

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

Tuesday, May 10, 2016
City of Cape Coral Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on May 10, 2016, at Council Chambers, a Regular Governing Board Meeting. Chair Jackson called the meeting to order at 9:07 a.m.

INVOCATION: Chair Jackson

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:
All in attendance

ROLL CALL: Boyer, Cosden, Donaldson, Fisher, Jackson, Koepke, Lucas-Ross, McMillan, Winstead, Zivkovic
Member Donaldson-Excused

ALSO PRESENT: Bill Buztrey, Assistant City Attorney
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority
Shannon Treece, Principal, Oasis Charter High School
Keith Graham, Principal, Oasis Charter Middle School
Steve Hook, Principal, Oasis Charter Elementary School
Jacque Collins, Principal, Christa McAuliffe Charter Elementary School
Danielle Jensen, Director of Procurement and Food Services, Cape Coral Charter School Authority
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority
Tod Baldwin, Operations Manager, Cape Coral Charter School Authority
Chris Porter, Acting President, Cape Coral Charter School Foundation
Vicki McAtee, City of Cape Coral, Human Resource Liaison to Charter Schools
Victoria Bateman, City of Cape Coral Director of Financial Services
C. Gery Treichler, Community Member
Kristy Krempski, Parent
Gregory Krempski, Parent
Anja Lorenz, Parent
Thomas Lopez, Parent

REORGANIZATION OF BOARD:

Mr. Buztrey states that every April the board should reorganize and elect it's officers.

Mr. Buztrey states that he did receive a communication from member Donaldson asking if she could be nominated. Mr. Buztrey states that a member can nominate them self but have to be present to do so. Another board member may nominate member Donaldson without her being present.

Mr. Buztrey states the procedure is to elect a Chairman and a Vice-Chairman and only the voting board members can vote.

Mr. Buztrey states that council members serve as liaisons on most boards. Council member Cosden is unique as she is a board member not just a liaison. Member Cosden can be considered and elected as chairman of the board since she is an actual board member.

Mr. Buztrey states the procedure for electing officers is for members to make nominations and should not be seconded. After nominations are made a motion should be made to close nominations and will require a second and board vote. After nominations are closed, the board members will vote. The member with the highest number of votes will become chairman. The newly elected chairman will assume the chair and follow the same procedure for electing the Vice Chairman.

Discussion held.

Nominations for Chairman:

- Member Fisher nominates member Cosden.
- Member Boyer nominates member Donaldson.
- Member Winstead nominates member Zivkovic.

Motion made by member Boyer to close nominations for chairman and seconded by member Cosden.

Board vote:

- Member Boyer votes for member Donaldson.
- Member Cosden votes for member Cosden.
- Member Fisher votes for member Cosden.
- Member Jackson votes for member Cosden.
- Member Winstead votes for member Zivkovic.
- Member Zivkovic votes for member Zivkovic.

Chair Jackson states that with 3 votes Member Cosden will take over as the newly elected chairperson.

Mr. Buztrey states that it is customary in order to show support for the new chairman to hold a re-vote to make it unanimous.

Roll call is taken for voting members to vote by stating *yes* or *no* for member Cosden to become Chairman:

- Boyer-yes
- Cosden-yes
- Fisher-yes
- Jackson-yes
- Winstead-yes
- Zivkovic-yes

Nominations for Vice-Chairperson:

- Chair Cosden nominates member Zivkovic.
- Member Boyer nominates member Boyer.

Board vote:

- Member Boyer votes for member Boyer.
- Chair Cosden votes for member Zivkovic.
- Member fisher votes for member Zivkovic.
- Member Jackson votes for member Boyer.
- Member Winstead votes for member Zivkovic.
- Member Zivkovic votes for member Zivkovic.

Roll call is taken for voting members to vote by stating *yes* or *no* for member Zivkovic to become Vice-Chairman:

- Boyer-yes
- Cosden-yes
- Fisher-yes
- Jackson-yes
- Winstead-yes
- Zivkovic-yes

With four votes member Zivkovic will take over as Vice Chairman.

APPROVAL OF MINUTES:

Motion to approve the minutes for the Regular Governing Board Meeting of April 12, 2016 was made by member Boyer and seconded by member Fisher.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Jackson and seconded by member Fisher to approve the agenda with the following change:

- Change 13C from *Approval of FY 2015-2016 Budget Amendment #2* to *Approval of IT Infrastructure IFP Process*.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

SUPERINTENDENT REPORT:

Mr. Stephenson states that he would like to welcome Ms. McMillan as the parent representative for Oasis Middle School.

Mr. Stephenson states we received our system-wide AdvancEd accreditation. This is the first time in our schools’ history that we received system-wide accreditation. It took a lot of effort from a lot of people. We should receive an official report in the next couple of weeks.

Mr. Stephenson states that OHS is planning to simulcast the June 4, 2016 graduation as they did last year.

Mr. Stephenson states that custodian Joe found an iPad along with some other materials in the gym and turned them in. Mr. Stephenson thanks Joe and the students for their honesty and for not taking the items. The items sat out in the gym for four or five hours.

