

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

**Tuesday, March 14, 2017**  
**Christa McAuliffe Elementary School**  
**6:00 p.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on March 14, 2017, at Christa McAuliffe Elementary, a Regular Governing Board Meeting. Vice Chair Zivkovic called the meeting to order at 6:03 p.m.

**1. MOMENT OF SILENCE:** Vice Chair Zivkovic

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

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

**ALSO PRESENT:** Dolores Menendez, City Attorney  
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority  
Shannon Treece, Principal, Oasis Charter High School  
Donnie Hopper, Principal, Oasis Charter Middle School  
Christopher Fennell, Interim 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  
Skyler Hann, Student, Oasis high School  
David Hann, Parent, Oasis High School  
Ed Wenning, Bus Driver, Cape Coral Charter School Authority  
Penny Faulkner, Bookkeeper/Parent, Cape Coral Charter School Authority/Oasis Middle School and Oasis High School  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Kim Shuler, Parent, Oasis Middle School  
Branden Pearson, Student, Oasis High School

**4. APPROVAL OF MINUTES:**

Motion to approve the minutes for the Regular Governing Board Meeting of February 14, 2017 was made by Member Fisher and seconded by Member Boyer.

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

All "Aye's," motion carries.

**5. APPROVAL OF THE AGENDA REGULAR MEETING:**

Motion was made by Member Winstead and seconded by Member Boyer to approve the agenda with the following change:

- 13 H-Budget FY 2016-17 Budget Amendment #1

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

All "Aye's," motion carries.

Motion was made by Member Boyer and seconded by Member Fisher to approve the agenda with the following change:

- 13A-1-OHS Field Trip

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

All "Aye's," motion carries.

**6. PUBLIC COMMENT:**

None.

**7. CONSENT AGENDA:**

Motion was made by Member Fisher and seconded by Member Jackson to approve consent agenda items.

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

All "Aye's," motion carries.

**8. SUPERINTENDENT REPORT:**

Mr. Stephenson states that we will be utilizing the Novus Agenda for future Governing Board meetings.

Mr. Stephenson states the Rally will take place on March 26, 2017. There will be lots of activities happening.

Mr. Stephenson thanks Mary Anne Moniz for spending many extra hours working on the budget amendment.

Mr. Stephenson states Donnie Hopper is serving as Principal of Oasis Middle School. At Oasis Elementary School Keith Graham is serving as (Assistant Principal) Principal on Assignment and Christopher Fennell is now serving as Interim Principal. The OES Principal position will be posted. Mr. Stephenson thanks the administrators for their willingness to step into their new positions.

Mr. Stephenson states this Friday, March 15, 2017 is a Professional Development Day.

#### **9. CHAIRMAN REPORT:**

Vice Chair Zivkovic states that he is looking forward to having Mr. Stephenson's contract signed next week.

#### **10. FOUNDATION REPORT:**

Mr. Stephenson states a Foundation meeting was held this morning, March 14, 2017. Most of the conversation related to the Rally on March 26, 2017.

#### **11. STAFF AND BOARD COMMENT:**

##### **Director of Procurement and Food Service**

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

Danielle Jensen states the year-to-date revenues were up in January. We are projecting that our annual revenue will increase to just under \$60,000.00 for the year. This is primarily driven by the increase in a-la-carte sales.

Danielle Jensen states food costs will be up about \$38,000.00.

Danielle Jensen states that we received our official assessment and there were no findings. It was another successful audit for our system.

Danielle Jensen states food service will begin preparing for year-end issues.

Danielle Jensen states the Chromebook ordinance was approved last week by the city.

Danielle Jensen states there was an emergency repair at OES. Two compressors on the A/C units burned out and need to be replaced. The cost is approximately \$10,000.00 and will be completed by vendor B&I.

*Discussion held.*

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

Jacque Collins states they have raised \$18,200.00 in Rally ticket sales.

Jacque Collins states this is the last week for Rally prize give-a-ways. They are giving away a Play Station 4.

Jacque Collins states the Staffing Specialist at CME took our system's two ESE teachers on a tour of other area schools that have some special ESE programs. This was an opportunity to see what other programs are out there that we do not have.

