



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, January 8, 2019

**City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape
Coral, FL 33990**

5:40 PM

1. CALL TO ORDER

A. Chairman Michael Campbell

2. MOMENT OF SILENCE:

A. Chairman Campbell

3. PLEDGE OF ALLEGIANCE:

A. Chairman Campbell

4. ROLL CALL:

A. Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

5. APPROVAL OF MINUTES:

A. Approval of the Regular Governing Board Minutes, December 11, 2018

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Approval of the Agenda for the Regular Governing Board Meeting, January 8, 2019

7. PUBLIC COMMENT:

A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

8. CONSENT AGENDA:

9. SUPERINTENDENT REPORT:

A. Jacquelin Collins, Superintendent

10. CHAIRMAN REPORT:

A. Chairman Michael Campbell

11. FOUNDATION REPORT:

A. Gary Cerny, Foundation President

12. STAFF COMMENT:

A. Dr. Christina Britton, Principal, Oasis High School

13. UNFINISHED BUSINESS:

A. Approval of Use of Fund Balance for Transportation Expenses -
MaryAnne Moniz, Business Manager

14. NEW BUSINESS:

15. FINAL BOARD COMMENT AND DISCUSSION:

A. Discussion of Governing Board Partial Calendar 2019

16. TIME AND DATE OF NEXT MEETING

- A. The next Regular Governing Board Meeting will be held on Tuesday, February 12, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990
- B. The CSA Budget Workshop #1 will be held on Thursday, March 28, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990
- C. The CSA Budget Workshop #2 will be held on Thursday, April 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

17. 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 SS 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.

Item Number: 1.A.
Meeting Date: 1/8/2019
Item Type: CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 2.A.
Meeting Date: 1/8/2019
Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 3.A.

Meeting
Date: 1/8/2019

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.A.
Meeting Date:	1/8/2019
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 5.A.

Meeting Date: 1/8/2019

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Regular Governing Board Minutes, December 11, 2018

SUMMARY:

Approval of Governing Board Minutes, December 11, 2018.

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▫ BOARD MINS DEC 11	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, December 11, 2018 at 5:30p.m.

Cape Coral City Council Chambers

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, December 11, 2018 at Cape Coral Council Chambers. Chairman Michael Campbell called the meeting to order at 5:31 p.m.

2. Moment of Silence

Chairman Michael Campbell

3. Pledge of Allegiance to the Flag of the United States of America

Chairman Campbell

4. Board Member Roll Call

Present: Chairman Michael Campbell, Tami Traiger (VC), Angela Ticich(Edu), Robert Miniaci,
Absent: Fisher, Metzger, Nelson

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Chris Cann, Principal, Oasis Elementary

MaryBeth Grecsek, Assistant Principal, Oasis Elementary

Kevin Brown, Principal, Christa McAuliffe Elementary

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary

Donnie Hopper, Principal, Oasis Middle School

Gary Cerny, Foundation President

Heath Sterk, Educator, Oasis Middle School

CCPD Detail Officer: Andrew Miller

5. Approval of Previous Minutes

Motion made by Member Tcich, Second by Member Traiger to approve the Minutes:

November 13, 2018.

6. Approval of Regular Meeting Agenda

Motion made by Member Tcich, Second by Member Traiger to approve the amended Agenda for the City of Cape Coral Charter School Authority Regular Governing Board Meeting on December 11, 2018.

