

BOARD  
APPROVED  
SEP 18 2017  
CITY OF CAPE CORAL  
CHARTER SCHOOL AUTHORITY

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

**Tuesday, August 8, 2017  
Council Chambers  
9:00 a.m.**

**1. CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on August 8, 2017, at City of Cape Coral Council Chambers, a Special Governing Board Meeting. Chair Cosden called the meeting to order at 9:00 a.m.

**2. MOMENT OF SILENCE:** Chair Cosden

**3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

All in attendance

**4. ROLL CALL:** Boyer, Campbell, Cosden, Fisher, McMillan, Traiger, Zivkovic  
Winstead - Excused

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Donnie Hopper, Principal, Oasis Middle School  
Amanda Sanford, Principal, Oasis High School  
Keith Graham, Assistant Principal, Oasis High School  
Scott Baldwin, Assistant Principal, Oasis High School  
Christopher Fennell, Assistant Principal, Oasis Charter Elementary School  
Kevin Brown, Principal, Christa McAuliffe Elementary School  
Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary School  
Dolores Menendez, City Attorney  
Brian Bartos, Assistant City Attorney  
Adam Nowicki, Charter School Network Analyst  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Danielle Jensen, Director of Procurement and Food Service  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Brian Montag, Oasis High School  
Kim Shuler, Parent

**5. APPROVAL OF MINUTES:**

Motion to approve the minutes for the Special Governing Board Meeting of April 4, 2017 was made by Member Boyer and seconded by Member Zivkovic.

All "Aye's," motion carries.

Motion to approve the minutes for the Regular Governing Board Meeting of April 21, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Special Governing Board Workshop Meeting of April 21, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Special Governing Board Workshop Meeting of May 3, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Regular Governing Board Meeting of May 9, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Special Governing Board Workshop Meeting of May 9, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Special Governing Board Workshop Meeting of June 2, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Regular Governing Board Meeting of June 13, 2017 was made by Member Boyer and seconded by Member Zivkovic.

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

Motion to approve the minutes for the Special Governing Board Meeting of June 16, 2017 was made by Member Boyer and seconded by Member Campbell.

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

Motion to approve the minutes for the Special Governing Board Meeting of July 13, 2017 was made by Member Boyer and seconded by Member Fisher.

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

Motion to approve the minutes for the Special Governing Board Meeting of July 27, 2017 was made by Member Boyer and seconded by Member Traiger.

All "Aye's," motion carries

**6. APPROVAL OF AGENDA REGULAR MEETING:**

Motion was made by Member Boyer and seconded by Member Fisher to approve the agenda.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
All "Aye's," motion carries.

**7. PUBLIC COMMENT:**

None

**8. CONSENT AGENDA:**

None

**9. SUPERINTENDENT REPORT:**

Mrs. Collins states all hiring has been done except for the RN position.

Mrs. Collins states the projected enrollment numbers are 788 for Christa McAuliffe Elementary, 893 for Oasis Elementary School, 720 for Oasis Middle School, and 741 for Oasis High School.

Mrs. Collins states the City of Cape Coral's Manager has tried to find the capital outlay formula to see how much money the Charter Schools will get but was unsuccessful. The amount that the Charter Schools will get is unclear but is no where near three million dollars. The Charter Schools will know in February how much we receive.

Member Fisher asks Mrs. Collins if Lee County is part of any litigation with this.

Mrs. Collins states Lee County is a part of the lawsuit and she does not know anything else at this time.

Mrs. Collins states the Charter Schools have been hit by lightning five times over the summer which costs the System about \$10,000.00.

Mrs. Collins asks the Board to pick a date for the Strategic Plan Workshop. The dates the Yacht Club will be available are September 26, 27, and 29.

Mrs. Collins states the City had 57 recommendations in their Best Practices Analysis.

Mrs. Collins states the City Manager will ask City Council to waive the Charter School charge back fees.