CHAIRMAN REPORT:

Member Jackson gives her outgoing chairman report. She states that she would like to thank Mr. Stephenson for keeping in touch with her during her time as chairperson. She thanks Mr. Stephenson for taking good care of the accreditation team. The accreditation team was very impressed with us and we were well above average in some things and the other things we can work on to make better.

Member Jackson thanks everyone for allowing her to be the chairperson for the last three years.

Chair Cosden states that this is a good time to talk about the duties of her new position.

Vice Chair Zivkovic states that member Jackson attended the foundation meetings and asked if Chair Cosden’s schedule would allow her to attend now. Chair Cosden states that is something they should probably discuss after the meeting.

Member Jackson states that there should be a board representative at the quarterly financial meetings and they should report back to the board.

FOUNDATION REPORT:

Chris Porter congratulates the newly elected Chair and Vice Chair.

Chris Porter thanks member Jackson for all she's done over the last few years. She has been a valuable part of their group.

Chris Porter states that the Light House Awards were held on April 22, 2016. Everything came together well. Mr. Stephenson helped with setting up and Mr. Hook was the MC and helped to get all the beverages donated for the dinner.

Chris Porter states they just finalized the scholarship awards for this last year. Due to a generous donation the foundation was able to award scholarships to 3 graduating Oasis seniors totaling \$9,000.00. Those scholarships went to David Victoria, Andrew Orb and Sarah Logan.

Chris Porter states that all 3 of last year's scholarship winners qualified for their second year distribution. To qualify for the second year distribution they need to stay in school and maintain good grades.

Chris Porter states that the foundation as a whole will get back to the individual classroom orientated monetary distributions. They plan to bring the mini grant program back to help with teacher projects and are hoping to do 100's of small things throughout the year to more greatly impact everybody.

Chris Porter states that Kelly Jackson has retired after 3 years of service. She will be greatly missed.

Chris Porter states they are looking for some new foundation members. If anyone is interested please contact Chris Porter.

Discussion held

PUBLIC COMMENT:

Victoria Bateman that her son will be graduating next month and has not missed an hour of school. She hopes there is some kind of recognition at the awards ceremony for that.

Kristy Krempski states that her son is a student at Oasis High School. He has been in the charter system for 10 years. She states that in the last year they've had a lot of issues. There have been growing pains but they felt that they have always been heard and had a voice. They don't feel they are being heard anymore. Her son has been a model student. A lot of the teachers, parents and students look up to him. There was an issue a few months ago with an inappropriate social media post and the way it was addressed by the Dean of Students was difficult for them. He has turned the school into a military type

atmosphere which is detrimental to a lot of the students and parents. There was a lot of coercion, intimidation and disrespect to the students. The way Mr. Boerner handled it and the way Mrs. Treece did not handle it was inappropriate as far as the parents were concerned. Another issue is that her son has been sitting in the gym for many days because there is testing going on, students aren't getting instruction. There are safety issues with Storm field. They could not get into the locker room so they huddled up under an awning because of an approaching storm. The parents have addressed those issues. Mrs. Krempski states that she is an involved parent. She states that other parents feel the same. She has asked to meet with Mr. Stephenson.

Mr. Krempski states that he appreciates the board members taking their time to be involved. He states there has been a tremendous amount of turn over with teachers at OHS. The code of conduct which is a guide for conducting disciplinary actions is not being adhered to in a proper way. He states that some things are being overlooked when it comes to financing. There is a lot of fundraising but when it comes to safety in sports they are always told there is a money issue. There are a lot of things in the school that need to be addressed and looked at. It has happened in a really short period of time and it is going in the opposite direction of where it should be going.

Discussion held.

STAFF AND BOARD COMMENT:

Director of Procurement and Food Services

Danielle Jensen states that food service has a favorable year to date profit margin.

Danielle Jensen states she is expecting revenue to come in favorable to budget.

Danielle Jensen states they are preparing for next school year.

Danielle Jensen states that she sat through training for next year's application process.

Danielle Jensen states the annual wellness policy committee meeting will be held this week, which is required by the state.

Danielle Jensen states that food service is busy running out inventory and working around the events that go on in May and June.

Danielle Jensen states that she did apply for the equipment grant this year. ~~but~~ We cannot even be considered because none of our schools reach 50% participation in the National School Lunch Program.

Danielle Jensen states that she has been working on the IT infrastructure project.

Danielle Jensen states that she has continued to work on the city's \$100,000.00 list with the maintenance team. The perimeter fence and gym curtain are complete. Purchase orders are complete for the OES carpeting project and the CME mini-split project.

Danielle Jensen states that she is working on quotes for the walk-in freezer but is now working with the city because they have to get quotes for the concrete pad and electrical work.

Danielle Jensen states that she has been working on quotes for several AC projects.

Discussion held.

