

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

Tuesday, February 14, 2017
Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on February 14, 2017, at City of Cape Coral Council Chambers, a Regular Governing Board Meeting. Chair Cosden called the meeting to order at 9:02 a.m.

1. MOMENT OF SILENCE: Chair Cosden

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:

All in attendance

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

ALSO PRESENT: Dolores Menendez, City Attorney
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority
Erich Boerner, Dean, Oasis Charter High School
Elisa Collins, Assistant 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
Frank Bumb, The News-Press
Brian Montag, Athletic Director, Oasis High School
Branden Pearson, Student, Oasis High School

4. APPROVAL OF MINUTES:

Motion to approve the amended minutes for the Regular Governing Board Meeting of January 12, 2017 was made by member Donaldson and seconded by member Boyer.

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

All "Aye's," motion carries.

5. APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Donaldson and seconded by member Boyer to approve the agenda.

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

All “Aye’s,” motion carries.

6. PUBLIC COMMENT:

None.

7. CONSENT AGENDA:

Motion was made by Member Boyer and seconded by Member Donaldson to approve consent agenda items.

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

All “Aye’s,” motion carries.

8. SUPERINTENDENT REPORT:

Mr. Stephenson thanks Bill Buztrey for his service to our Charter School System. We have a plaque that will be delivered to him.

Mr. Stephenson states that OHS athletics have had great success lately. We are excited about what’s happening.

Mr. Stephenson states that Shannon Treece, Keith Graham, Kevin Brown, Amanda Sanford and Keri Tutterow are visiting: STEAM Schools, Maker Space Schools, Imagineering Academies, Positive Learning and Professional Care places in Kentucky for professional development. They will also be going to a hospital to distribute toys to sick children.

Mr. Stephenson states that the 2017-2018 school calendar will be presented to the board at next month’s meeting.

Mr. Stephenson states that we will host a Citizen’s Academy on March 8, 2017 and he would like to invite the board to attend. It will be held at OHS from 10:30 AM to 2:30 PM. It is a great way for board members to be involved and see what is happening in our schools.

Mr. Stephenson thanks Danielle Jensen for attending the City Council meeting last night and working feverishly to help out.

Mr. Stephenson states the internal audit report that was requested in April of 2015 was just released a week ago. Once the management responses are complete the board will get the information. He is excited to have it as a working document and be able to make the fixes and changes.

Discussion held.

9. CHAIRMAN REPORT:

Chair Cosden recognizes Chief Newlan who is present to clarify any questions about the issue at OMS.

Chair Cosden states that she will not be present at the March 14, 2017 Governing Board meeting and asks for her absence to be excused. She will be in Tallahassee with the city for lobbying. Vice Chair Zivkovic will chair the meeting.

10. FOUNDATION REPORT:

Chris Porter states that it has been a busy year for the foundation. We have lots of activity and new members. The meetings are being well attended.

Chris Porter states they are getting ready for the Rally. It will be held on March 26, 2017 at the German American Club from 12:00 to 6:00 PM. Rally tickets are on sale now.

Chris Porter states the Light House finalists have been announced. The winners will be announced at the awards dinner on May 5, 2017.

Chris Porter states that she and Superintendent Stephenson attended a meeting with Achieva Credit Union a couple of weeks ago and they presented a \$500.00 check to our system. This is a result of memberships from Charter School staff, friends and family.

Chris Porter states their next project is the OHS scholarships. The applications are about ready to go out. The Foundation will give three two-year scholarships this year.

Discussion held.

11. STAFF AND BOARD COMMENT:

Director of Procurement and Food Service

Danielle Jensen states December's year-to-date numbers are favorable to budget.

Danielle Jensen states the year-to-date revenues are up for December.

Danielle Jensen states the Department of Agriculture requires an administrative review of our entire systems National School Lunch Program. Our review was scheduled and completed on February 8,

2017. The reviewer provided some technical assistance but had no findings. The reviewer commented on how clean and efficient our kitchen ran and how small it was. The reviewer also commented on how organized everything was and how it made her process much easier to complete. The official report will come out within 30 days. Danielle recognizes all of the hard work her team put in to get this review complete.

Danielle Jensen states that she is starting to look at procurement items for next year's budget.

Mr. Stephenson thanks Danielle for all that she did for the review. The report looks flawless and it was not a small task.

Christa McAuliffe Charter Elementary School

Jacque Collins states that CME and OES are neck in neck in Rally ticket sales. OES is only a tiny bit ahead.

Jacque Collins states they held the bike rodeo February 11, 2017 along with OES. It was a big success and they gave away 11 bikes.

Jacque Collins states they had a Valentine's Day Dance February 10, 2017 for kindergarten. 1st and 2nd grade students and their parents.