Mrs. Collins reviews the Best Practices that have been updated in the Charter Schools.

Brian Bartos left the meeting at 9:16 am.

Dolores Menendez arrived at the meeting 9:16 am.

*Discussion Held*

Mrs. Collins asks the Board if they can decide on a Strategic Plan Workshop date.

*Discussion Held*

The Board agrees to have the Strategic Plan Workshop on September 26, 2017.

Mrs. Collins states the Charter System will be using One Call Alert System instead of the K-12 Alert System.

Mrs. Collins states that Oasis High School will now have two Assistant Principals instead of one Assistant Principal and one Dean of Students.

Mrs. Collins states she's working on the System Wide Staff Handbook.

#### **10. CHAIRMAN REPORT:**

Chair Cosden welcomes the new Oasis Elementary School Parent Representative, Robert Ross.

Chair Cosden states there was another Superintendent application that was received by her office but was not included in the selection process.

Chair Cosden states the Board should discuss including the application even though it was not submitted properly under Agenda Item #14F.

Chair Cosden states Member Winstead handed a lighting information packet to the Board during the last Board Meeting and suggests the Charter System take a look at it to maybe save some money.

Chair Cosden states there was a political candidate that attended the Charter System's Welcome Back Breakfast.

Chair Cosden makes it clear to the Public that, "We do not support or endorse political candidates. We are not a political body and as a System, it will never happen again. We do not want anyone campaigning on school property."

Member Fisher states he saw the material being handed out and Mrs. Collins immediately addressed it.

#### **11. FOUNDATION REPORT:**

Mrs. Collins states a Foundation Meeting was held in July.

Mrs. Collins states the Foundation will continue with the Rally this year but will be run differently. There will be no money collection in the schools; instead there will be an entrance fee.

Mrs. Collins states Jami DiMaria will be stepping down and the Foundation needs to find someone to be in charge of the Rally.

## **12. STAFF COMMENT:**

### **Charter School Network Analyst**

Adam Nowicki states he is working on the security policies and updates.

Adam Nowicki states he will be working on asset management.

Adam Nowicki states his primary focus is to make sure the teachers are up and running for day one when students return.

Member Fisher welcomes Mr. Nowicki.

Member Fisher asks when Office 365 will roll out and how long will the migration take.

Adam Nowicki states the invoice was just approved and may take four to six weeks.

### **Christa McAuliffe Elementary School**

Mr. Brown introduces his new Assistant Principal, Kelly Weeks.

Mr. Brown welcomes his new staff.

Mr. Brown recognizes Carrie Abes. She agreed to go into a fifth grade classroom when a teacher resigned at the last minute. If you know anything about Carrie Abes, she's all about the students.

Mr. Brown states Christa McAuliffe Elementary is an "A" school for the fourth year in a row.

Mr. Brown states he's meeting with staff on a one on one basis and asking how to improve the school.

Mr. Brown states Open House had a lot of energy and was a successful event.

Mr. Brown sends the Board an open invitation to visit Christa McAuliffe Elementary School.

### **Oasis Elementary School**

Mr. Fennell states he is excited Mrs. Collins has joined the staff at Oasis Elementary.

Mr. Fennell thanks Sabrina Bendezu for all her hard work in getting the school ready.

Mr. Fennell states Oasis Elementary is a “B” school.

Mr. Fennell states mathematics is one of the focus points this year.

Mr. Fennell states Open House is tonight and we are ready to go.

Mr. Fennell sends the Board an open invitation to visit Oasis Elementary School.

### **Oasis Middle School**

Mr. Hopper congratulates Oasis Middle School for being an “A” school for the ninth year in a row.

Mr. Hopper states Oasis Middle School is ranked number 3 out of the eight Cape Coral middle schools.

Mr. Hopper states there will no longer be block scheduling. Instead students will go to each class for fifty minutes each day.

Mr. Hopper states Oasis Middle School will be using a Positive Behavior Support System this year. Students will be expected to be respectful and responsible.

