



# GOVERNING BOARD MINUTES

## City of Cape Coral Charter School Authority

### Governing Board Regular Meeting

Tuesday, October 10, 2017, 9:00 a.m.  
Cape Coral Yacht Club Community Park - Ballroom

**BOARD  
APPROVED**  
NOV 14 2017

CITY OF CAPE CORAL  
CHARTER SCHOOL AUTHORITY

#### 1. Call to Order

A meeting of the Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, October 10, 2017, at the Cape Coral Yacht Club Community Park - Ballroom. 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

Chair Cosden

#### 4. Board Member Roll Call

Present: Boyer, Campbell, Cosden, McMillan, Ross, Traiger, Winstead, Zivkovic

Absent: Fisher

**Also Present:** Jacquelin Collins, Interim Superintendent

Danielle Jensen, Director of Procurement and Food Services

MaryAnne Moniz, Business Manager

Paul Pescatrice, Facilities Manager

Marjorie Galyon, Transportation

Gary Cerny, Foundation President

Vicki McAtee, City of Cape Coral HR, Liaison to the Charter Schools

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

**Item Number: 5.A.**

**Meeting**

**11/14/2017**

**Date:**

**Item Type:**

**APPROVAL OF  
MINUTES:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Governing Board Meeting Minutes October 10, 2017

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

| <b>Description</b>  | <b>Type</b>     |
|---|-----------------|
| <input type="checkbox"/> Governing Board Minutes October 10, 2017 | Backup Material |

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Victoria Bateman, Financial Services Director, City of Cape Coral

Britt Martin, Senior Accountant, City of Cape Coral

Dr. Jeff McCullers, Lee County School District Charter School Liaison

Dr. Donna Schroll, Lee County School District Charter School Liaison

Amanda Sanford, Principal, Oasis High School

Tod Baldwin, Assistant Principal, Oasis High School

Keith Graham, Assistant Principal, Oasis High School

Donnie Hopper, Principal, Oasis Middle School

Elisa Collins, Assistant Principal, Oasis Middle School

Christopher Fennell, Interim Principal, Oasis Elementary School

Kevin Brown, Principal, Christa McAuliffe Elementary School

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary School

Dr. John Omundsen, Curriculum Specialist K-12

Adam Nowicki, Network Support

Crystal Martin, Teacher, Oasis Elementary School

Brenda Emer, Teacher, Oasis Elementary School

Jennifer Hoagland, PTO Co-President, Oasis Elementary School

Jenn-Hope Bellis, PTO Vice President, Oasis Elementary School

Dana Scippo, Teacher, Christa McAuliffe Elementary School

Amy Harrington, Teacher, Christa McAuliffe Elementary School

Mindy Russell, Parent, Christa McAuliffe Elementary School

Kristen Totten, Teacher, Oasis Middle School

Jennifer Hattemer, Teacher, Oasis Middle School

Nancy Oukasse, Teacher, Oasis High School

Lisa Cannon, Teacher, Oasis High School

Marie Scott, Parent, Oasis High School

Brooke Krinsky, Parent, Oasis Elementary School

Graham Morris, City Resident

## 5. Approval of Previous Minutes

Motion made by Member Boyer, Second by Vice Chair Zivkovic, to approve corrections to the minutes of the September 18, 2017 Governing Board Meeting. *Unanimous; Motion Carried*

## 6. Approval of Regular Meeting Agenda

Motion made by Member Winstead, Second by Member Campbell, to approve the agenda of the Regular Governing Board Meeting, October 10, 2017. *Unanimous; Motion Carried*

## 7. Public Comment

Brooke Krinsky, Parent, Oasis Elementary School:

Mrs. Krinsky is attending the meeting to discuss the proposed changes to the school calendar. Although she recognizes Hurricane Irma is an unprecedented situation the schools faced, she is asking the Board to extend the school year into June by two weeks, which is a better time for her family, and perhaps other families, providing them with extra time to make arrangements for childcare, time off from employment, etc.

Mrs. Krinsky said that she was told by [her] teachers "They are already taking the curriculum missed during those two weeks and tacking them onto the end of the school year." Therefore, she would like to have school extended into June and hold onto any makeup days until then. Discussion Held.

Chair Cosden thanked Mrs. Krinsky for her comments and said her concerns and questions could possibly be answered during the Superintendent's Report.

Chair Cosden closed Public Comment.

## 8. Consent Agenda

## 9. Superintendent Report

### Interim Superintendent's Response to Public Comment

In response to Mrs. Krinsky's claim that she was told at the end of the year teachers are going to "tack on the curriculum missed" during the two week hurricane emergency, Interim Superintendent Collins said, "This information is incorrect." Because City of Cape Coral Charter School Authority (CCCCSA) teachers have testing requirements toward the end of the school year, they will squeeze in everything they need to squeeze in, in the time that is allotted. Some adjustments have already been made, for example, some teachers in the elementary level are doing standards-based planning which ensures students are learning the required material for successful testing. Discussion Held.

