

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

Thursday, January 12, 2017
Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on January 12, 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.

INVOCATION: Chair Cosden

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

All in attendance

ROLL CALL: Boyer, Cosden, Fisher, McMillan, Winstead, Zivkovic
Donaldson-Excused
Jackson-Excused
Lucas-Ross-Excused
Traiger-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
Branden Pearson, Student at Oasis Charter High School

APPROVAL OF MINUTES:

Request made via email from speaker Brandon Pearson to amend the minutes under Public Comment section. His request is to add the sentence, "He proceeds to state that if this body can do what is best for the students then maybe he can graduate from the system he grew up in."

Motion was made to amend the minutes by Member Winstead and seconded by Vice Chair Zivkovic.

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

All “Aye’s,” motion carries.

Request made by Member Fisher to amend the minutes under his discussion portion, to include that Victoria Bateman stated she had emails and that a public records request was made on the record in regards to those emails.

Motion was made to amend the minutes by Member Fisher and seconded by Member Zivkovic.

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

All “Aye’s,” motion carries.

Motion to approve the amended minutes for the Regular Governing Board Meeting of December 13, 2016 was made by member Fisher and seconded by member Winstead.

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

All “Aye’s,” motion carries.

APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Boyer and seconded by member Fisher to approve the agenda with the following changes:

- To add item 7C-Legoland Field Trip
- To add item 7D-Ringling Field Trip
- To add item 13D-Chromebook Purchase
- To add item 13E-Discussion of Superintendent Contract.

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

All “Aye’s,” motion carries.

PUBLIC COMMENT:

Branden Pearson states that he is happy to say he is still a student at Oasis High School. Last month he spoke regarding several concerns that will hopefully be addressed here today. He spoke at this past Monday’s City Council meeting where he clarified their concerns are not with education but with conduct policy and procedure. He states that he has concerns with several NEOLA policies. NEOLA policy 2260 regarding non-discrimination, lists Mr. Keith Graham as compliance officer for our system and requires this information be displayed on the Authorities website. At this time this information is not published on the Authority website and it has caused many of the concerns of parents, teachers and students to become public knowledge this past year. The same policy stipulates when a complaint regarding discrimination or retaliation is reported to a board member, superintendent or principal it is to be reported to the compliance officer within 2 school days of being received. He is asking here today

were the concerns he sent last month via email to this board and several administrators forwarded to Mr. Graham in that time period.

His mother asked for assistance with enforcement of his domestic violence injunction while on school premises. NEOLA policy 7217 allows the superintendent to take necessary steps to exclude a person that made threats of violence to a student from system property. The courts have deemed that Mr. Kenneth Pearson is a threat to his safety. Some people believe the concerns of one don't outweigh the majority, however this is his safety he is talking about and he is asking for action to be taken.

Next, he would like to address his removal as battalion commander. One of the reasons he was given was that his mother, the mayor of Cape Coral and himself publicly stated he was being withdrawn. He was begging with this council to help facilitate change to allow him to stay. While things haven't happened yet he has great faith that the system will work itself out. However, if he was being withdrawn, NEOLA policy 5130 states that before a student is withdrawn an exit interview should be conducted and a survey taken. The policy is designed to retain students by asking them the question, *how can they be kept in the system?* At no time was this policy adhered to. The Lee County School Board prohibits seniors transferring schools after the first quarter by their own policy, thus this argument is invalid.

Mr. Pearson would like to address FERPA which is a federal law protecting the confidentiality of students. It is addressed in NEOLA policy 8330. It protects many aspects of the students' record to unauthorized parties. A technical guide published by the Florida department of Education states that this board does fall under FERPA policy as well as all administrators, teachers and support staff. He asks that the governing board reiterate FERPA policy to its administration, especially in regards to social media.

He respects that some are new to the board and did not participate in the original adaptation of NEOLA he urges this board and each member as well as the administration to study the NEOLA policies in depth because it is what is best for the students. It is all about the kids, correct?

Member Zivkovic states that generally they don't comment on public comment or get into a tit-for-tat but they have discussed the safety issue and at no time did he feel that our administration put any student in danger. They took appropriate actions and steps that day when somebody was on campus. It was a new and unusual situation and he thinks they did everything they could to make sure our students were safe.

Chair Cosden states that she wants to ask a few questions since Mr. Buztrey is there to clarify. First, is a link to NEOLA appropriate to satisfy the compliance officer issue? Mr. Buztrey states a link is appropriate because NEOLA states in 2260 there is a compliance officer. It could be listed separately if the board wishes but the current link on the website is sufficient.