ADVANCE

NEW BUSINESS ITEM 14A

TO FOUNDATION REPORT ITEM 11B

“Approval of Use of Fund Balance for Transportation Expenses - MaryAnne Moniz, Business Manager

7. Public Comment

No Public Comment

8. Consent Agenda

8A. Motion made by Member Ticich, Second by Member Winstead. Approved; Unanimous Item 8A: “Approval of School Bus Service Agreement Extension - Danielle Jensen, Director of Procurement and Food Service and Jacquelin Collins, Superintendent

*8B. Motion made by Member Ticich, Second by Member Winstead. Approved; Unanimous Item 8B: “Approval of Budget Workshop Dates, 2019” - MaryAnne Moniz, Business Manager
Budget Workshop #1: Thursday, March 28 8:00 a.m.
Budget Workshop #2: Thursday, April 11 8:00 a.m.
All CSA Budget Workshops will take place at Cape Coral City Annex- Green Room A-200*

8C. Motion made by Member Winstead, Second by Member Traiger. Approved; Unanimous Item 8C: “Approval of General Personnel Movements including administrative, certified, support, substitute staff and out-of-field appointments” - Superintendent Collins

8D. Motion made by Member Winstead, Second by Member Ticich. Approved; Unanimous Item 8D: “Approval of Superintendent’s Performance Evaluation Score and Performance Assessment Rating” - Chairman Campbell

Chairman Campbell commented two voting members did not have their evaluations included; one was submitted late, the other was not completed. However, the scores that were used for calculation accurately reflect the superintendent’s accomplishments and the professional regard the Governing Board has for her. *Further Discussion*

Member Winstead commented he is impressed with the progress Mrs Collins has made and that it seems as if we are coming up to speed on many outstanding issues and projects that we have been dealing with for a while. *Further Discusssion*

9. Superintendent Report

“Meet Oasis High School”: The high school had an open house that was conducted with the help of students and teachers who highlighted the school’s many attractive characteristics to incoming prospective freshman students from Oasis Middle School. *Further Explanation*

AICE Information Night at Oasis High: Close to 300 people attended this pre-open house event where prospective students and parents had a chance to explore the AICE curriculum and what it has to offer them through our high school. *Further Explanation*

Future CSA Athletics Complex: Mack Mitchell is officially going to oversee the development of the athletics complex behind our schools. We are way out before construction but Mack has a vision, starting with improving the existing football field and moving forward with a players club house and much more. In the next few years Mack will be working closely with Storms Complex representatives and contribute to building community needs, as well. This is still early days so in the meanwhile, Mack will still be our head football coach and still teach classes but this is where he’s headed. *Further Discussion*

Principal Evaluations Complete by end of December: There are four chief domains principals will be evaluated on by the end of the year, but for now only two areas are the focus of their mid-year evaluation:(1) student achievement, and (2) instructional leadership which includes data collection and analysis. All principal evaluations will be completed by the end of December. The final year-end evaluation will take place in May. *Further Explanation*

Alejandra Baptista: Oasis High student selected for the Gold Hispanic Heritage Youth Award in Media and Journalism. Alejandra will travel to Miami to pick up her award and money prize that she is allowed to use toward college expenses or a community service project. *Further Explanation*

High School Co-ed Cheer: Made history by adding six MALE sharks to their cheerleading squad. This is important because it is the first time we've had a co-ed cheer line, as well as for aspiring college cheerleaders it is a requirement that you have co-ed experience in order to be in line for the top colleges and their scholarship opportunities. Congratulations to Deb Downey who kicked this off for us. *Further Explanation*

Lunch Menus and Food Service Changes: The Secretary of Agriculture has recently announced they will lower nutrition standards on school lunch menus such as deleting whole grain items and adding flavored milks, etc. This means our school caeterias will begin serving low fat instead of NO fat foods in July 2019. *Further Explanation.*

Meeting with Lee County School District Transportation Dept : A team including the Superintendent, Vicki Bateman, City Finance Director, Marilyn Rawlings, Fleet Manager, and William Wolter, CSA Interim Transportation Coordinator met with LCSD transport personnel to discuss the Commissioner of Education's letter responding to the lack of certified bus inspectors for CSA buses and a possible waiver. *Further Explanation*

Member Traiger: *What is the status of the CME Expansion and taking the proposal to the City Council for approval?*

Superintendent Collins: The City Manager is going to present his six-month observation of our CSA practices sometime in January/February, and has asked that we hold off on the CME Expansion project until after the City has had a chance to look over Stantec's sustainability model which includes the expansion project in the report. *Further Explanation*

Member Traiger: I'm very impressed with the Superintendent's Interim Report and would love to see a similar report that shares data only across the four schools.