Jacque Collins states the elementary schools are getting ready for the Wounded Warrior Boot Camp. The PE teachers organize this event and the money is donated to the local Angler's Club here in Matlacha.

Jacque Collins states staff intent forms are due Friday, March 17, 2017.

Jacque Collins states they already are talking about retention meetings.

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

Christopher Fennell states they are very excited to have Mr. Graham. They walked through the building today and he is off to a running start.

Christopher Fennell states the *Annie* musical was phenomenal.

Christopher Fennell states the FSA writing happened without a hitch.

Christopher Fennell states Field Day has started. It will run from March 13-16, 2017.

Christopher Fennell states OES will be participating in the Wounded Warriors Boot Camp.

Christopher Fennell states the state infrastructure trial with the Chromebooks went great.

Christopher Fennell states OES is rallying off an Xbox 1 with controller, Madden 17 and headphones.

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

Donnie Hopper states there is a lot going at OMS.

Donnie Hopper states the STEM teams participated in the STEM Tour *Battle of the Bands*. We had a team take first place and another team took second place.

Donnie Hopper states his first faculty meeting will be held tomorrow, March 15, 2017. He plans to discuss having a second open house. The first open house was more of an informational meeting. This open house will be more of a showcase for the school.

Donnie Hopper states that he plans to meet with all staff members as he did at OES. He wants them to share the three things that are going amazingly well at the middle school and the one thing they would like him to work on and think about changing.

Donnie Hopper states there are about 600 students that are not in the STEM program. The school is an "A" school which shows there is a lot of good going on and not just in the STEM Academy.

*Discussion held.*

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

Shannon Treece states Ms. Tutterow will color her hair blue as a Rally prize.

Shannon Treece states some of the staff went to Kentucky for professional development. They visited seven sites in 2 ½ days. They left with a lot of resources they did not have and a lot of tools that will help as they progress into what they believe are their next steps.

Shannon Treece states they were able to attend a scheduling training while in Kentucky. They targeted four areas for OHS:

1. Mentoring/advising program for freshman.
2. Deeper learning and rigor.
3. Personalized learning and how to schedule for that.
4. PBL-Project Based Learning

Shannon Treece states that testing kicked off with no glitches. The Chromebooks are a game changer. They did not lose the amount of instructional time they have lost in the past.

Shannon Treece thanks Amanda Sanford and Charlene Long for everything they do to make testing successful.

Shannon Treece states they have begun scheduling for next school year. They have begun meeting with students and seeing what their wants are.

Shannon Treece states they are proud of the OHS students who went to OMS and presented the high school program to the 8<sup>th</sup> graders.

Shannon Treece states they held the Citizen's Academy last week at OHS. Repeatedly the students would say they have been a part of the Oasis family for many years. The students have pride in our school and there are a lot of good things happening.

Shannon Treece states they are making some adjustments with dress code. The results of giving students more responsibility has not resulted in students accepting that responsibility. They are talking with parents and teachers.

Shannon Treece states they held their second day of professional development with Gerry Swann.

Shannon Treece states the Google Boot Camp will be held April 29, 2017.

Shannon Treece states that PBL training will be held early in June for 30 teachers across our system.

Shannon Treece states that Mr. Pottruck is a biology teacher at OHS. He has done an incredible job in the classroom and beyond. He has started a fishing club for our students and they love it.

*Discussion held.*

## **12. UNFINISHED BUSINESS**

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

Mr. Stephenson states that he is proudest about the administrative teams working together.

Mr. Stephenson states that Mr. Pottruck is the model for Project Based Learning.

Mr. Stephenson states that he will send the link for the strategic plan.

Mr. Stephenson states part of the strategic plan is professional development. It was a core group of people who went to Kentucky for training, it was not individualized training.

Mr. Stephenson states that our principals have looked at what we can do cross curricular. What can we do with 5<sup>th</sup> to 6<sup>th</sup> grade and 8<sup>th</sup> to 9<sup>th</sup> grade transitions?

Mr. Stephenson states getting the Chromebooks was a huge move for our system.

