencing the numerous and varied aspects of public service in our community. Students were nominated by educators based on both their academic achievements, as well as their extracurricular activities. *Further Comment*

Carnegie Scholarship Winners: Katie Weinstein, Heather Koskinas and Kiara Morrill auditioned and were selected for the internationally renowned Honors Choir Group and will be performing at Carnegie Hall in NYC on February 10th, 2019.

This international organization through World Strides (an accredited school) allows for talented performers to audition for renowned judges and if selected work with composers and top rated conductors. The 5-day program includes rehearsals, workshops, Broadway shows, and much more. The 200 Choral students have been selected from 49 United States, Washington DC, three provinces of Canada, Australia, China, Hong Kong, Mexico, Poland, Qatar, South Korea, and Venezuela.

OHS Student Presentation: Richard Rothausen demonstrated 3-D virtual mapping of Oasis High School which he created over the summer.

Chairman Campbell commented the students achievements are absolutely fantastic and in the case of Richard's 3-D mapping, very cutting edge and a skill set that is worth a great deal of money.

13. Unfinished Business

13A. Discussion and Approval of CME Portable Replacement Project Options and Cost Estimates - MaryAnne Moniz, Business Manager and Superintendent Collins.

Background from Moniz Presentation: Christa McAuliffe (CME) opened in August of 2006. The initial Planned Development Project (PDP) approved two modular buildings (leased). PDP 5-2005 amended Resolution PDP 1-2010 for two additional modular buildings; all four buildings were to be removed no later than April 7, 2014. Previous administration purchased the modular buildings in December 2012. Resolution PDP3-2014 extended the removal date to January 1, 2020. GradMinor was hired to perform a Due Dilligence Research Report and various options were presented.

September 11, 2018 Governing Board meeting requested the following:
Population Growth Study - According to Census Bureau there is a year-round Cape Coral population estimated at 183,365 people; this is an 18.8% increase over a 7-year period; persons 5-18 years age remain consistent at 20.6% total of population; largest growth area estimated to be within the NE Gator Circle area.

Full Capacity Timeline-Options 2 and 3 would provide for 8 classrooms; enrollment estimated conservatively at 20 students per classroom; conversion of VPK to regular classroom

Return on Investment/Debt Schedules: Option 2 - ROI in year 5; Fund Balance will be used in years 1-4. Option 3 - ROI in year 3; Fund Balance will be used in years 1-2 Note: Life expectancy with modular units

Option 2: 2-story, 8 classrooms, brick & mortar -- estimated \$3,370,000

Option 3: 2 Modulares, 4 classrooms each - estimated \$1,925,000

Option 4: 1 Modular, 4 classrooms - estimated \$1,235,000 (deemed not cost effective)

Discussion Held

Motion made by, Second by Approved; Unanimous

13A. Motion made to have MaryAnne Moniz, CSA Business Manager make a presentation to the City Council for Approval of CME Portable Expansion Options 2 and Option 3 with a Governing Board Unanimous Vote and Staff Recommendation of Option 2.

13B. Submission of Superintendent's Evaluation Performance Schedule

Vice Chair Traiger summarized the schedule and expectations of delivery.

14. New Business

14A. Motion by Member Traiger, Second by Member Nelson Approved; Unanimous
 Item 14A: Discussion and Approval of CAFR Report for Year Ended June 30, 2018 - Andrew Laflin, CPA, Principal, CliftonLarsonAllen LLP, and Vicki Bateman, Director of Finance, City of Cape Coral. * This item was moved to Item 7: PUBLIC COMMENT

Victoria Bateman's presentation highlights of the Certified Annual Financial Report (CAFR) included:

The City Auditor's Office conducted an audit of the best practices recommended to the City Council and Charter School Authority(CSA) in April 2017, and certain areas of the CSA Internal Funds agency accountants. This audit was in addition to the FY2018 audit plan as a need for an independent evaluation of the progress of the implementation of the recommended best practices and follow up necessary based on the results of the Internal Funds consulting engagement performed by CliftonLarsonAllen, LLP (CLA) the City's external auditors.

The auditor's issued an unmodified or "clean" opinion that the Authority's financial statements are fairly presented in conformity with Generally Accepted Accounting Principles of the United States (GAAP), along with some findings that Andrew Laflin of CLA will go over.

There are no material weaknesses or significant deficiencies findings regarding the Internal Control over Financial Reporting for FY ending June 30, 2018.

There are two significant deficiencies regarding Internal Control over compliance that are required to be reported under *Government Auditing Standards* and the *Rules of the Auditor General*.

There are two Management Letter recommendations.

Financial Highlights of CAFR:

Current ASSETS increased by \$3.3 million

In CASH about \$1.3mil due to net revenue over expenses (\$1.697mil came in but is restricted for capital outlay PECO funding)

Net position increased from \$ 1.195mil to \$2.5mil at the end of the year.

Major Changes in Net Position:

FEFP income decreased by \$12,482

PECO funding decreased by \$247,013 due to reduced appropriations from the state as well as an increase in the number of charter schools receiving allocation

VPK revenue remained steady increasing by only \$988 due to increase in state funding

Best & Brightest funding increased \$116,665 due to a change in award eligibility dictated by statute

AICE funding decreased by \$85,558 due to a decrease in the number of students passing the exams

Federal Revenue increased by \$177,785

National School Lunch Program increased \$132,062 due to subsidies for Hurricane Irma.

Title II funding increased by \$18,585

JROTC funding increased \$27,138 as an additional instructor was added this school year

Decreasing revenue:

Other revenue decreased \$180,706

Donations increased \$199,534 to support technology purchases

Reimbursable charges decreased by \$300,651 as there is no eRate revenue in the year

Lunch payments decreased by \$70,702 due to subsidy allowing free meals from Hurricane Irma.

Interest income increased by \$67,284

Salaries increased over budget: \$305,561 due to 7% increase in health care premiums and retirement expenses

Budget shortfall: \$1.8 million projected for 2019 because expenses are expected to be higher than the revenues in the negative of almost \$900,000

Summary of Prior Year Findings and Recommendations (See Agenda) *Further Explanation*

Andrew Laflin, CLA Presentation Identified Findings(See Agenda packet)

Accrued Leave Balances - (not cleared) in progress with Superintendent, Payroll and HR Dept

Capital Asset Policy Compliance - (partially cleared) standardized process and form completions need to be formalized. *Further Explanation*

Communication between Payroll and HR Liaison for FRS benefits monitoring. *Further Explanation*

The Internal Funds audit is final and in the process of being shared with particular parties.

Chairman Campbell asked Vicki Bateman about capital assets. Which capital assets belong to the City and which ones belong to the Charter School Authority(CSA)?

Bateman: CSA capital assets are mostly equipment, busses, etc. which is why depreciation is small. The buildings belong to the City. *Further Explanation.*

Campbell: So we owe the air conditioners but not the building they are attached to?

City Attorney Dolores Menendez: Actually, those air conditioners are attached to the building which the City owns, so this is a maintenance issue on the CSA part. Tenants have responsibilities - "you pay for it you own it" does not work here. The buildings, the fixtures and the land all belongs to the City. But you do have capital leases on some items because of the way they are structured and possibly financed after lease expiration. *Further Explanation*

Chairman Campbell asked Andrew Laflin how the CSA is doing (best practices, audits) are we making headway? Laflin reiterated one is an Internal Funds consulting report from last year that CLA performed, and the other is an Internal Audit. However, in general CLA sees an improvement, a desire to further improve, and an administration that takes seriously audit recommendations. Some findings from last year did carry over but overall, improvements have been made and the administration is taking things very seriously.

Vice Chair Traiger wanted an explanation why there is such an inconsistency between Payroll and HR. Who is responsible for training and supervising our HR person?

Bateman: Vicki McAtee is supervised by Lisa Sonogo at the City. *Further Explanation*

Member Nelson added it would be good to have quarterly updates so there is a thread of CSA accountability.

Dolores Menendez: Part of the analysis the City is putting together may address streamlining and processes for efficiency. *Further Explanation and Discussion*

14B. Motion made by Member Traiger, Second by Member Fisher. Approved; Unanimous
Item 14B: "Approval of Elementary Schools (CME,OES) ChromeBook Purchase - Danielle Jensen, Director Procurement and Food Services

14B. Motion made by Member Nelson, Second by Member Fisher. Approved; Unanimous
item 14C: "Approval of Authorization of CSA Copier lease to be Approved by City Council - Danielle Jensen, Director of Procurement and Foes Services.

14C. Motion made by Member Fisher, Second by Member Nelson. Approved; Unanimous
Item 14C: "Approval of Strategic Plan 2019-2020" - Superintendent Collins

15. Final Board Comment and Discussion

Vice Chair Traiger acknowledged all the hardwork and impressive eamwrok the CSA always produces and this is what makes our system so uniques and continuously improving.

Member Nelson wished everyone a Happy Thanksgiving.

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, December 11, 2018 at 5:30 p.m., in City Council Chambers.

17. Adjournment

The Governing Board adjourned at 7:41p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Executive Assistant to the Superintendent

City of Cape Coral Charter School Authority

**BOARD
APPROVED**

DEC 11 2018

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY



Secretary

Date of approval