Jacque Collins states that OES and CME have talked with the Booster Thon and are interested in doing it again this year. It's a great way to raise a significant amount of money for their technology needs.

Jacque Collins states the CME Players is putting on *Mulan Jr.* February 17 and 18, 2017. It will be held at Ida Baker High School.

Jacque Collins states they are meeting with teachers to discuss how they are meeting the needs of the lowest 25% students.

Oasis Charter Elementary School (OES)

Donnie Hopper states that kids and teachers are getting prepared for the upcoming state test. February 28, 2017 is the first testing date. It will be the FSA Writes for fourth and fifth grade students.

Donnie Hopper states enrollment is at about 893. There are already 40 students on the waiting list for kindergarten next year.

Donnie Hopper states their Light House Award finalists have been announced. The finalists are: Tiffany Brown, Janet Altini and Deanna Broch. Congratulations to those teachers.

Donnie Hopper thanks the PE teachers from OES and CME for assisting with the Bike Rodeo. Thank you to Mr. Zivkovic for donating bikes to the event. The Hollywood Bicycle Center was there to inspect the kids' bikes.

Donnie Hopper states they had a math night at the Camelot Isles Publix. We appreciate their partnership with us. Thanks to Ms. Gamboa for organizing it.

Donnie Hopper states that on February 22nd, 23rd, and 24th the production of *Annie* will take place at Ida Baker High School.

Donnie Hopper states March 3, 2017 will be their Dr. Seuss Day Celebration. They will have special center activities that day to celebrate Dr. Seuss.

Donnie Hopper states they have partnered with CME to do the Booster Thon next year. OES will have a Glow Run in the gym as part of their Booster Thon.

Donnie Hopper thanks everyone who has purchased Rally tickets.

Donnie Hopper states that we have a four day weekend coming up. Schools are closed on February 16, 2017 for President's Day and Tuesday is an in-service day for teachers.

Oasis Charter Middle School (OMS)

Elisa Collins states the middle school students are selling Rally tickets. They had to come up with some interesting student prizes.

Elisa Collins states the third quarter interims are posted on Schoology.

Elisa Collins states the musical production *Legally Blonde* will take place February 14th, 15th and 16th at Mariner High School.

Elisa Collins states February 17, 2017 is casual picture day.

Elisa Collins states February 21, 2017 is a professional development day and there is no school for students. Teachers will have part two of *Standards Based Grading*.

Elisa Collins states the *State of the Union Dance* will be held in the gym on February 24, 2017.

Elisa Collins states on February 25, 2017 the STEM team will be going to Bishop Verot to take part in the solar boat competition.

Elisa Collins states they will take the FSA Writes on February 28, 2017. All students will take the test.

Elisa Collins states the Spanish teacher took about 80 eighth grade students to El Terasco. They had to order their food in Spanish. Students said it was a great experience and they really enjoyed it.

Elisa Collins states both the boys and girls soccer teams were in the playoffs and both teams won. They will now advance to the semi-finals.

Elisa Collins states they are in the process of witting down their master spellers for the District Spelling Bee to be held on March 9, 2017.

Elisa Collins states they are in the process of getting the Kiwanis Builders Club back at OMS.

Oasis Charter High School (OHS)

Erich Boerner states both boys and girls basketball and soccer teams have completed very successful seasons this year. Thank you to the winter coaches and athletic director for all the hard work they put in.

Erich Boerner states we will host districts this Saturday for wrestling.

Erich Boerner states that baseball, softball, tennis and track & field seasons are now in full swing.

Erich Boerner states there are lots of college acceptances coming in.

Erich Boerner states that the Model UN team is leaving Thursday, February 16, 2017 to attend a competition at Duke University.

Erich Boerner states Ms. Treece and some of our key leaders are in Kentucky for professional development. The high school focus will be on how to build that very successful freshman year.

Erich Boerner states Dr. Swan is returning on February 21, 2017 for *Standards Based Grading* phase two professional development.

Erich Boerner states as part of the strategic plan they are in the process of securing site project based learning training with Magnify Learning.

Erich Boerner states testing schedules have been communicated to the teachers. OHS is set and ready to go. The purchase of the Chromebooks has been a tremendous help in regards to efficiency.

Erich Boerner states if you have any questions about high school level testing please get in touch with them.

Discussion held.

12. UNFINISHED BUSINESS

A. Strategic Plan-Nelson Stephenson

Mr. Stephenson states he has spent a lot of time with the Principals updating the Strategic Plan. He will send a link to the updated document. The items that are colorized on the left side are the ones they have made significant progress in or are complete at the moment. The current status is on the right side.

Mr. Stephenson asks if they can skip to agenda item 13C since they are already discussing the Strategic Plan.

13C. Status Report for Each of the Strategic Plan Items under Priority Goal #5:

- Weekly budget reports to principals are ongoing.