Mr. Stephenson states we are working with CSADS which is our student information database. Outside companies are holding demonstrations. We are looking for a system that will have everything we need.

Mr. Stephenson states the budget will be the focus between now and April 21<sup>st</sup>.

Mr. Stephenson states that his day trip to Pembroke Pines will happen.

*Discussion held.*

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

Mr. Stephenson states that he met with NEOLA representative Tom Young last week.

Mr. Stephenson states he will meet with city staff and Tom Young on March 28, 2017.

Mr. Stephenson states they should have NEOLA updates by May depending on the Legislature.

### **13. NEW BUSINESS**

- A. Approval of the OES Culture Club Student Educational Tour-3 Year Summer Travel Proposal: 2018-European Tour; 2019-Galapagos Islands; 2020-Portugal and Spain-Shannon Treece**

Motion was made by Member Fisher and seconded by Member Jackson to approve the 2018 component and table the 2019 and 2020 requests.

*Discussion held.*

Motion to amend prior motion 13A as stated for planning purposes was made by Member Fisher and seconded by Member Jackson.

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

- A-1. Approval for Chef Prawitz to Take Culinary Students and Art Students to Ringling College in Sarasota, FL.-Shannon Treece**

Motion was made by Member Boyer and seconded by Member Fisher to approve Chef Prawitz to take culinary students and art students to Ringling College in Sarasota, FL

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

- B. Approval of the University of Cambridge Request for Purchase in the Amount of \$135,726.01-Shannon Treece**

Motion was made by Member Winstead and seconded by Member Fisher to approve the University of Cambridge request for purchase in the amount of \$135,726.01.

*Discussion held.*

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

**C. OHS Proposal for Student Bus Monitors-Skylar Hann**

Bus drivers can't do it alone. Bus drivers are responsible for watching 70 students behind them and six lanes of traffic. For student safety and the sake of the bus drivers it would be awesome to have student volunteers to work with the students. It is also a great volunteer opportunity for high school students to earn volunteer hours. There would be training and an application process for interested students.

*Discussion held.*

**D. Approval of the Charter School Authority 2017-2018 School Calendar-Nelson Stephenson**

Motion was made by Member Boyer and seconded Member Fisher to approve the Charter School Authority 2017-2018 school calendar.

*Discussion held.*

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

**E. Approval of the Revised School Bus Lease Agreement-Dolores Menendez**

Motion was made by Member Winstead and seconded by Member Jackson to approve the revised school bus lease agreement.

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

**F. Discussion of the CME Expansion and Our System-Vice Chair Zivkovic**

Vice Chair Zivkovic states the board had a very productive meeting with City Council Members and he feels there is a lot of support for our system from the council as a whole. The City has shown we can have growth and they will help us. Now we need to talk about how best to use that growth here at Christa McAuliffe. Vice Chair Zivkovic states he would like to hear from the administrators and the board their ideas of what would be most useful to our system, then we can make a recommendation to the city of what will work best for our system.

*Discussion held.*

Vice Chair Zivkovic asks Mr. Stephenson to get a site evaluation done for CME and pending that outcome we will set up a workshop date for the board, administration and anyone else who wants to attend.

**G. Discussion on How to Best Benefit From Our New Relationship With the City and Their Willingness to Help-Vice Chair Zivkovic**



Vice Chair Zivkovic states Mr. Stephenson and the administrators should identify what aspects we need assistance with that the city can provide effectively.

*Discussion held.*

*\*Recess at 8:34 p.m.  
\*\*Meeting Resumes at 8:45 p.m.*

**H. Approval of the FY 2016-17 Budget Amendment #1-Mary Anne Moniz**

Motion was made by Member Boyer and seconded by Member Fisher to approve the FY 2016-17 Budget Amendment #1.

**Board vote: Boyer, Fisher, Jackson, Winstead, Zivkovic**

**All "Aye's" motion carries.**

**BOARD COMMENT:**

None.

**Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Friday April 21, 2017 at 9:00 AM in Council Chambers. The Charter School Budget Meeting will be held immediately following the regular Governing Board Meeting in the Public Works Green Room A200.

**Adjournment**

There being no further business, the meeting adjourned at 8:59 p.m.

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