Chair Cosden asks about the complaints being forwarded to Mr. Graham. Mr. Buztrey states that Mr. Graham has notified the complainant that we are in receipt of it and it will take time to investigate. The city attorney's office is meeting with the appropriate city staff to begin the investigation. For a thorough investigation they may need to review documents, interview witnesses and obtain statements from witnesses. We are in the process of beginning that process to investigate.

Chair Cosden states that exit interviews are for students who have actually withdrawn. The goal is to keep the students in our system.

Chair Cosden asks if once an email goes to a city council member it becomes public record unless it contains personal information. Mr. Buztrey states that FERPA is a federal law which would supersede the state statute. Generally, if the information given to a council member is confidential it retains its confidentiality. If it pertains to student records the board has a legal and ethical obligation to retain the confidentiality of those records. If a student or someone sends information regarding a student that's protected by FERPA it's not a public record. Other parts may be but that particular part is not a public record. Chair Cosden asks what constitutes a student record. Mr. Buztrey states a student record generally pertains to student grades, transcripts, accident reports, discipline, academic progress, and guidance notes.

Member Winstead states that it is important to get guidance in reference to general statements made by a student verses a student's general records. How does the board discern when this goes into a personal situation? Does the board just guess at it?

Mr. Buztrey states the dividing line could be whether the email contains personal information concerning to the students academics such as grades, transcripts or disciplinary action. That would not be public record. It's a case by case judgement.

CONSENT AGENDA:

Motion was made by Member Fisher and seconded by Vice Chair Zivkovic to approve consent agenda items.

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

All "Aye's," motion carries.

SUPERINTENDENT REPORT:

Mr. Stephenson welcomes everyone back after the holiday.

Mr. Stephenson thanks Shannon Arthur for going above and beyond. This week while everyone was on holiday she came in and worked a couple days and refused repeated requests to take time off because her work load is so great. It is part of what people do in the charter school system. He states he just wanted to thank her for her diligence and hard work, coming early and staying late.

Mr. Stephenson thanks the administrative team. There are over 50 years of administrative experience with our principals. Our administrative team feels like they are working together and firing on all cylinders.

Mr. Stephenson thanks teacher Adam Prawitz for his time and energy in taking our online forms and putting them into a computer/software program. This allows our administrators to go in and do their evaluations. Once they submit, it will email the teacher allowing them to receive a real time response

back to what is happening in the classroom. This has saved us thousands and thousands of dollars. Mr. Stephenson also thanks Ms. Treece for working with Adam to get this done. It is a big project.

Mr. Stephenson states the Martin Luther King Day Unity Event will be held Monday, January 16, 2017 from 8:30 to 9:30 AM. The media has been invited. The new Cape Coral Foundation Executive Director will be the keynote speaker. There will also be students speaking, refreshments and a unity walk at the end.

Mr. Stephenson states that it's important to our system that our staff has the latest training in technology. Some staff will be attending the FETC (Future Education Technology Conference). There are a lot of demonstrations and discussions that help keep us in tune with what's the best. We are also going to support Mr. Graeble from Graeble Services. He is one of our parents who has been willing to help us with our internal software needs and is a vendor at the conference.

Discussion held.

CHAIRMAN REPORT:

Chair Cosden states that she attended Winterfest. It was beautiful and she hopes it becomes an annual event. It was good to see the families and kids and they were happy. She thanked Mr. Stephenson and administration for doing a great job.

Chair Cosden also thanks Shannon Arthur for wearing many hats.

FOUNDATION REPORT:

Mr. Stephenson states the Rally is ongoing. Chris Porter has been amazing in getting resources.

Mr. Stephenson states administration is still attending the foundation meetings.

Mr. Stephenson states the foundation is looking at more of the mini-grants or micro-grants for the classroom. The focus has shifted to more of the classroom and more of the instructional side. The foundation will be supporting the teachers.

Discussion held.

STAFF AND BOARD COMMENT:

Business Manager

Mary Anne Moniz states that minimum wage has increased as of January 1, 2017. It increased from \$8.05 to \$8.10 per hour. She doesn't expect a drastic impact for our system. There are 11 employees who will be affected and they are primarily our substitutes.

Mary Anne Moniz states we are expecting a postage increase January 22, 2017. It will increase from .47 to .49 cents, however if you are metered it will go to .46 cents so we anticipate a slight savings.

