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GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, January 09, 2018 at 6:00 p.m.
Christa McAuliffe Elementary - Cafeteria

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, January 09, 2018 at Christa McAuliffe Elementary - Cafeteria. Chairman Robert Zivkovic called the meeting to order at 6:01 p.m.

2. Moment of Silence

Chairman Zivkovic

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

Chairman Zivkovic

4. Board Member Roll Call

Present: Boyer, Vice Chair Campbell, Nelson, McMillan, Ross, Traiger, Winstead, Chair Zivkovic

Absent Excused: Fisher, Ross

Also Present: Jacquelin Collins, Interim Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

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

Adam Nowicki, Network Analyst

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Gary Cerny, President, Charter School Foundation
Kevin Brown, Principal, Christa McAuliffe Elementary
Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary
Christopher Fennell, Principal, Oasis Elementary School
Donnie Hopper, Principal, Oasis Middle School
Amanda Sanford, Principal, Oasis Middle School
Marjorie Galyon, Transportation
Andrew Laflin, CPA Principal, CliftonLarsonAllen, LLP
Members of the General Public

5. Approval of Previous Minutes

Motion made by Vice Chair Campbell, Second by Member Boyer, to approve the Minutes of the December 12, 2017 Regular Governing Board Meeting. *Unanimous; Motion Carried*

6. Approval of Regular Meeting Agenda

Motion made by Member Boyer, Second by Vice Chair Campbell, to add CONSENT AGENDA Item 8D: "Approval of Oasis High School JROTC Coral Glades High School Excellence in Competition Invitational Marksmanship Competition Field Trip, Jan 19-20, 2018/Coral Glades, FL -Amanda Sanford (CSM Paul Pratt)" and approve the balance of the Agenda of the Regular Governing Board Meeting, January 09, 2018. *Unanimous; Motion Carried*

7. Public Comment

No Comments from the Public.

8. Consent Agenda

Motion made by Vice Chair Campbell, Second by Member Boyer to approve all Consent Agenda Items, and adopt the amended language of Section 5G: "Lost, Stolen or Missing Money," in the Internal Funds Standard Operating Guide, page 23. *Unanimous: Motion Carried*

8A. Approved Internal Funds Standard Operating Guide - Interim Superintendent Collins Language Amendment: Sec. 5G, page 23: LOST, STOLEN, OR MISSING MONEY change to "The Superintendent, Principal, Accountant, Bookkeeper, and Charter School Governing Board Chair shall be notified of any lost, missing, or stolen money valued over \$100.00, as well as any fraudulent activity that is related to the school's internal funds. For the procedures on how to handle lost or stolen property, refer to City of Cape Coral Administrative Guidelines regarding lost or stolen funds."

8B. Approved Oasis High School Thespian State Competition Field Trip, March 15-17, 2018/Tampa, FL-Amanda Sanford (JaOmundsen)

8C. Approved Oasis Elementary School C'mon Museum Field Trip, April 12-13, 2018/Naples, FL-Christopher Fennell (Flynn)

8D. Approved Oasis High School JROTC Coral Glades High School Excellence in Competition Invitational Marksmanship Competition Field Trip, Jan 19-20, 2018/Coral Glades, FL-Amanda Sanford (CSM Paul Pratt)

9. Superintendent Report

MLK, Jr. Day Unity Celebration, Jan 15, 2018

Interim Superintendent Collins invited all Charter School Board members, community members, City of Cape Coral representatives, and all Charter School stakeholder's to attend the Charter School's Martin Luther King, Jr. Day Unity Celebration on Monday, January 15, 2018 at Oasis High School. The program will include student presentations of selected readings and music; it runs from 8:30-9:30 a.m. with a short unity walk around the school campus to follow. This is one of the City Manager's favorite events to attend. A big thank you to the City of Cape Coral Parks & Recreation for providing donuts and coffee. *Further Comments*

Budget Workshop Meeting(s)

Mrs. Collins reminded Charter School Board members that the first Budget Workshop meeting is scheduled for March 27th at City Hall in the Green Room at 9:00 a.m. *Further Explanation*

Large Projects Update (Danielle Jensen, Procurement will update)

There are three big projects we are working on with Procurement and the City: the AC project, custodial outsourcing, and the painting project. Danielle Jensen, Director Procurement/Food Service, met extensively with City representatives to better understand project timelines because it seems like quite a bit of time goes by without any status changes. Danielle will explain the process later in tonight's meeting.

