

**AGENDA**  
**SPECIAL MEETING OF THE CAPE CORAL**  
**CHARTER SCHOOL GOVERNING BOARD**  
**Tuesday, March 6, 2018**  
**City of Cape Coral Charter School-**  
**Oasis High School - Conference Room 3519 Oasis Boulevard, Cape**  
**Coral, FL 33914**  
**12:00 PM**

**1. CALL TO ORDER:**

A. Vice Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Vice Chair Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Vice Chair Campbell

**4. ROLL CALL:**

A. Boyer, Fisher, McMillian, Nelson, Ross, Traiger, Winstead, Chairman  
Zivkovic

**5. This is a Charter School Authority Governing Board Special Meeting to  
Discuss Recommendations for Revisions and Adoption of the  
Superintendent's Performance Evaluation Materials.**

**6. TIME AND DATE OF NEXT MEETING:**

- A. The Regular Governing Board Meeting will be held on Tuesday, March 13,  
2018 at 9:00a.m. at City of Cape Coral Council Chambers.
- B. The Budget Workshop #1 will be held on Tuesday, March 27, 2018 at  
9:00a.m. at City of Cape Coral Nicholas Annex, Room A200-Green Room,  
815 Nicholas Parkway, Cape Coral, FL 33990

**7. ADJOURNMENT:**

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

<b>Item Number:</b> 1.A.
<b>Meeting Date:</b> 3/6/2018
<b>Item Type:</b> Call to Order

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Vice Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 2.A.**  
**Meeting Date: 3/6/2018**  
**Item Type: Moment of Silence**

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Vice Chair Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 3.A.**  
**Meeting Date: 3/6/2018**  
**Item Type: Pledge of Allegiance**

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Vice Chair Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>3/6/2018</b>
<b>Item Type:</b>	<b>Roll Call</b>

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

Boyer, Fisher, McMillian, Nelson, Ross, Traiger, Winstead, Chairman Zivkovic

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number:** 5.  
**Meeting Date:** 3/6/2018  
**Item Type:** Agenda Items

**AGENDA REQUEST FORM**  
CITY OF CAPE CORAL



**TITLE:**

This is a Charter School Authority Governing Board Special Meeting to Discuss Recommendations for Revisions and Adoption of the Superintendent's Performance Evaluation Materials.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ SUPER EVAL MARCH 2018	Backup Material

## Appraisal Information

Name:	
Position: Superintendent	Months in the Position:
Date of Appraisal:	School Year: . .
Appraisal Period Start:	Appraisal Period End:
Name of Governing Board Member Completing This Evaluation:	

## SUPERINTENDENT'S PERFORMANCE EVALUATION

The primary purpose of the Superintendent's evaluation is the improvement of performance. The essence of performance evaluation requires the Board and Superintendent to address what the Superintendent is attempting to accomplish, to assess how well the Superintendent is doing, and to define the area and priorities for improvement. An effective evaluation process should provide the foundation for a good Superintendent-Board relationship.

### PROCEDURES:

- Each Governing Board Member should complete an individual Superintendent performance evaluation. In this phase of the evaluation process, each Board Member works independently, without consulting any other Board Member, to rate the performance of the Superintendent. Written comments to any item are encouraged. The form should be completed in whole, then printed and signed by the evaluating Governing Board Member.

The performance of the Superintendent is to be rated against the four performance Standards as defined below:

*Unsatisfactory* performance is merited when performance has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a standard and is considered inadequate, or both.

A rating of *Needs Improvement* represents performance that is below the requirements of a standard but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.

*Proficient* performance is understood to be fully satisfactory. For the superintendent, this is the rigorous expected level of performance. It is a demanding, but attainable level of performance.

*Exemplary* performance represents a level of performance that exceeds the already high standard of Proficient. A rating of Exemplary is reserved for performance on an indicator or standard that is of such a high level that it could serve as a model for other leaders.

- Governing Board Members should rate the Superintendent in all standards using one of the four ratings: *Exemplary*, *Proficient*, *Needs Improvement* or *Unsatisfactory*.



# Superintendent's Performance Rating for Standard I: Community Relations

Unsatisfactory	Needs Improvement	Proficient	Exemplary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box for each indicator and circle the overall standard rating.

I-A. Participates in community activities.

I-B. Is visible to staff, parents, and students. Regularly attends school or community-based functions.

I-C. Promotes CCCCSA's curricular and co-curricular activities to the community.

I-D. Effectively represents CCCCSA to other governmental units.

I-E. Maintains good relations with the media.