Mary Anne Moniz states the IT infrastructure project has been officially completed. The project came in approximately \$10,800.00 less than anticipated. The savings will be applied to offset the cost of the fiber installation.

Mary Anne Moniz states the third survey enrollment results came in. We are still 66 students off from our budgeted numbers. A budget amendment will be needed. Administration will meet as a group to discuss areas that can be used to make reductions before having to use the reserves to make up the difference.

Mary Anne Moniz states an A/C compressor failed at OES resulting in an unanticipated cost of about \$7,000.00.

Mary Anne Moniz states the OHS water leak resulted in about \$6,000.00 in repair costs.

Mary Anne Moniz states a generator radiator failed at CME and will be a close to \$5,000.00 to repair.

Mary Anne Moniz states a water heater failed at CME and the will be about \$4,000.00 to repair.

Mary Anne Moniz states that she feels confident we'll be ok after the repairs because some of the items were budgeted.

Discussion held.

Mary Anne Moniz states the investment policy was revised at the last governing board meeting. The city is in the process of opening an account with Bank United. Currently we use Fifth Third bank and they have some significant charges. Bank United has no monthly charges. The city made a recommendation and we have agreed that we would like to move some money around. The dollars that are moved will be in accordance with the investment plan.

Discussion held.

Director of Procurement and Food Service

Danielle Jensen states that she has completed three of the four onsite visits in our kitchens. These must be complete by January 30, 2017. All three kitchens are doing well. She will visit CME next week.

Danielle Jensen states that the state has selected OMS to do their audit. They will be here Wednesday, February 8, 2017. They are already requesting information such as dietary spec sheets and copies of hundreds of applications for their review. They will split the day between observing the kitchens and lines and reviewing records in the office. We are ready for this.

Christa McAuliffe Charter Elementary School

Jacque Collins states they are preparing for testing. The first test is 4th and 5th grade writing at the end of February. In April and May English language arts, math and science will be tested. This time of the year is stressful on teachers and students.

Jacque Collins states that two accelerated classes are going to Kennedy Space Center tomorrow, January 13, 2017. They will be able to sleep under the shuttle as well as a variety of other things such as being in a simulator.

Jacque Collins states the science fair is coming up on the 2nd of February for grades three, four and five. She thinks it is very important the students learn the scientific method. A lot of information is sent home to the parents to let them know what is expected and how to perform a science experiment. There will be three scientists from the Southwest Florida Scientist Society that will help judge the finalists.

Jacque Collins states they started their Robotics Club yesterday, January 12, 2017. DonorsChoose funded the Dash and Dot coding program. There are 30 students from grades three, four and five who will meet once a week for the third quarter. The fourth quarter will consist of kindergarten, first and second grades. Ms. Moore and Ms. Avis are coordinating the club.

Jacque Collins states they are getting ready to kick off ticket sales for the Rally in the next week or so. The rally committee is giving every school \$1,500.00 to buy prizes. CME has purchased items like a Kindle Fire, a karaoke machine, motorized scooters and drones as their giveaway prizes.

Jacque Collins states the rally committee has put together some great prizes for the parents. The first prize is a seven night stay at a Marriott in St. Thomas. It includes airfare, excursions and \$1,000.00 in spending money. The second prize is a stay in Bimini Bahamas plus \$500.00 spending money. There are 25 prizes in all. The Rally will be held on March 26, 2017 from 12:00 to 6:00 PM.

Discussion held.

Oasis Charter Elementary School (OES)

Donnie Hopper states they have just received, through Ms. Altini, an amazing grant from Wowzer. It is a \$10,000.00 grant that allows teachers and students access to an online supplemental math program.

Donnie Hopper states they have received two Chromebooks, fully funded through DonorsChoose. We really appreciate people who donate to our school and to our kids.

Donnie Hopper states the Junior Theatre is going to Atlanta to participate in a festival. Over 20 students are going and each one will have a parent going as well.

Donnie Hopper states they had a great turn out last night at their PTO meeting.

Donnie Hopper states that Rally ticket sales will start soon. OES will also be doing the incentives like CME.

Donnie Hopper states they are full in kindergarten for the 2017-2018 school year and there are still people wanting to get on the waiting list.

Donnie Hopper states there will be a PTO family movie night. They will show a movie on a big screen behind the school on Friday, January 27, 2017.

Donnie Hopper states that it's a time teachers feel a little more pressure to ensure standards are being mastered by the kids. They feel the test date coming and the message to the teachers is to continue doing the same things they have done up to this point, continue to teach.

Discussion held.

Oasis Charter Middle School (OMS)

Keith Graham states that he is proud to say the Lady Iguanas Volleyball team has become district champs. They did a fantastic job all season long. Coach Joe Carson has done a great job getting things organized.

Keith Graham thanks Ms. Myers and the Treble Makers chorus group for their performance at the Southwest Regional Airport.

Keith Graham thanks Ms. Myers, the fantastic performers and volunteers who helped put on the first performing winter arts festival. It was a fantastic first.

Keith Graham states they are having their parent information open house on January 14, 2017 from 6:00-8:00 PM in the OMS cafeteria.

Keith Graham states they have three new students this week. They are continuing to bring as many students in as they can.

10:09 Member Fisher exits meeting

Keith Graham states the STEM Tour Team is heading to FGCU on January 28, 2017 to take part in the water tower challenge. They will construct a water tower that will get water from ground level into the tower and get it back out to where it is needed.

Keith Graham welcomes new staff member Ms. Edith Delevoe as the new technology teacher. She is off and sprinting.

Keith Graham states the TSA meeting held January 12, 2017 was fantastic. The students are looking to reevaluate and reassess their projects and needs. They are still planning to go to competition in March.

Keith Graham states they are also getting ready for the Rally raffle.

Keith Graham states they are also getting ready for testing. Testing Coordinator Amy Picciolo has been attending district trainings in preparation for the testing.

Oasis Charter High School (OHS)

Shannon Treece shows a newspaper article featuring our students who participated in the Habitat for Humanity for project based learning. The project allowed them to address the standards of curriculum that they would have been covering through the reading of a book in an application to doing some work outside. It was an incredible process to watch.

Mr. Stephenson states that he would like the community know that there were a group of teachers surrounded by students. The words of the students to the teachers were inspiring.

Shannon Treece thanks Mr. Prawitz not only for the evaluation component of the work he has done but also for his work with Schoology. He works with Mr. Cole and our teachers on how to make it work for them in the classroom. He has gone above and beyond.

Shannon Treece states that Mr. Butterfield was invited for the ninth time to score the AP exams in Salt Lake City, Utah this summer. He will bring back knowledge from scoring and training to serve our students.

Shannon Treece states that three of their DonorsChoose projects were fully funded. There will be 21 Chromebook devices delivered to the school.

Shannon Treece states the engineering position was filled with Lori McLain. She is working with our TSA and STEM students. She has had enough student interest and a third STEM team will need to be added to the STEM tour.

Shannon Treece states that OHS had an open house last night for incoming eighth graders. Enrollment at the high school level is a little trickier. It is difficult to match up classes, depending on where they are coming from. It was a packed house, lots of positive conversations and interaction with parents and teachers.

10:20 Member Fisher returns to the meeting

Shannon Treece states the PTSO handed out pizza and chips to the families at the open house. It was a really nice gesture for those just getting off work and coming to the open house. Thank you to Mr. Hess and his group of parents that have been working hard to support our school this year.

Shannon Treece states most of their work now is focused on grades and midterms.

Shannon Treece states the FSA reading scores came in. She will report more in terms of data next month. We were the highest performing in the district for the 11th grade retakes. Students worked really hard in preparation for that exam. Ms. George has put in a lot of time working with those students.

Shannon Treece states End of Course and AICE Exams will become prevalent on the calendar very soon. They are hoping the devices will help with logistics and create less time for testing.

Shannon Treece states a new staff member shared with her that when she walked in the door there were people there to help her with everything that came up. This is a much different message than what it was this time last year.

Discussion held.

UNFINISHED BUSINESS

A. Strategic Plan-Nelson Stephenson

Mr. Stephenson states that the Chromebooks we are receiving from DonorsChoose are around \$300.00 each. Even if we only receive two that is around \$600.00 we don't have to spend.

Mr. Stephenson states that he is energized to make a plan for the Christa McAuliffe commitment. His next steps are to get engineers in to look at what our options are.

Mr. Stephenson states that we are going to a three year budget. This will assist us in looking at a long term strategic plan.

Mr. Stephenson states we now have the ability to communicate with all four campuses or one to one for security purposes. The principals and assistant principals have been trained and are committed to carrying radios.

Mr. Stephenson states starting next week he will be visiting classrooms and working with those who were assigned individual components of the strategic plan. They will discuss timelines and what can be accomplished within the timeline. Mr. Stephenson states he will provide a break down at the next meeting of who can do what and how they can get it done.

Discussion held.

B. NEOLA-Nelson Stephenson

Mr. Stephenson states there will be further review with the legal department in terms of NEOLA procedures.