FETC Conference - Orlando,

The Charter System is planning to send our technical team, some principals and administration to this conference in January. SmartBoards have been around for a long time but now they can do a lot more, and have many new features to access and navigate. There is also great new classroom technology to explore, so we are ready to go to this conference and learn some new things.

Teacher Recruitment/New Hires

March is the key month to recruit and hire the best teachers. All of Lee County and the state of Florida is having trouble hiring and retaining qualified people to teach, especially in critical areas like math, science and technology. Other school districts go to hiring fairs in several states and have started looking now; our system has to do the same thing. Looking at local jobs fairs we'd like to go to a few starting in February. Some of the prominent universities in Florida offer the Florida Teach Program which provides teaching certificates to graduates in critical subjects like math and science. For example, a Florida Teach graduate will know their particular discipline very well, plus they will also be available to teach immediately; we would like to pursue these types of candidates. *Further Explanation*

HR Research on CNAs for school clinics

Vicki McAtee, HR Liaison did some research on CNA salaries in several counties and especially in Lee County; they are typically between \$12.50 - \$15.00/hr. Therefore, we would like to adjust our job description and salary range to include "CNA preferred" and change the salary to \$13.00-\$15.00/hr. If they don't have a CAN, then the salary will be between \$12.00 to \$14.00/hr . *Further Discussion*

Overview of Internal Audit Findings and Reportable Conditions - Andrew Laflin, CPA Principle, CliftonAllenLarson, LLP

Mr. Laflin is a Principle CPA with CliftonAllenLarson (CLA), the agency that was hired to conduct and deliver the annual audit report on the Charter School System's Internal Funds procedures and status updates. CLA's final report addresses three key areas:

Why did CLA issue this report? In February CLA found a total of 18 findings and three reportable conditions. A lot of those findings centered around the need for a more robust set of procedures when trying to manage internal funds. *Further Explanation*

What were the procedures CLA performed?: They looked at documentation and global procedures that should be implemented and followed by the entire System. *Further Explanation*

What are the results? Some transactions were in violation of procedures and requirements, but all in all, since the auditor's report was delivered we have seen improvements throughout the System. Add to this there have been several comprehensive training sessions with school administrators and personnel since the audit, which will hopefully rectify these issues moving forward. *Further Explanation*

Our next step is to issue two reports: The first one will be an overall analysis of where things stand since the initial December report, and the other will be an official audit for 2018

including a report and opinion - that's a report on the Financial Statements, and a separate audit on the Internal Funds. Ultimately, it is fair to say Internal Funds are a risky area of business, and so it makes sense to engage consultancy to help clarify procedures and implementation of required practices. *Discussion Held*

10. Chairman Report

Chairman Zivkovic had nothing to report except to comment he hopes everyone had an enjoyable evening at the system holiday party, and wishes everyone a good and productive New Year.

11. Foundation Report

Gary Cerny, Foundation President:

The Rally is the Foundation's biggest fundraiser and it is set for April 7, 2018 at the German American Club. This year we have a very generous sponsor who has a condition before providing funds: She would like the Rally to be a more family oriented and a welcoming environment in terms of expenditures for the families, so food, beverages, and prize winnings will be offered more widely in a giveaway format. The day has also been moved from Sunday to Saturday. The goal is to bring the four schools and their families together to have fun and celebrate our charter system success. Of course, the Foundation wants to make money and they will, probably not a lot on this day, but it can make this up in other ways.

The Foundation has applied for several grants and currently, they are in the final running for a \$15,000 grant; hopefully there will be good news, soon. There is also an upcoming environmental education grant available and we are trying figure out how to approach this. *Discussion Held.*

The Foundation is asking for the support and input from the Governing Board to help them clarify and distribute grants and general monies to schools on an equal and strategically planned basis and not just *ad hoc*. *Discussion Held.*

Member Nelson said she could help the Foundation with environmental grants and promotion. She also asked about true fundraising targets for the Rally, and offered sponsorship leads. *Discussion Held.*

This year the Lighthouse Awards Dinner will be on May 4, 2018 at the Yacht Club. The Foundation had a record number of teacher nominations this year, and they just really want to take a moment to celebrate and appreciate teachers.

Member Traiger asked that the fall back for schools receiving less than the distribution they normally expect from Rally proceeds be eased this year so that our four schools have a chance to adjust to what could be considerably reduced proceeds in the future. Cerny said that he

recognizes this factor and his team is making sure the distributions are fair and as high as possible. *Discussion Held*

Chairman Zivkovic thanked the Foundation for all its support and collaboration with the Board. He also clarified the role of the Foundation as a separate entity from the Governing Board and the Charter Schools. "The Foundation does not answer to the Board or report to us," said Chair Zivkovic, "They do this as a courtesy and support apparatus for us, and we are very grateful."

12. Staff Comment

Danielle Jensen, Director of Procurement, Food Service: Update on projects to date includes: The System purchased of 180 Chromebooks with six docking stations that will be delivered to Oasis Middle School next week. Three major projects include: AC units, painting, and custodial outsourcing.

Danielle and Paul Pescatrice, Facilities Manager met with City agents to discuss concerns behind the delays in project approval and start dates, and to move forward and look at RFBs and timelines. Between the chaos of Hurricane Irma and new hires at the City, some of our projects got waylaid, however, moving forward Wanda Roop, Procurement, City Finance, will assign projects and be in constant contact with the appropriate charter school personnel going over specs and making sure everyone is on the same page.

The project timeline is as follows: A Request For Bids (RFB) and Invitation for Bids (IFB) package will take a minimum of three months up to six months to complete and starts with a legal compliance and engineering review period. It is then posted to the public who have a viewing period followed by a written question and answer period. The project is before the public for a minimum of 10 days as bids come in. Once the winning bid is announced lower bidders have the right to question and appeal. After a bid is won, specs are reviewed and costs audited before work can even begin. Then the project goes through a series of approvals and permitting. This process can take up to a year or more without delays. This process is mandatory and affects projects that are expected to exceed more than \$50,000. *Discussion Held*

Jensen said "The difficulties ahead are that since we have not replaced [stuff] before now, we will come to a point with all four schools needing something managed or replaced at almost the same time, which is why the costs are so large because we are doing a huge project all at once instead of school by school. However, once we get right-side up and moving forward we can deal directly with Wanda." *Discussion Held*

Dolores Menendez, City Attorney reminded the Board they could always consider pursuing emergency purchases or other kinds of project waivers to move these projects ahead. Danielle said that she was aware of this but thought they could maybe only pull out one project for an emergency PO. *Discussion Held*

Motion made by Member Boyer, Second by Member Traiger to have facilities identify any AC issues with any of the schools AC systems, and have them replaced immediately through the emergency procurement process. *Unanimous; Motion Carried*

Custodial Outsourcing: The goal is bids out by January; submitted by March. Evaluations by late April; work on contracts and presentation to the Board in June so that it is ready for next year's budget. *Discussion Held*

Painting: The goal is RFB by end of January; bids submitted by end of February. Evaluation done by late April; work on contracts by May so they can start painting as soon school gets out by June 3rd -- it could be completed by June 30th. *Discussion Held*

Amanda Sanford, Principal Oasis High School (OHS):

JROTC went to Raiders National in December. The 8th Grade Open House was December 6th and very successful. Prospective students were able to meet teachers and hear about the AICE and SUMMIT programs. Boy's basketball is going very well; boys and girls soccer also on the run. Shortly before the Winter Break OHS had two News-Press Sports Student of the Week winners back-to-back. As far as the Arts go, some students are off to the State Thespian Competition, a trip you just approved. Thank you. The Thespians also have the Murder Mystery coming up on Feb 2; students present a mystery play while you dine. Model UN (MUN) competes at Cape High this weekend and we wish them luck. *Explanation Provided*

Scores for the Fall 2017 FSA Retakes, and 11th Grade Reading are in. Our school placed 2nd in the District behind Ft Myers. The SUMMIT learning program is a new platform just started this year with 9th graders. SUMMIT is a very comprehensive program and provides a lot of data that helps teachers identify exactly where students are struggling. Currently 73% of OHS students are at grade level, and 20% are still struggling in math but now with SUMMIT data we know exactly where they are challenged, and we plan to address this. *Explanation Continued*

We are looking for new hires and planning to attend job fairs in search of great teachers who are certified and excited to be with us. *Discussion Continued*

13. Unfinished Business

13A. Discussion of Superintendent's Contract: Motion made by Vice Chair Campbell, Second by Member Traiger to approve the contract appointing Mrs. Jacquelin Collins the Superintendent of the City of Cape Coral Charter School Authority. *Light Discussion Held. Appointment accepted effective January 15, 2018.*

13B. Discussion of Transportation Issues with the District: Member Nelson said she spoke with her contacts at the District. She also had an extensive conversation with Marilyn Rawlings and John Szerlag; they would like to develop a Best Practices and revisit of fleet repair and replacement, etc. Member Nelson would like to set up a meeting and allow the City and Charter School representatives to revisit issues or replace some of the fleet as they come of age and/or need repairs. *Discussion Held.*

Member Traiger cautioned and clarified with new Member Nelson that each engagement with City personnel is at cost, and so we need to be efficient and focused with our concerns and exactly how, and for how long the City assists and/or advises us regarding Best Practices, etc. *Discussion Held.*

14. New Business

14A. Motion made by Member Boyer, Second by Vice Chair Campbell to approve the City of Cape Coral Charter School System Strategic Plan 2017-2020. *Unanimous; Motion Carried*

14B. Superintendent Collins has a vision for the charter schools athletics programs that starts at the elementary level, and continues funneling our charter system students forward all the way to high school college recruitment. In order to realize this vision, she would like to hire a Supervisor of Athletics and Physical Education to oversee the Director of Athletics and build and promote a world-class athletics program for students K-12. *Discussion Held.*

Motion made by Member Winstead, Second by Vice Chair Campbell to hold a Special Governing Board Meeting on Thursday, January 18, 2018 at Oasis High School-Cafeteria, at 4:00 p.m. to review the job description and salary range for the position of the City of Cape Coral Charter School Supervisor of Athletics and Physical Education, and approve the Superintendent to immediately post the job to candidates. Unanimous; Motion Passed

14C. Discussion of Ordinance 56-17: Members of the Board and Dolores Menendez, City Attorney, debated over whether or not there is the possibility of aligning the City Council appointment and term schedule with the Charter Board appointment and term schedule. *Discussion Held.*

Motion made by Member Traiger, Second by Member Boyer to accept Ordinance 56-17 with the exception of Section 26-9E.: *Existing members whose terms are scheduled to expire... Majority; Motion Passed*

Board Votes Ayes: Zivkovic, Boyer, Nelson, Traiger, Winstead

Board Vote Nays: Campbell *[Majority]*

14D. Recommendations to Revise or Modify Chapter 26: Chair Zivkovic wants to address three issues before moving forward: 1. He would like all interested parties to look closely at the document and determine what works, what doesn't work, as well as what is workable. 2. The Board needs to get together and make a set of recommendations to deliver to City Council, and 3. Member Nelson, who is the City Council liaison, must communicate to the Council that the Governing Board wishes to be consulted or allowed input regarding the Council's recommendations or modifications to make sure that they truly work for our system.

Dolores Menendez, City Attorney recommended that first, the Board, just as the Council will be doing, needs to ask itself what's really working?

By the March meeting, Chair Zivkovic said he would like the Board to have a set of recommendations pulled together to offer the Council for their consideration. He would like the Board to be active participants in the process of any modifications to Chapter 26.

Member Nelson said that she believes Councilmember Marilyn Stout is in agreement with this process; the Governing Board should set a date and share something with the Council.

The Board agreed at their next meeting in February to establish a date for a "Special Meeting: Chapter 26 Recommendations for Revisions and Modifications" in early March. Eventually, they will share the recommendations with the City Council.

14D. Discussion of Media and Social Media Policy - Vice Chair Campbell: There needs to be a central media contact for the Board to manage media inquiries and public response.

Discussion Held

The Board agreed the Chairman will be the central hub for complaints or grievances both verified or anonymous, written or oral, and at [his] discretion [he] will share the information with other Board members.

Vice Chair Campbell wants Superintendent Collins to research other schools and see what their social media policies are for personnel, as well as administrators. He would like a new policy that addresses board members, the superintendent, and staff interaction on social media. Chair Zivkovic would like maximum restrictions on board members and the superintendent.

15. Final Board Comment and Discussion

Member Traiger would like board members to review the Superintendent’s Evaluation forms and edit sections that are not relevant or can’t be appropriately measured. She would like the Board to streamline the language to not only tie it to the job description, but to also align it with the Strategic Plan initiatives which the Board has already approved.

Superintendent Collins would like an evaluation that is tied to a rubric with measurable goals. The Board agreed it should consider smaller agendas and time limits on discussions.

16. Time and Date of Next Regular Meeting

A Special Governing Board Meeting will be held on Thursday, January 18, 2018 at 4:00 p.m., at Oasis High School - Cafeteria.

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

17. Adjournment

Motion made by Member Traiger, Second by Member Winstead there being no further business the meeting adjourned at 9:14p.m. *Unanimous*

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority



Secretary

**BOARD
APPROVED
FEB 13 2018**

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

Date of approval