Superintendent: Yes, this is a great idea and can be done. Next year across all four schools we are going to be using STAR and can provide data that helps us be more efficient and translates well. The principals and I can definitely produce some type of data report for the Board. *Further Explanation*

10. Chairman Report

Chairman Campbell thanked the Superintendent and her staff for doing a great job. He also thanked the Board for all the hard work and progress they have made in the last year, and hopes that the good work and assistance from the City will continue. *Further Comment*

11. Foundation Report

11A. Gary Cerny, Foundation President: The sole purpose of the Foundation is to serve the schools and we realize our best service(s) have been on the smaller scales helping teachers and students hopefully where and when they need it. Moving forward we are going for lower grants which we can probably achieve and help our students and foundation plans as we see. We still have fundraising efforts planned but we are looking closer at where we really do our best service. *Further Explanation*

11B: *Approval of Use of Fund Balance for Transportation Expenses - MaryAnne Moniz, Business Manager*

In addition to the presentation of ‘Fleet Costs FY 2014-2019’ MaryAnne Moniz, Business Manager, presented forecast numbers to the Board so that they are aware of where anticipated expenditures will fall in the event the Charter School Authority continues the trend. Powerpoint presentation highlights include:

Increase in Transportation costs: vendor charges, expired warranties, bus conditions, bus usage, bus repairs and maintenance, leasing issues.

Lease Costs: Budgeted \$40,000 (24 days of service); Est at \$31k. Actual at December 4, 2018 is \$54,564 - over \$14,564. Governing Board approved additional 70 days at \$90,650 in September (not budgeted but approved in September 2018). Governing Board approved another 70 days at \$90,650 in December (not budgeted but approved December 2018). Expected Use of Fund Balance for Lease Costs: \$150,300.

Maintenance/Repair Costs: All work and parts currently provided by City of Cape Coral Fleet. FY 2019 Budgeted \$185,996. Actual through September \$241,917 (over \$55,296). Projected expenditures through year-end \$841,292. Estimated Use of Fund Balance through year-end \$655,296.

Actual Fleet Repair/Maintenance Costs FY 2014-2019: 2014: \$46,426 2015: \$52,498 2016: \$88,784 2017: \$109,990(initial warranties expire) 2018: \$149,576 2019: \$241,917 * Does not include lease costs

Conclusion: Request for Proposal (RFP) still in progress. Requesting Use of Fund Balance through the end of 1st Quarter of 2019 (March 2019) for both the Lease \$150,300 and Maintenance/Repair Costs \$482,584. In the event a final decision is not made relating to the Request for Proposal this item will be brought back to the Board for further review.

Member Traiger: So, we budgeted \$185, 00 for repair and maintenance, and it’s going to be an additional \$655,00 for repair and maintenance alone...because we are using the City now?

MaryAnne Moniz: Correct

Traiger: How? How is that possible?

Moniz: My understanding is that speaking with the City's Fleet Manager, our busses were in dire repair; they had not been 100% maintained by the previous vendor and we had a lot of major repairs to overcome. In addition, the City has an "Allocation" charge so they are currently billing us for their labor and overhead and spreading costs across quarters, so although we were hit with an initial parts and repairs cost of for instance, \$70,000, there is an additional \$90,000 allocation charge for July, August, September.

Superintendent Collins said she asked the City Manager if these allocation charges can be waived and he said they can not; this is the way the (Fleet) department works.

Active Discussion

Motion made by Member Traiger, Second by Member Ticich to table this approval until further discussion, and put this item on the agenda of the the next regularly scheduled CSA Governing Board meeting on Tuesday, January 8, 2019. Unanimous

Member Traiger departed 6:35p.m.