Mr. Stephenson states there are no new legislative updates to report.

Discussion held.

NEW BUSINESS

A. Discussion of OHS Educational Science Trip to Costa Rica for Two Weeks During the Summer-Shannon Treece

Shannon Treece states they want to pursue a student trip to Costa Rica during the summer. It would likely be a group of 8 to 16 students. It would be through a conservation expedition. They would be traveling through Smithsonian Adventure Group. The company supplies the group with their own travel guide who stays with the group the entire time. Students will assist researchers with collecting data on sea turtles, sloths and other wildlife; clean up beaches; learn about other

eco systems in the Costa Rican area; meet with farmers and hike in the rain forest. The approximate cost is \$3,400.00; this includes air fare, meals and lodging.

Discussion held.

B. Discussion of Establishment of Independent Investigative Body or Ombudsman-Jessica Cosden

Jessica Cosden states that it seems like we are coming up on several different parents or students who have gone through the chain of command and they still feel like they're not completely satisfied. She feels like there would be more faith and trust in the system if we had an independent person or body like a board committee to investigate and fact find and look into claims that are not resolved after the proper chain of command is followed. Some school systems have an Ombudsman and some will outsource and pay a person to investigate claims. She would like to know the thoughts of the board.

Discussion held.

C. Approval of the Amendment to Superintendent's Employment Agreement Allowing an Additional Evaluation and Goal Setting-Bill Buztrey

Motion was made by Vice Chair Zivkovic and seconded by Member Fisher to adopt amendment one section five evaluation as presented by Mr. Buztrey.

Discussion held.

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

All "Yes's," motion carries.

D. Approval of the Chromebook Purchase for the 16-17 School Year- Danielle Jensen

Motion was made by Member Boyer and seconded by Member Fisher to approve the procurement waiver and the Chromebook Purchase for the 2016-2017 school year.

Discussion held.

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

All "Yes's," motion carries.

E. Discussion of the Superintendent's Contract- Sam Fisher

Chair Cosden states that we should appoint someone to sit down with Mr. Stephenson and talk about the contract and come back next month with a contract to approve if there should be one.

Member Fisher states that he has discussed this with Mr. Buztrey and in fairness to the school system and Mr. Stephenson we do need to figure something out.

Member Winstead states that it appears we are all in agreement that we want to move forward with Mr. Stephenson. He thinks that we should formerly make a decision that yes we want to go forward with the contract and then put the elements together.

Mr. Buztrey states that Mr. Winstead's suggestion is a good idea. Until a new contract is signed, even though you are negotiating a renewal or a new contract if on May 31, 2017 the board changes their mind you don't have to act. He reminds the board that they have to provide the notice by April 1, 2017 or there is a minor penalty for the board. Usually the board appoints the chair person to take the lead. Another person can be appointed. They are not acting for the board they are just meeting with Mr. Stephenson and bring back a recommendation to the full board. If you are happy with the present contract you can continue it. The current contract has many penalties unfavorable to the superintendent.

Member Fisher asks Mr. Stephenson if it is his intention to continue on and seek a new contract.

Mr. Stephenson states that he would like to see where we head together. Out of fairness we should continue the conversation.

Motion was made by Member Fisher and seconded by Member Boyer to appoint Chair Cosden to begin negotiations in regards to the superintendent's future contract.

Discussion held.

Amended motion was made by Member Fisher and seconded by Vice Chair Zivkovic to appoint Member Boyer to begin contract negotiations for future contract with Mr. Stephenson.

Discussion held.

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

All "Yes's," motion carries.

BOARD COMMENT:

Member Boyer thanks Mr. Buztrey for his time with the system. She also wishes good luck to Mr. Buztrey.

Vice Chair Zivkovic thanks Mr. Buztrey for his service and thank you everyone else for your service. Enjoy your holidays.

Chair Cosden thanks Mr. Buztrey, he's been here since the beginning and has grown with the system.

Member Fisher congratulates Mr. Buztrey on his retirement. He states that he also had a great time at Winterfest. It was good to see the spirit and positivity. He wishes everyone a Happy New Year.

Member Winstead states that he appreciates Mr. Buztrey's knowledge, wisdom and interaction. Mr. Buztrey will truly be missed.

Time and Date of Next Meeting

Regular Governing Board Meeting: Tuesday March 14, 2017 at 6:00 PM at Christa McAuliffe Elementary.

Adjournment

There being no further business, the meeting adjourned at 12:01 p.m.

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