Mr. Hopper states there are nine new staff members this year.

Mr. Hopper states there are a couple of new courses being offered at Oasis Middle School as well as some new after school clubs.

Mr. Hopper states the enrollment is currently 822 students. Only 80 out of 110 fifth grade students came from Christa McAuliffe Elementary School.

Mr. Hopper states Open House was last night and everyone looked excited for Thursday.

### **Oasis High School**

Amanda Sanford states there are fifteen new hires.

Amanda Sanford states Oasis High School is a “B” school.

Amanda Sanford states Oasis High School will follow a new A, B, C schedule. Every Monday, students will see all their teachers for forty minutes. Then Tuesday through Thursday, students will remain on their A/B block schedules and have four classes for ninety minutes each day.

Amanda Sanford states the reason for the scheduling change is because the Summit Program needs a block of time for students to get one on one tutoring.

Amanda Sanford states PBL will be utilized at Oasis High School this year.

Amanda Sanford states Summit is a ninth grade program that uses Chromebooks as textbooks. The Program centers on student projects. It also has study hall and one on one with teachers.

Amanda Sanford stresses the Summit Program is not an online program or virtual school. The Summit Program just houses the information on the Chrome Book.

Amanda Sanford states the Freshman Camp was on August 1st. Roughly 110 out of 200 students attended.

Amanda Sanford states during the Freshman Camp there was a scavenger hunt and she talked about Summit, the dress code, and taught them a spirit cheer.

Amanda Sanford states sports started July 31<sup>st</sup> and is doing well.

### **13. UNFINISHED BUSINESS:**

None

*Meeting Recess beginning at 10:32 am*

*Meeting Resumes at 10:42 am*

### **14. NEW BUSINESS:**

#### **A. Approval of the City of Cape Coral Charter School Authority's Wellness Policy – Danielle Jensen**

Danielle Jensen states one of the requirements for the National School Lunch Program is to have an annual review and present it in a public setting.

Danielle Jensen requests the Board to approve the Wellness Policy

Motion made by Member Boyer and seconded by Member Fisher to approve the Wellness Policy.

*Discussion Held*

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All "Aye's," motion carries.**

#### **B. Approval of the Oasis High School Chromebooks Lease – Danielle Jensen**

Danielle Jensen states since there were budget cuts, it is more affordable to lease the Chromebooks rather than purchase them.

Danielle Jensen states the high school will be leasing 34 Apple iMac Computers for their Graphic Design class.

Danielle Jensen states the cost to purchase the Apple iMac Computers is \$39,712 and the three year lease will cost \$14,241 each year with a total lease cost of \$42,725.73.

Danielle Jensen states the high school will be leasing 195 Chromebooks for the Summit Program. The purchase cost is \$40,735.50 and a three year lease costs \$15,310.60 each year with a total lease cost of \$45,931.80.

Motion made by Member Traiger and seconded by Member Boyer to approve both leases.

*Discussion Held*

Member Boyer withdraws her motion to approve both leases.

Motion made by Member Boyer and seconded by Member Fisher to approve the Apple iMac Computers.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All “Aye’s,” motion carries.**

Dolores Menendez recommends the Board make a motion to rescind the previous approval of the Chromebook Lease and explain it will proceed as a purchase under the Superintendent’s purchasing authority.

Motion made by Member Zivkovic and seconded by Member Fisher to approve the removal of the previous Chromebook Lease motion made at an earlier meeting and proceed with the purchase of the Chromebooks under the Superintendent’s purchasing authority.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All “Aye’s,” motion carries.**

**C. Approval of the FY 2017-18 Adopted Operating Budget – Mary Anne Moniz**

*Discussion Held*

Mary Anne Moniz requests the Board to approve the FY 2017 – 18 Adopted Operating Budget.

Motion made by Member Fisher and seconded by Member Campbell to approve the FY 2017 – 18 Adopted Operating Budget.