- Budget Team has been created.
- Budget meeting is ongoing so it is not marked as complete yet.
- Schools have done a significant job in cutting paper usage.
- Printers in classrooms are not being replaced. Copiers in the main office are more efficient.
- System-wide cost awareness for teachers, we are not there yet.
- We have a process in place for collecting money for our transportation costs for field trips. We have not collected money yet but the process is in place. This will help defray the cost of using our busses. No child will be left behind because they cannot pay.
- Transportation Route Efficiency, do we want to talk about not transporting kids or transporting kids? We may not want to go there now. We do our very best.
- The asset list has been drawn up.

Discussion held.

B. NEOLA-Nelson Stephenson

Mr. Stephenson states that he met with our NEOLA representative and has notes.

Mr. Stephenson asks if items 12D and 13A can be covered under his NEOLA discussion. There were no objections from board members.

13A-Approval of Change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2:

- Asking for change in wording to say that credit cards *are* accepted or to remove sentence.

12D-Discussion: Matrix of Responsibilities for Superintendent, Governing Board, etc.

- NEOLA item 9130-Public Complaints.
- We have a matrix/policy already in place. In reference to staff members, there are levels to follow.
- Level three suggests a written out request to the Superintendent. Our NEOLA representative advised that there is no form provided for this purpose. These are just guidelines.
- Superintendent will not dismiss complainant if they have missed one of the levels.
- If the complainant contacts an individual board member to discuss the matter, the board member shall inform them that they have no authority to act in his or her individual capacity and the complainant must follow this policy.
- If complaint involves abuse or the health and welfare of a student then it jumps a level in the policy.
- If complaint involves the Superintendent and it rises to the highest level with the board having a preponderance of evidence that the Superintendent is not taking care of the issue. The complainant may submit a written request to the board chairman requesting a conference with the board. NEOLA representative advises to be cautious in what the board decides to hear. The board decides if it is something they want to hear or not unless it is ongoing and persistent.
- There is also a section for anyone questioning our instructional materials.

- As for investigations, the material can't be released until the investigation is over.
- The same processes and procedures exist for instructional and administrative staff.
- Item 1112 talks specifically on the board role and how communication should happen.
- Staff and administrative discipline is delegated to the Superintendent under 1139.

Discussion held.

Member McMillan leaves at 11:36 AM

Recess: 11:36 AM

Back in Session: 11:46 AM

C. Summary of Proposed Superintendent Agreement for Nelson Stephenson

- City Attorney Menendez states the summary bullet points go over the bulk of the changes. There is one point the summary probably didn't elaborate on quite enough and that is in regards to; there is no retention payment in the draft of the new contract as in the current contract. The Notice of Non-Renewal has been changed to Notice of Non-Retention. The \$5,350.00 retention payment is not a part of the new contract. The buy-out provision is not in the draft contract.
- Member Traiger asks what the bullet point referencing a penalty for the Superintendent not providing notice 90 days prior to his date of resignation means. What is 90 days based on? Administrators can be on different calendars.
- Mr. Stephenson states that his understanding is he would have to forgo three months of his annual salary if he does not give enough notice to the board.
- Member Fisher states they do more as board members than just sit in meetings. He wants to assure the general public and city that they are not just rubber stamping this. Over the past couple of weeks he went to all 4 schools and met separately with each principal and assistant principal about what's going on with the schools and what their feelings are on Mr. Stephenson. He also toured the schools and talked with teachers, students, admin. staff, foundation members and community members. There wasn't a single person that said Mr. Stephenson shouldn't be back. Everyone felt the system is going in the right direction and are confident in Mr. Stephenson. They were very open and honest. There were criticisms and things that need to be worked on but generally there was a positive feeling. He spent a significant amount of time on this and again wanted to assure the public that they aren't rubber stamping this.
- Member Fisher says he watched the video of the Superintendent interviews because he had heard some issues on the hiring. It was very clear to see the people on the board made the right decision. The general consensus from the administrators was that Mr. Stephenson had the best interest for this district. Mr. Stephenson has really learned and adapted from when he was hired until now. He had a passion and connection to the community.
- Chair Cosden thanks Member Fisher for taking the time to meet with everyone. She is glad he clarified that the board is not fast tracking or rushing the Superintendent's contract through. The board is following a timeline to make sure they do not pay a penalty.

- Member Winstead states that he appreciates what Member Fisher did. Part of their responsibility is to look at circumstances from a lot of different angles and the internal angle is very important. One angle he looks at is what state it started in and what is the current state? We've done more in the last year and a half than the whole history as it relates to administrative practices, looking at budgets, doing audits, getting things structured and the foundation for moving things forward. Anytime you come in and make changes there are going to be criticisms and people that are not happy. He is extremely happy in where this is going. What are we trying to accomplish here today?