12. Staff Comment

Donnie Hopper, Principal, Oasis Middle School presented his school's inspirational video, "We are the Greatest" which was part of the "every child is a champion" start of the school year challenge. [Video Presentation available on Oasis Middle School website.]

13. Unfinished Business

14. New Business

Item 14A moved to Foundation Report Item 11B

15. Final Board Comment and Discussion

Member Ticich: Thanks to everyone for doing such a great job this year and let's keep it up moving forward. Hopefully we are going to get even more work done next year. Merry Christmas everyone!

Chairman Campbell: Yes, it's been a great year and I want to thank everyone for their hard work and Merry Christmas and Happy Holidays to everyone. Hopefully we can look forward to an even better year this next year.

Member Winstead: It's been a great year and we've done a lot in a relatively short amount of time and although we have a few bumps ahead it's clear we are on the right track. Thank you to Mrs Collins and all you and your staff do, and a big thanks to my team up here, to for all they do. Merry Christmas and Happy New Year everyone.

Member Miniaci: Have a safe and happy holidays and see you next month!

16. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, January 8, 2019 at 5:30 p.m., in City Council Chambers.

17. Adjournment

The Governing Board adjourned at 6:44p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

Executive Assistant to the Superintendent

City of Cape Coral Charter School Authority

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	1/8/2019
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Approval of the Agenda for the Regular Governing Board Meeting, January 8, 2019

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 7.A.
Meeting Date: 1/8/2019
Item Type: PUBLIC COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	9.A.
Meeting Date:	1/8/2019
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Jacquelin Collins, Superintendent

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 10.A.
Meeting Date: 1/8/2019
Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Michael Campbell

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 11.A.
Meeting Date: 1/8/2019
Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.A.
Meeting Date: 1/8/2019
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Dr. Christina Britton, Principal, Oasis High School

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 13.A.
Meeting Date: 1/8/2019
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Use of Fund Balance for Transportation Expenses - MaryAnne Moniz, Business Manager

SUMMARY:

Updated presentation to date. We are now over budget by \$315,531 through November for maintenance/repairs. December actual will reflect the allocations in which expenditures are expected to be around \$130k for the month. We will need around \$483k from fund balance to get us through March 2019. This is with the assumption that repairs would start to decline.

At current we are spending an average of \$80,400 per month or \$4,729.41 per bus per month. This is solely for maintenance/repairs and does not include any labor or fuel.

It should be noted that this does not include the use of \$150k from fund balance which the Board approved by Consent (Good Wheels lease).

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ TRANSPO FUND BALANCE 1/2019	Backup Material

City of Cape Coral Charter School Authority



Transportation Update



Transportation Overview

- Increase in Transportation Costs
 - Vendor changes
 - Of 19 buses 15 are out of warranty (FY17); remaining 4 expire next fiscal year (FY20)
 - Of 19 buses, 1 is out of commission, 1 is in repair for a new motor
 - Can have anywhere between 1-7 buses down on any given day
 - Increased repairs due to aging fleet
 - Lease expense due to shortage of available fleet



Transportation Lease Costs

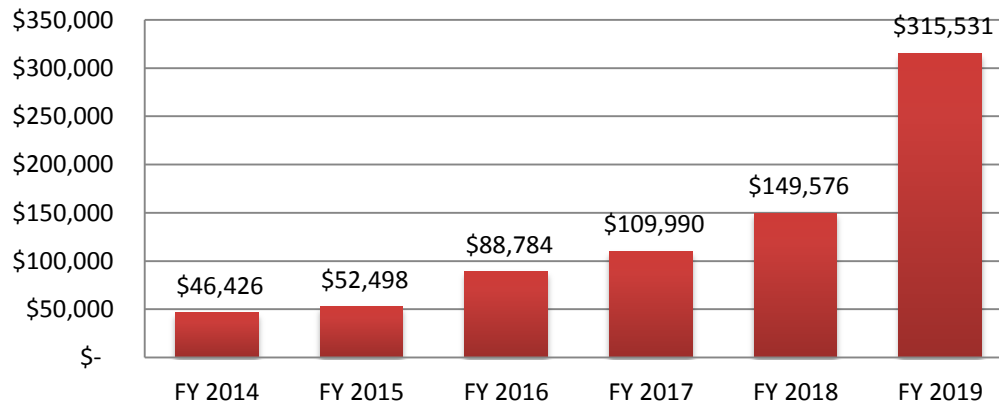
- Lease Costs
 - Budgeted \$40,000 (24 days of service); Est. at \$31k
 - Actual at December 18 is \$76,836 – over by \$36,836
 - Governing Board approved additional 70 days at \$90,650 in September from Reserves
 - Governing Board approved another 70 days at \$90,650 in December from Reserves – will get us through March 2019
 - Projected Use of Fund Balance for Lease Costs: \$150,300