1. **Dr. Atkins' Letters:** LCSD Superintendent Dr. Atkins submitted a letter to the Commissioner of Education with the following requests: (1) Provide extensions on state assessment windows which would mean the earliest testing could begin in early April, as opposed to February. (2) Waiver of the 3<sup>rd</sup> Grade Retention requirement for this year. (3) Schools receive points only in lieu of letter grades for the 2017-18 school year. This would mean we are not eligible for school recognition funds from the state. Interim Superintendent Collins will keep the Board updated on the responses to Dr. Atkins requests. Further explanation continued.
  
2. **Supplemental Order for Displaced Teachers and Students due to Hurricane Maria:** This Order is asking that displaced students from Puerto Rico be allowed to enroll in our school system, and would include a waiver of student records and information that has been damaged or lost. The order also includes a request that would allow displaced teachers to become employed without the recommended credentials until they can be provided, if ever. If we have an influx of these students will we get funding to provide them with services? There is a requirement of at least a 5% enrollment increase per school district or a 25% enrollment increase per school. At this time we do not have an influx of displaced students. LCSD has been tasked with addressing this complicated issue; if and when necessary, CCCCSA will look to them for guidance. Further explanation continued.
  
3. **K.I.D.S. Student Information System (SIS) Management Software:** We are getting ready to roll out a computer software program from Grable Services LLC that has been two years in development. It will run our entire student information management data bases. We are currently in the process of collecting clean data from all four schools that will be entered into the new software windows by Thanksgiving. After returning from the holiday there will be training provided by the K.I.D.S. company. We expect to be up and running by January 7, 2018, and using the program's main data base. Once the main data base is accepted, then we will add all the other features we need and delete some, like the OneCall alert system which will already be covered within K.I. D. S. Another feature of the K.I.D.S. programming is a digital asset management system that will allow custodial, food services, etc., to build their spreadsheets from scratch. This software transition will probably take at least until the end of the year to be complete and stabilized. Mr. Cleve Grable of Grable Services LLC is the developer of this software; he is going to let CCCCSA use it for free. Further explanation continued.
  
4. **Hurricane Plan:** Lee County has an extensive Hurricane Plan they follow. It is complicated and addresses several scenarios including usage of shelters, which we don't have. Interim Superintendent Collins will be taking some of the LCSD plan features and customizing a hurricane protocol that is efficient and particular to needs and capabilities of CCCCSA

schools and campuses. Mrs. Collins would like to have a plan completed and approved by the Board in November. Further explanation continued.

5. **Procedural Manual for Employees:** Interim Superintendent Collins is also working on a procedural manual for CCCCSA employees that is based on some of the features found in the LCSD handbook. Our plan will adopt some LCSD procedures and merge NEOLA guidelines into the policy. Mrs. Collins would like to have this handbook developed and approved by the Board in November. Further explanation continued.
  
6. **Background Checks:** Each year CCCCSA does close to 1,000 background checks at the cost of roughly \$4.10 per search. Interim Superintendent Collins would like to implement a more extensive background check that includes a social security number search and national criminal alias search. This would increase the amount of background checks to \$7.05 per individual. Currently the annual cost to process the background checks is around \$4,000; extending the search parameters would increase the yearly costs to around \$7,000. Our existing vendor, ScreeningOne is the same one the City also uses. The Board would like all background checks to undergo a complete screening, and to also make sure that we are getting a competitive price for services from ScreeningOne. Mrs Collins will follow up with Lisa Sonogo, and find out what value we are getting from ScreeningOne, and if the City has vetted other vendors. Discussion Held.
  
7. **Campus Halloween Festivities.** Regarding the elementary level Halloween events Interim Superintendent Collins confirmed plans to alleviate traffic congestion on Oasis Boulevard are in place, and campus safety issues have been addressed. Mrs. Collins will provide an update at the next Board Meeting.
  
8. **Dr. “Jeff” McCullers, Lee County Schools Charter School Liaison:**

Dr. McCullers has been invited to explain why CCCCSA is required to follow the Lee County attendance calendar. Dr. McCullers outlined the relationship as follows: The District calendar and the CCCCSA calendar must align because it has been agreed to in the Charter with the City. However, there is language in the Charter that allows the CCCCSA to vary from the calendar when the District finds it is technically possible to do so, but this variance can't be radically different from the agreed calendar. In the case of Hurricane Irma it was not technically possible for the District to be fully running, although CCCCSA was ready to go. The emergency status of the system, combined with the strict timelines of public notice, agenda creation, emergency meetings, and Board approvals required an executive decision from the District, which was to modify the calendar to suit the overall capabilities of the District system.