Motion was made by Member Donaldson and seconded by Member Boyer to accept the Superintendent's contract with the City Attorney noted items.

Discussion held.

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

All "Aye's" motion carries.

D. Status Report for Each of the Strategic Plan Items Under Priority Goal #5-Enhance Financial Stability-Tami Traiger

Agenda item was discussed under 12B.

NEW BUSINESS

A. Approval of Change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2-Nelson Stephenson

Motion was made by Member Boyer and seconded by Member Donaldson to approve the change to NEOLA Policy 6151-Bad Check Payment of Dishonored Checks A:2.

Discussion held.

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

All "Aye's" motion carries.

B. Discussion Regarding the Accessibility of Board Meeting Video, and Barriers to Posting the Meeting Video Within Seven Days of a Charter Board Meeting-Tami Traiger

- Member Traiger wasn't able to attend last month's meeting and sent an email asking for the YouTube link to watch it. The meeting from last month is not posted. What prevents us from having real time or at least having it posted within 7 days? There is a lag in the minutes being posted. January minutes wouldn't be posted until February but December minutes are not posted. In addressing our transparency how can we get those meetings up as soon as possible?

- Mr. Stephenson states that it would be wonderful if he had a public information officer. There is no requirement that a video has to be posted. It was just Mr. Stephenson trying to do it. When he first got here the minutes were not posted either.
- Member Traiger said she understands what Mr. Stephenson is saying but right now our board is in the spotlight.
- Mr. Stephenson says the entire video doesn't get posted because there is a cost from YouTube.
- Chair Cosden states that she will check into our meetings being posted on the city website. She thought they used to be posted there several years back.
- Member Winstead states that we should have our video meetings on the city website or have our IT department address it. It is not something the Superintendent should be doing.
- Vice Chair Zivkovic asks if there is a reason why we can't have the videos on our website.
- Mr. Stephenson states that we do not have enough bandwidth to put the videos on our website.
- Vice Chair Zivkovic asks if there was a reason the December minutes have not been posted.
- Mr. Stephenson states that is because they had to be amended.
- Member Donaldson states that there is a media person present and she would like the media to post what motions are made and passed during the meetings. That would help the public learn what happens during the meetings.
- Member Boyer states that in terms of the communication and posting of the minutes, since Shannon Arthur has started with us those have been dead on every single time. Putting the minutes together is extremely time consuming and she does an excellent job.
- Vice Chair Zivkovic asks if we are beginning to charge for the public records requests.
- Mr. Stephenson states that the way the policy is written we cannot charge for the public records requests.
- Member Winstead asks if public records requests are different for the city.
- City Attorney Menendez states that under Florida law public records are basically free unless you are talking about extensive services.
- Member Winstead asks if there is a time limit for these requests. Would it be in our prevue to give direction to get your regular job done and then if you have time to work on the requests as quickly as possible?
- City Attorney Menendez states the answer is no to Member Winstead.

Discussion held.

C. Status Report for Each of the Strategic Plan Items Under Priority Goal #5-Enhance Financial Stability-Tami Traiger

Please refer to section 12A.

BOARD COMMENT:

Member Fisher thanks administration, staff and community members who took the time to meet with him. He learned a lot and it's something he intends to do in the future.

Member Fisher thanks Ms. Arthur for helping out and facilitating his requests.

Member Fisher congratulates the students who are a part of the new Youth Council.

Member Fisher congratulates Mr. Stephenson, keep your fire and keep your heart and keep us going.

Member Donaldson congratulates the OHS art department for winning second place at the Fort Myers Art Show. That is quite an honor.

Member Donaldson thanks all of the schools for their participation in the Burrowing Owl Art Contest. The high school does community service and contributes to Rotary Park that is used by all the citizens who visit. She gives kudos to the teacher and staff who leads that.

Member Donaldson gives kudos to all the parents, students and staff who make our system the best in Cape Coral.

Member Traiger states that it was a great job getting the contract done and that it went smooth.

Member Traiger states that she didn't know Mary Anne Munoz was present at the meeting and was wondering why they didn't receive their monthly update on the agenda.

Member Winstead states he's excited about where they have been and even more excited about where they are going.

Member Winstead congratulates Mr. Stephenson for weathering the storm and being able to captain us out into the future.

Member Donaldson invites students who need volunteer hours to come out to the 15th Annual Burrowing Owl Festival on February 15, 2017.

Member Donaldson states that it is February 14th, happy Valentine's Day. She is wearing a special pin for those who cannot hear. She asks everyone to put up their hands and bend their two fingers in the middle. This is the sign for I love you in sign language.

Time and Date of Next Meeting

Regular Governing Board Meeting will be held Friday March 14. 2017 at 6:00 PM in the Christa McAuliffe Elementary School cafeteria.

Adjournment

There being no further business, the meeting adjourned at 12:42 p.m.

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