<p><b>Overall Rating for Standard I</b> (Circle one.)</p>	<p>The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.</p>
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Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- Sample District and School Newsletters
- Internal Communication with Staff (samples)
- Membership/Participation in Community Organizations

- Authority Minutes
- Staff Recognition
- Other

- Evidence of Community Support and/or Engagement
- Accounts of District/School Accomplishments in Various Forms in Public Media





## Superintendent's Performance Rating for Standard 2: Management and Operations

Unsatisfactory	Needs Improvement	Proficient	Exemplary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Check one box for each indicator and circle the overall standard rating.*

I-A. Stays informed and promotes "Best Practices."

I-B. Makes cost-effective choices when spending school funds.

I-C. Maintains physical facilities in good condition.

I-D. Provides educational leadership.

I-E. Provides accurate financial costs information to the authority.

**Overall Rating for Standard 2**  
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and training.

**Unsatisfactory**
**Needs Improvement**
**Proficient**
**Exemplary**

**Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):**

  
  
  
  
  
  
  
  
  
  

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- Leadership Team Schedule
- Internal Communication with Staff (samples)
- Membership/Participation in Professional Organizations
- Professional Development
- External Reviews and Audits
- Other
- Purchase Order Samples Related to Facilities
- Purchase Order Samples Related to Facilities Repair/Enhancement



# Superintendent's Performance Rating for Standard 3: Authority Relations

Unsatisfactory	Needs Improvement	Proficient	Exemplary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box for each indicator and circle the overall standard rating.

I-A. Provides timely, adequate and accurate information to the authority.

I-B. Supports and executes Authority decisions.

I-C. Follow and implements Authority policy.

I-D. Is responsive.

I-E. Makes recommendations demonstrating good judgement.

Overall Rating for Standard 3  
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by working with the Governing Board Authority to ensure policies, goals, and long-term growth are focused on student academic success.

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- Internal Communication with Staff/Board (samples)
- Executive Memoranda
- Board Meeting Agenda or Notes
- Professional Development
- NEOLA
- Other
- Communication with Lobbyist
- Avanced Accreditation Process Documents



# Superintendent's Performance Rating for Standard 4: Cultural Leadership

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Routinely seeks the advice of teachers, principals, staff, board members, and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Celebrates staff/school/student/administrators accomplishments and rewards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Develops a sense of efficacy and empowerment among staff which influences the system's identity, culture, and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Develops internal capacity for leadership succession. Works on a plan to prepare future school leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Establishes an environment of trust among staff, students, parents, and the community at large.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Overall Rating for Standard 4</b> (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff by understanding how the system came to their current state, and how to connect with their traditions in order to move forward to build and support the system's efforts to achieve individual and collective goals.
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Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- Leadership Team Schedule/Materials
- Internal Communication with Staff (samples)
- Leadership Development/Succession Plan
- Professional Development
- Survey
- Newsletters
- Communication Samples
- Attendance PTO/SAC etc.
- Other



# Superintendent's Performance Rating for Standard 5: Instructional Leadership

Unsatisfactory	Needs Improvement	Proficient	Exemplary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box for each indicator and circle the overall standard rating.

- I-A. Ensures that instructional time is valued and protected across the system.
- I-B. Sets high expectations and concrete district goals.
- I-C. Celebrates with the larger professional community practices and procedures that have resulted in improved student achievement.
- I-D. Provides instructional staff access to provide feedback on academic systems.
- I-E. Attends professional development activities that ensures superintendent knowledge of current best practices and encourages and supports staff professional development opportunities.

**Overall Rating for Standard 1**  
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall ratings; required for overall rating of Exemplary, Needs Improvement or Unsatisfactory):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- Leadership Team Schedule/Materials
- Internal Communication with Staff (samples)
- Student/School Performance Goals
- Professional Development (Teacher)
- Survey
- School Improvement Plans
- Professional Development (Personal)
- Strategic Plan
- Other



# Superintendent's Performance Rating Assessment Summary

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
1. Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Authority Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cultural Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL PERFORMANCE ASSESSMENT RATING</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL COMMENTS:

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<i>Signature of Evaluating Governing Board Member</i>	<i>Date</i>
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<b>Item Number:</b>	<b>6.A.</b>
<b>Meeting Date:</b>	<b>3/6/2018</b>
<b>Item Type:</b>	<b>Date and Time of Next Meeting:</b>

**AGENDA REQUEST  
FORM**  
CITY OF CAPE CORAL



**TITLE:**

The Regular Governing Board Meeting will be held on Tuesday, March 13, 2018 at 9:00a.m. at City of Cape Coral Council Chambers.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>6.B.</b>
<b>Meeting Date:</b>	<b>3/6/2018</b>
<b>Item Type:</b>	<b>Date and Time of Next Meeting:</b>

**AGENDA REQUEST  
FORM**  
CITY OF CAPE CORAL



**TITLE:**

The Budget Workshop #1 will be held on Tuesday, March 27, 2018 at 9:00a.m. at City of Cape Coral Nicholas Annex, Room A200-Green Room, 815 Nicholas Parkway, Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**