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Vice Chair Zivkovic asked Dr. McCullers why there was a perception that the District was choosing not to support CCCSA when all the District's systems were not down, and our systems were ready to go, and we were capable of educating our students. What are the mechanics of the reporting when in the case of CCCSA, there were clearly provisions for an exception? If it is a matter of paying for personnel, etc., Vice Chair Zivkovic is not opposed to paying.

Dr. McCullers response was to refer to the language in two related statutes. The first regards 180 days of instruction or the hourly equivalent thereof, which is 900 hours for grades 4-12, and 720 hours for grades K-3. The second statute says that in order to award credit for a one semester course there must be at least 60 hours of bona fide instruction. Meeting this criteria is problematic when you have missed days and block scheduling. Other timelines are affected when you have students with special needs like IEPs, MTSS, and ESOL and/or DCF needs, and DMV student requirements to maintain their license. The bottom line is LCSD does not have enough trained staff and coders to manage the situation and handle all of the upkeep that it would require when you factor in all the particulars. Further explanation continued.

Chair Cosden asked Dr. McCullers if during the next contract negotiations is it possible for CCCSA to request to do our own state reporting and avoid this kind of situation again? Dr. McCullers said he did not think it would be possible.

Board Member Traiger initiated a discussion concerning early warning systems and coordination of efforts between LCSD and CCCSA. *Discussion Held*

Board Member Traiger initiated a discussion concerning allowing/including Mrs. Collins to attend Lee County Emergency Operations decision-making processes as part of District support. *Discussion Held*

Board Member Campbell thanked Dr. McCullers for his expertise and donation of time to the CCCSA system.

Chair Cosden thanked Dr. McCullers for is time and expertise.

9. **Proposed Purchase of Land, 3405 Oasis Blvd:** The lot that is directly north of the elementary school has been put on the market for sale. This is a lot we use frequently for overflow of during school events. Interim Superintendent Collins spoke with Vicki Bateman, Financial Services Director, City of Cape Coral, and she believes it would be a good investment for CCCSA. The price is \$39,500; assumption of assessments is an additional \$7,000. If the lot is changed into, for example, a parking area, then it would need to be rezoned. Left alone CCCSA could do whatever it wants but rezoning would cover certain liabilities.



Board Member Traiger initiated discussion concerning the purchase of more than just one lot; there are currently a total of three lots available. Interim Superintendent Collins said that she will follow up with the City's Real Estate Division and get their recommendations.

Dolores Menendez, City Attorney, City of Cape Coral, said that if the Board is interested in possible expansion of the school site, this is an issue for the City, exclusively for the City Council by Chapter 26. Her advice is to continue to identify viable property and work with City staff to present findings to the Council. Attorney Menendez said "The most fundamental part of this process is to make sure that CCCCSA is not leaving out a vital partner to the Charter School System, and that is the City of Cape Coral." Discussion Held.

Motion by Member Campbell, Second by Member Traiger to direct Interim Superintendent Collins to work with City Staff to come up with a plan to purchase all available property. Mrs. Collins will bring this plan back to the Board to review, and if everyone likes it, then it can be sent to the City Council for approval. *Unanimous; Motion Carried*

## 10. Chairman Report

The next scheduled Board Meeting is November 14, 2017, at Oasis Middle School Cafeteria at 6:00PM. Chair Cosden will not be able to attend. She has appointed Vice Chair Zivkovic to conduct the meeting as the Chair.

Chair Cosden welcomed Kathleen Paul-Evans as the new Executive Assistant to the Interim Superintendent.

## 11. Foundation Report

Foundation President Gary Cerny gave an update on the most recent Foundation Meeting. He said the Foundation discussed how they will continue to produce the Rally, provide support for the Lighthouse Awards, grant more High School scholarships, and find more school-wide grants. Cerny also said this year there will be an expanded grant application process to track Rally distributions. The Foundation is set to vote in a new Treasurer during their next meeting.

## 12. Staff Comment

## 13. Unfinished Business

## 14. New Business

- A. Approval of Proposed Instructional Calendar: Motion made by Member Boyer, Second by Member Campbell, to approve the revised CCCCSA 2017-2018 Calendar. *Unanimous; Motion Carried*



- B. Superintendent Recruitment Process: *First Motion* made by Member Winstead, Second by Member Boyer to table this discussion until the December Board Meeting when Chair Cosden will again be present. *General Consent; Motion Denied. Discussion Held.*

Vote AYE: Boyer, Cosden, Winstead

Vote NAY: Campbell, Traiger, Zivkovic

Absent: Fisher

Vicki McAtee, HR City of Cape Coral, Charter School Liaison, spoke with Lisa Sonogo and she said the Board doesn't necessarily have to follow the City's rule. Instead, Mrs. Sonogo recommended that the position be posted internally for ten days. If there is no other applicant at the end of ten days, there will be no interview required and therefore, contract negotiations with Mrs. Collins can begin. This process can probably be completed and ready to go by the next November meeting. Discussion Held.