Maintenance/Repair Costs

- All work and parts currently provided by City of Cape Coral Fleet
- FY 2019 Budgeted is \$185,996
 - Actual through November is \$315,531 (over \$130,335)
 - Projected expenditures through 3rd Quarter of FY 2019 (March) \$724,173 (running an average of \$80k per month)
 - Projected Use of Fund Balance through 3rd Quarter of FY 2019 is \$482,584

**Actual Fleet Repair/Maintenance Costs
FY 2014-2019**



FY 2019 Actual from July-Nov.



Conclusion

- Request for Proposal (RFP) closed.
- Request approval for Use of Fund Balance through the end of 1st quarter of 2019 (March 2019) for Maintenance/Repair Costs not to exceed \$482,584. In the event a final decision is not made relating to the Request for Proposal this item will be brought back to the Board for further review.



Item Number:	15.A.
Meeting Date:	1/8/2019
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Discussion of Governing Board Partial Calendar 2019

SUMMARY:
Board Calendar 2019

This is a brief overview of calendar events for your consideration.

JANUARY 8:
Discussion: Regarding the superintendent's (new) contract offer, and next evaluation both due on or before June 15, 2019.

Note: Two board member's terms expire in March. Public Notification will go out on websites, newspapers, etc. in January, February. City Council will appoint March 18, 2019.
Reminder: The Board must vote to renew or not renew the superintendent's contract at the next regular meeting, February 12, 2019.

FEBRUARY 12
Board votes to renew or not renew the superintendent's contract and give notice to Jacquelin Collins as to their decision. (90-days)

Board comments to include outline of ideal candidate qualifications or expertise for new board members joining April 9, 2019 after City Council appointment March 18, 2019.

MARCH 12
(1) Superintendent gives 90-day written notice of Good Faith Renewal or Resignation.
(2) If the superintendent accepts the Board's offer to renew - the Board must vote who will negotiate, along with the City Legal Department's oversight the new contract that is ready for final review by May 14, 2019.
(3) New board members appointed by City Council on March 18th.

APRIL 9
(1) Board/Legal contract negotiations are complete and a final offer is made to the Superintendent by May 14th.

MAY 14
Superintendent's Performance Evaluation and Rating Due by May 2, 2019 - Campbell, Traiger, Metzger, Nelson, Ticich scores only.

JUNE 11
Superintendent's new contract signed.
Performance Evaluation June 2019 amended to personnel file

JULY

Board Recess

AUGUST 13

Regular Governing Board Meeting

ADDITIONAL INFORMATION:

-

Item Number:	16.A.
Meeting Date:	1/8/2019
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The next Regular Governing Board Meeting will be held on Tuesday, February 12, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.B.
Meeting Date:	1/8/2019
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The CSA Budget Workshop #1 will be held on Thursday, March 28, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.C.
Meeting Date:	1/8/2019
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
The CSA Budget Workshop #2 will be held on Thursday, April 11, 2019 from 8:00 a.m. to 1:00 p.m. at City of Cape Coral - Nicholas Annex, Green Room A-200, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION: