



**AMENDED**  
**GOVERNING BOARD MINUTES**  
**City of Cape Coral Charter School Authority**  
**Governing Board Regular Meeting**  
Nicholas Annex - Green Room A-200  
815 Nicholas Parkway, Cape Coral FL 33990  
Tuesday, January 8, 2019 at 5:40p.m.

**1. Call to Order**

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, January 8, 2019 at Nicholas Annex- Green Room A-200, 815 Nicholas Parkway, Cape Coral< FL 33990. Vice-Chairman Tami Traiger called the meeting to order at 5:41 p.m.

**2. Moment of Silence**

Vice-Chair Traiger

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

Vice-Chair Traiger

**4. Board Member Roll Call**

Present: Tami Traiger (VC), Sam Fisher, Angela Ticich(Edu), Jennifer Nelson, Dist 4, Rusell Winstead, Robert Miniaci, Absent Excused: Campbell, Metzger

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

William Wolter, Interim Transportation Coordinator

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Heath Sterk, Educator, Oasis Middle School

**5. Approval of Previous Minutes**

Motion made by Member Fisher, Second by Member Nelson to approve the Minutes:  
December 11, 2018.

## 6. Approval of Regular Meeting Agenda

Motion made by Member Fisher, Second by Member Nelson to approve the amended Agenda for the City of Cape Coral Charter School Authority Regular Governing Board Meeting on January 8, 2019.

### DELETE

ITEM 12A STAFF COMMENT: Dr. Christina Britton, Principal, OHS

*This item is to be tabled until the next regular meeting on February 12, 2019.*

### ADD

Item 14A NEW BUSINESS: Discussion to send Superintendent Jacquelin Collins to Baise, Guangxi, China as part of the City of Cape Coral Sister City Delegation - Member Nelson

## 7. Public Comment

*No Public Comment*

## 8. Consent Agenda

## 9. Superintendent Report

GOLISANO CHILDREN'S HOSPITAL TOUR: Superintendent Collins thanked the board members who attended the Golisano tour. It was an eye-opening experience and seeing all the units and departments that come together to make sure that sick children are taken care of and comforted and in a healthy space was rewarding and transforming. We went with our grants writer and she gave us big tips on writing winning pediatric mental health grants. *Further Comment*

PRINCIPALS EVALUATIONS: Are complete for the first half of the year. Now all principals are aware of my expectations and what they need to do to keep our charter schools in top form and they can do it. The focus will now be on data collection, curriculum development, and highly effective/quality instruction. The final evaluation will be at the end of the year so that school test results can be included. *Further Comment*

MLK EVENT: Our annual Martin Luther King, Jr Unity Celebration will take place on January 19<sup>th</sup> at 6:30 p.m. in the Oasis High School gym. We encourage you to come and enjoy the music and readings and the excellent service we've put together to honor such an important man. The City Manager will also join our charter school families for this moving evening. Please mark your calendar. *Further Comment*

**BAISE SISTER CITY DELEGATION TOUR OF CSA:** The Charter School Authority is planning on providing the Baise, Guagxi, China Sister City Delegation a tour of our charter schools followed by a luncheon catered by our Oasis High culinary students. CSA principals and students plan to treat our Chinese friends to classroom observations and light entertainment. After they finish the CSA tour, the delegation will partner with our old friend, Pascha Donaldson for a Cape Coral Friends of Wildlife Eco-tour. *Further Comment*

**STOP THE BLEED COALITION:** The campaign will run Jan 7 - May 7, 2019. Our goal is to collect 180 trauma and bleeding kits for the whole Authority. We want to put one in every classroom, so we're going online, through the Foundation, etc., doing whatever it takes to reach that 180 goal. *Further Comment.*

**TRANSPORTATION UPDATE:** During our last meeting Board members were shocked by some of the numbers that were given. I must remind you this is not a usual year; it's a catch-up year. In our history we had low expenses and Lee County did maintenance but now we have aged out and we are paying for things on our own, and playing catch-up in both terms of maintenance and repairs, as well as our buses are starting to get older and show it. Moving forward our transportation costs are only going to get larger. *Further Comment*

Furthermore, we are having serious issues with drivers for a variety of reasons, including the pay isn't great but the market is desperate for drivers, and it's affecting everyone. We need to hire drivers and pay them more, more than Lee County Schools, even. Bill Wolters is our interim transportation coordinator and he's also a research analyst for the City and he has looked at us and made some predictions, etc. *Further Comment and Discussion*

**William Wolter Interim Transportation Coordinator:** Explained how fleet companies and operations work, especially in an educational environment. The basics of transportation cycle is cradle to grave: you buy the vehicle, try and keep the maintenance costs level, and then get rid of the vehicle while there is still something of value. The old philosophy of pushing that vehicle to the auction line is not the way it's done anymore. Now you want to get rid of that vehicle while it still has some value. This is the scenario we are working towards but it takes time.

Let's go back three or four years ago when we thought things were being maintained properly on your buses, but they weren't. There were a lot of expenditures that were not addressed, not kept up, and then this year it hits you all at one time. Moving forward next year with a budget process we will have a much better handle on things including replacing a couple of buses, etc. However, this year we are all out if whack and we have a lot of expenditures, etc., add to that we had poor maintenance data to keep track of expenditures. Having said all this, your standard industry average for maintenance and repair expenditures and running routes is in the \$800,000-\$100,000 range. *Further Comment*

**Collins:** So what we calculated out is one bus that runs four routes a day for the year will cost us approximately \$58,000 - just for routes. If you multiply this by the 15 buses we are currently running...

**[Amended per Winstead]**

**Winstead:** So, that \$58,000 is just projected for the maintenance of the bus?

**Collins:** No, that's bus, insurance, maintenance, fuel, personnel, it's everything, all costs based on an industry standard average of \$322/per day, per bus or \$42.00/hour.

**Winstead:** Where is this figure coming from? Whether it was done right or wrong I want to know how much we have been spending, how much it's been costing us the last 10 years? I think the Board would like to know.

**Collins:** We can't give you a real solid figure...remember we had warranties which cost us nothing to maintain those buses...and then last year we had some expenditures but what we thought was correcting issues was well...I'm not sure we can give you anything...Bill can we give any kind of accurate history?

**Wolter:** Unfortunately, your history is garbage. Your dollars and cents that you spent on it didn't maintain the buses; you just had expenditures. Incorrect maintenance is not the true costs. *Further Comment*

**Winstead:** It may have not been the correct maintenance but we took our children back and forth for 10 years but whatever process we had or didn't have at \$58,000 per year moving forward we should just buy new buses and not have this high maintenance, then?

**Collins:** That will give us a couple years...

**Winstead:** We need to go back and look back and see what we have been doing the last 10 years because right or wrong procedures we did it for 10 years and got our kids back and forth so I want to see the history, see what we did. I'm just guessing from the past to now it's got to be maybe 300% more... I have no idea but we did it for 10 years of operation... *Further Comment*

**Collins:** It's apples to oranges. We've had five years of warranty where there has been little to no expenditure for maintenance; then we had a couple years where we were just paying it off and things really weren't getting fixed; and now this year we have been playing catch up, so this year you have to completely take off the table. So our data is not really going to be true data. Our historical data will not reflect true values. *Further Comment*

**Nelson:** When I started this was my first concern. I asked Margie (Galyon) do you have a fleet maintenance chart that shows data regarding how much money, etc you have been spending up to this point. And when she said no..I knew right then, and told the City Manager. So I understand they don't have true or accurate data to work off. But can't we take 2018 as the baseline and project it out? *Further Comment and Active Discussion*

Active Discussion regarding Lee County Schools, Charter School Authority bus driver and CDL drivers pay scales, in general.

***[Amended per Winstead]***

***Member Winstead:*** Lee County pays \$14.50? I think we should raise it to \$14.75-\$15.00/hour and we'd have a whole pool of experienced, quality drivers applying and they will stabilize the fleet and we'd be the Number One place for good school bus drivers to work.

***Motion made by Member Nelson, Second by Member Fisher to increase bus driver starting salary by \$0.21 cents. Unanimous, Motion Carried***

***Active Discussion***

**THREAT ASSESSMENT TEAM MEETINGS** Held at all schools as part of professional development and training. The manuals we put together reference both Lee County School District and our policies. This booklet lays out the steps that Threat Assessment Teams should follow. It was a very productive and engaging training and of course, we will have follow-up trainings especially if we get the grant. ***Further Comment***

**STANTEC SUSTAINABILITY REPORT** Vicki Bateman, Chris Phillips, MaryAnne and I met with consultants from Stantec to discuss the financial portion of their sustainability report. The projections are accurate, and the City is once again looking at ways to help financially support us but the bottom line is we still need our own revenue source that helps with long-term sustainability. ***Discussion Held***

***Motion made by Member Fisher, Second by Member Winstead to direct Superintendent Collins to work with the City's Public Information Office (PIO) Department to develop messaging and talking points for the public regarding the results of the Stantec Report when they become available.***

## **10. Chairman Report**

Vice-Chair Traiger complimented the Superintendent and staff on a wonderful Holiday party that was fun and inclusive. "The size of the crowd and their good cheer said it all," Traiger observed. "You could tell teachers and staff were happy to be there with each other, which speaks to high morale system-wide." ***Further Comment***

## **11. Foundation Report**

***Superintendent Collins read to the Board via text message from Gary Cerny:***

Reminder March 9<sup>th</sup> is the Golf Rally at Royal Tee - it's open to the public, please spread the word. Details and flyers coming to you shortly. Thank You

## 12. Staff Comment

Report tabled until the next regular meeting on February 12, 2019.

## 13. Unfinished Business

Increased transportation costs are due to a number of events including: multiple vendor changes, bus warranty expiration, extensive bus repairs or out of commission, aging fleet, etc. In addition, we were forced into an Agreement with Good Wheels that has incurred multiple extensions, so the projected shortfall on the agreement today is about \$150,000. However, my focus today is on maintenance and repair costs. The projected expenditures through 3<sup>rd</sup> Quarter of FY 2019(March) is \$724,173 (running an average of \$80k per month) *Further Comment [Presentation]*

MaryAnne Moniz: Tonight I'm requesting approval for Use of Fund Balance through the end of the 1<sup>st</sup> Quarter of 2019 (March 2019) for maintenance/repair costs not to exceed \$482, 584. In the event a final decision is not made this item will be brought back to the Board for further review.

Member Traiger: Are we potentially looking at spending \$600,000 a year on maintenance?  
*Further Comment*

Russ Winstead: Where are we in process of fixing all buses? When will we see a Return on Investment? What more do we have to do? Those are the numbers we need a feel for, etc..  
*Further Comment*

William Wolter: Going forward our issue is not having buses running it's having people to drive them. We should probably stay *staus quo* at least until the end of the year and include projections and actuals in the budget process . *Further Comment*

*Active Discussion*

## 14. New Business

Member Nelson discussed the Baise Municipal People's Government, Guangxi, China Sister City project, and that Superintendent Collins should represent the Charter School Authority and be part of the City of Cape Coral Delegation that travels to China in late April/early May. Nelson said the decision needs to be made at tonight's meeting in order to prepare Mrs Collins' visa and overseas travel requirements, i.e., medical shots, etc., if necessary. *Further Comment*

Member Nelson said that she had her assistant at the City research ticket costs and they range between \$2,000 and \$3,600 for business class which she recommends traveling due to distance and time changes. Before allocating Authority money to send the Superintendent to China, Nelson will personally seek private funding for the Superintendent by asking Foundation President Gary Cerny, someone from her Foundation, and/or perhaps charter school philanthropist, Wayne Smith & Family for help with ticket costs so we don't have to come out of our budget.

**[AMENDED per Member Winstead]**

Member Winstead asked why the Superintendent's travel expense was not paid for by the City, since we are part of the City of Cape Coral, and the CSA should therefore be a part of the official delegation. I'm in favor of this, and I did vote "yes," but why isn't the City paying for this? I want to bring up, especially because of the issues we just discussed about not having enough money, etc., I want to bring up that I don't want it to appear as if we have the money to send the superintendent to China for \$3,000, but we don't have money for other things, so it would be great if we could get some other source of funding to cover this.

Member Nelson I agree. And to comment on why the City wouldn't cover the superintendent, again, you know these charter schools, the way this is all set up, you know the schools are still considered it's own budget. So, that's why when someone said on the Council last night, on the dias said, "Oh, they have to pay for their own ticket!" well, that was Marilyn [Stout], and that's when I thought, you know, maybe I can get somebody to give a \$3,000 grant or something. *Further Comment*

**[Amended per Member Fisher]**

Member Fisher: I agree with what everyone is saying, and I am a "yes" vote, but how about this, Jacque? Why don't you do some kind of message in regards to what the benefits are in you going over there, and what you would be doing, and make it generally accessible to everyone in the public. Do something to show what we are getting out of this, etc. *Further Comment*

Vice-Chair Traiger: To tag onto Mr. Fisher, the reality is that school districts send their leaders on paid development all the time. So, while we may need to justify why we are sending Mrs Collins to China, we wouldn't for example, justify why we are sending her on leadership training in Orlando, etc., we wouldn't justify why we'd send her to New York City for a superintendent's conference, etc. This is a potential opportunity for our school system, especially if this city in China is looking for a student exchange program. I was at the Council meeting the night JoAnne Killion specifically referenced students coming to the charter schools, and so there may be some benefit our system may have from students coming to our school. Mr. Fisher, I do understand where you are coming from but we don't justify any other professional development we may agree to send the superintendent. Now, I don't know if we have a PD (professional Development) budget for Mrs Collins but if so, maybe we can use some of that.

Collins: Yes, I do have a PD and travel budget, about \$2,500, and I have already booked a superintendent's conference in Arlington, VA , May 2-3, but we can see if that can be cancelled.

**[Amended per Member Winstead]**

Winstead: You should go to that [Arlington conference]. Let's see if we can raise the funds. I agree with Mr Fisher about the talking points because it is the perception we want to avoid. Okay, sending her to Arlington is one thing, but sending the superintendent on business class to China? That's more visible, so definitely having some public talking points as to why we have invested in this [trip] makes good sense.

**[Amended per Member Fisher]**

Fisher: I agree. We may have some other pressing issues coming out in the near future and we need to be as transparent with the public as possible.

Nelson: Let's first see if we can do it, if we can raise the money and hold off on the talking points, or maybe do a press release with the City's help saying who donated and how much, etc.. But first let's see how much we can come up with.

*Motion made by Member Fisher, Second by Member Ticich to approve the allocation of funds for Superintendent Collins' travel expenses to Baise, China with the City of Cape Coral not to exceed \$3,000 for her plane ticket. Unanimous Motion Carried*

## **15. Final Board Comment and Discussion**

Board members agreed to be prepared to vote to offer/decline the current superintendent's a contract renewal at the next Regular Meeting in February.

Board members would like to share information about their current professional make-up and consider training and board development as the budget permits.

Member Miniaci: Happy New Year!

Member Ticich: Happy New Year!

Member Winstead: I apologize for coming at you hard on the numbers but I really take my responsibilities on the board seriously, and I want to know that we are doing the right thing.

Member Fisher: Appreciates the Superintendent's efforts and good work. Happy New Year!

Member Nelson: Requested Interim Transportation Coordinator provide her with talking points for her next City Council meeting report. *Further Comment*



**16. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, February 12, 2019 at 5:30 p.m., in City Council Chambers.

The CSA Budget Workshop #1 will be held on Thursday, March 28, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

The CSA Budget Workshop #2 will be held on Thursday, April 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

**17. Adjournment**

The Governing Board adjourned at 7:22p.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**

**FEB 12 2019**

CITY OF CAPE CORAL  
CHARTER SCHOOL AUTHORITY

  
Secretary

Date of approval