Dolores Menendez, City Attorney, City of Cape Coral, advised that if contract negotiations are to be with a single candidate, i.e., Mrs. Collins, that it is advisable a Board Member is appointed to conduct negotiations, as has been done in the past. Mrs. Menendez cautioned in the event there is more than one applicant, the Board needs to determine how it will proceed with two candidates, and not just one. Discussion Held.

*Second Motion* made by Vice Chair Zivkovic, Second by Member Campbell, to follow the recommendations of the Director of Human Resources and post the Superintendent position internally for a period of ten days. After the 10-day posting, at the next Board Meeting, depending upon the applicants, the Board will make the decision to interview or offer the position at that time. *Majority; Motion Passed*

Vote AYE: Boyer, Campbell, Traiger, Zivkovic

Vote NAY: Cosden, Winstead

Absent: Fisher

- C. Update of Irma Damages/Claims - Vicki Bateman: The Request for Public Assistance (RPA) was filed within the 30-day time limit whether assistance was needed or not. Two accounts were opened in the system; one for CCCCSA and one for the City. Vicki said that FEMA considers reimbursement under several circumstances so CCCCSA should ask for reimbursement of wages, etc, and see what we can get back after filing Form 214.

- D. Best and Brightest Scholarships - Interim Superintendent Collins: Due to the changes brought by House Bill 7069, the Best and Brightest Scholarship program is going to have a different path this year. The candidate names you have before you are going to apply for the Best and Brightest Scholarship \$6,000 bonus. The award will be based on their ACT/SAT scores taken in a given year which fell into an 80 percentile rank. House Bill 7069 has added additional bonuses to teachers who

- E. received a VAM score of “Highly Effective” or “Effective.” In the past CCCSA gave a bonus and did not include a VAM calculation for a final score. This is what the District will be doing and the CCCCSA will follow. Discussion Held

Motion made by Member Boyer, Second by Member Campbell to approve the names of the candidates who have applied for the Best and Brightest Scholarship based on their qualifying ACT/SAT scores, and 80 percentile rank. *Unanimous; Motion Carried*

Member McMillian departed at 10:37a.m.

**15. Final Board Comment and Discussion**

Vice Chair Zivkovic took the opportunity to endorse Interim Superintendent Jacquelin Collins as the best possible person for the permanent Superintendent position. He sighted her strong and intimate teacher-classroom knowledge, efficiency, and history with the system as just a few of the characteristics the Board considers traits they wish to see in their Superintendent’s professional background. Vice Chair Zivkovic has full confidence in Mrs. Collins and that is why he voted today to move full ahead the next meeting and begin the process of negotiating a contract for employment. Further explanation continued.

**16. Time and Date of Next Regular Meeting**

The Regular Governing Board Meeting will be held on Tuesday, November 14, 2017, at 6:00p.m., in the Oasis Middle School Cafeteria, 3507 Oasis Boulevard, Cape Coral, Florida 33914.

**17. Adjournment**

There being no further business the meeting adjourned at 10:44a.m.

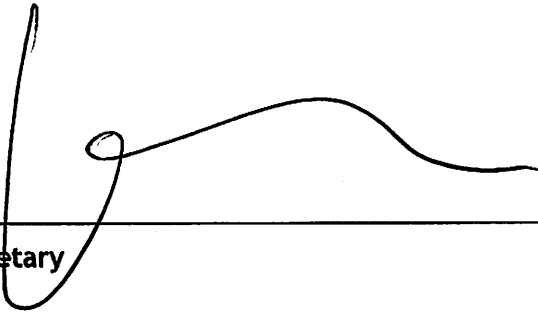
Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

Secretary

A handwritten signature in black ink, consisting of a large vertical loop on the left and a series of connected curves extending to the right.

Date of approval

4/14/17

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|----------------------|--|
| <b>Item Number:</b>  | <b>6.A.</b>                                |
| <b>Meeting Date:</b> | <b>11/14/2017</b>                          |
| <b>Item Type:</b>    | <b>APPROVAL OF AGENDA REGULAR MEETING:</b> |

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Regular Board Meeting November 14, 2017

**SUMMARY:**

**ADDITIONAL INFORMATION:**