*Discussion Held*

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All “Aye’s,” motion carries.**



**D. Approval of the New City of Cape Coral Charter School Authority's Parent Volunteer Policy – Jacque Collins**

Mrs. Collins states our system's volunteer policy has been under some scrutiny.

Mrs. Collins states we accept monetary donations for volunteer hours and our sponsor, The Lee County School District, does not agree with this. They have asked us to cease that policy immediately.

Mrs. Collins states the new policy will require families to do twelve quality hours. The volunteers must physically work for their hours or lose their seat.

*Discussion Held*

Motion made by Member Boyer and seconded by Member Traiger to approve the New City of Cape Coral Charter School Authority's Parent Volunteer Policy.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All "Aye's," motion carries.**

**E. Approval of Changing the Charter School Math Coach Job Description – Jacque Collins**

Mrs. Collins states there is a need for a K-12 Math Specialist who goes to each school and helps students understand and learn math. The position is for only one year and at the end of this year, we will see if it's worth keeping.

*Discussion Held*

Motion made by Member Traiger and seconded by Member Zivkovic to approve the Math Coach Job Description.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic  
**All "Aye's," motion carries.**

**F. Discussion of Narrowing Down the Superintendent Candidates**

Chair Cosden states there was an applicant that applied for the position but was not received by Human Resources before the closing date.

Chair Cosden states the applicant sent an electronic application copy on July 1, 2017 to Chair Cosden but it went into her junk folder.

**Jacqueline Collins left the meeting at 11:44 am.**

Chair Cosden states the applicant should have sent the application through the website which she didn't.

Chair Cosden states if the application was received before the deadline, she would have included the person in her top ten superintendent applicant list.

*Discussion Held*

Member Traiger states the top three superintendent candidates do not have financial experience with a large budget or any experience with debt service like we have.

Member Traiger states the right superintendent candidate is out there but might be inclined to apply for the next school year.

Chair Cosden agrees with Member Traiger.

*Discussion Held*

Dolores Menendez understands the Board wants to close the Superintendent Job Posting. The top three candidates will be notified by Human Resources with a different message than the remaining candidates. This message will state the Board was very interested in them; however the Board has altered its decision and will hire for the next school year 2018-19. The Board will repost the position and the top three candidates will need to reapply if the candidate is still interested in the position. The applicants who were not in the top three will receive a message stating the posting will be closed and will not be invited to reapply. The Superintendent posting will be reposted at a later date and will specify it's for the 2018-19 school year.

Motion made by Member Zivkovic and seconded by Member Boyer to close the Superintendent Job Posting. The top three candidates will be notified by Human Resources with a different message than the remaining candidates. This message will state the Board was very interested in them; however the Board has altered its decision and will hire for the next school year 2018-19. The Board will repost the position and the top three candidates will need to reapply if the candidate is still interested in the position. The applicants who were not in the top three will receive a message stating the posting will be closed and will not be invited to reapply. The Superintendent posting will be reposted at a later date and will specify it's for the 2018-19 school year.

*Discussion Held*

Member Campbell states there should be some discussion on compensation for the Interim Superintendent.

*Discussion Held*

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

**Ayes:** Boyer, Campbell, Cosden, Traiger, Zivkovic

**Opposed:** Fisher

**Motion passes**

**15. FINAL BOARD COMMENT AND DISCUSSION**

Member Zivkovic thanks everyone for enduring the long meeting and wishes them good luck in 2018.

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

Regular Governing Board Meeting will be held Tuesday, September 12, 2017 at 9:00 A.M. in Council Chambers.

**Adjournment**

There being no further business, the meeting adjourned at 12:15 p.m.

BOARD  
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CHARTER SCHOOL AUTHORITY

Respectfully submitted,  
Sabrina Bendezu  
Interim Executive Assistant to the Superintendent  
Cape Coral Charter School Authority



A handwritten signature in black ink, followed by the date 9/19/17.