Victoria Bateman states that the city's fiscal year ends September 30, 2016 and as long as the purchase orders are issued, the money is tied up and can be rolled forward into the next year. She will check with the city's procurement manager to see where they are with the concrete and electrical. The city is issuing the purchase order and paying the bill; that's why we have until September 30, 2016 to tie up the funds. She states as long as the purchase order is issued that money will stay encumbered. Ms. Bateman will follow up with their facilities manager and procurement manager today, May 10, 2016.

Christa McAuliffe Charter Elementary School

Jacque Collins states that testing is now over and that's a big relief.

Jacque Collins states they are working on wrapping up meetings for MTSS (Multi-Tiered Systems of Support), students who need remediation, placement, retentions and things like that.

Jacque Collins states that currently 4th grade is in St. Augustine on a field trip.

Jacque Collins states that 5th grade accelerated is taking a trip to the Kennedy Space Center on May 11, 2016.

Jacque Collins states the CME 6th Annual Art Show is from 6:00-8:30 PM on May 14, 2016.

Jacque Collins states they are doing the Roman Battle again this year on June 3, 2016.

Jacque Collins states Battle of the Books is a 5th grade activity happening now until the end of the year. Students read a certain amount of books and then debate questions as teams.

Jacque Collins states that AR (Accelerated Reader) parties and field days are coming up.

Oasis Charter Elementary School (OES)

Steve Hook states they have finished testing and the end of the year wrap up stuff is in process.

Steve Hook states last week OES and CME worked together to support Wounded Warrior Anglers. The fundraising monies stay local. The schools participated in a boot camp. Students learned a lot about what it's like to be a veteran, what it's like to be in the military and what hard work and dedication is all about.

Steve Hook states they do two major charities during the year; *Luau for Life* is a children's cancer organization and *Wounded Warriors*. They also do other fundraisers as needed such as when local storm damage victims needed help. They often use their internal funds as a money in, money out thing. They are used for staff appreciation, student appreciation and student of the week. There have been questions about that. One hundred percent of those funds go to the students, teachers and staff.

Steve Hook states they made almost a \$9,000.00 donation to Lee Memorial. Funds were raised through Every Penny Counts.

Steve Hook states Battle of the Books is Thursday, May 12, 2016 at 6:00 PM at the Yacht Club.

Steve Hook states Kinder Camp is May 12, 2016. This is a question and answer session for the new kindergarten parents.

Steve Hook states the final PTO meeting is May 11, 2016. Mr. Hook thanks Ms. Ricciacella for taking two terms as President and she has been outstanding.

Steve Hook states the Light House Awards were remarkable thanks to Chris Porter and the entire foundation.

Steve Hook states that art teacher Ms. Beatty entered students in the *Clean Conservation Competition*. We have a number of students who will be in the calendar.

Steve Hook states there is a new school Nurse, Carly Geier.

Steve Hook states Teacher Appreciation Week was last week.

Discussion held.

Oasis Charter Middle School (OMS)

Keith Graham states that Lion King Jr. was fantastic. Thank you to Mrs. Omundsen, cast members and parents. Both nights were sold out.

Keith Graham states algebra I EOC's started yesterday, May 9, 2016 and will last through this week.

Keith Graham states that civics EOC's will be held next week.

Keith Graham states they are wrapping things up.

Keith Graham states 8th grade promotion will be held Sunday, June 5, 2016 at 10:00 AM.

Discussion held.

Oasis Charter High School (OHS)

Shannon Treece states that there is a lot of student sitting due to AICE testing and end of course testing happening simultaneously. There is no way around it until we can have technology in the hands of our students and they have devices to take the tests on.

Shannon Treece states they are still working on scheduling. There will be a scheduling meeting with students this week. Parents will be able to see the registration information at home via Google doc.

Shannon Treece states the amount of students receiving scholarships is impressive. We had 10 students recognized at the Mayor's dinner.

Shannon Treece states the JROTC was part of the District Awards ceremony last week. Out of 6,277 cadets Brandon Pearson was named the number one Jr. in Lee County. Three of our cadets were also recognized for having a GPA of 5.0 or above.

Shannon Treece states that the media students recognized Mrs. Theriault for her efforts. She offers an impressive program.

Shannon Treece states the Spring Sports Banquet will be held May 18, 2016.

Shannon Treece states the school awards will be held May 20, 2016.

Shannon Treece states the Google Boot Camp will be held May 14, 2016 at OHS.

Shannon Treece states that discussions happening right now are around professional development and what are we focusing on.

Shannon Treece states the hiring process is in full swing.

Shannon Treece states they are in the process of getting input for next year:

- The students have given continuous input throughout the year.
- After finishing up a book study, teachers will reconvene their thoughts around grading processes.
- The last parent meeting for this year will happen May 17, 2016. There are two sessions, 8:00 AM and 6:00 PM.

Discussion held.

UNFINISHED BUSINESS

A. Strategic Plan-Nelson Stephenson

Mr. Stephenson states the strategic planning process was discussed with the AdvancEd team who had great things to say about what we do and how we do it. They liked the idea of having 50 plus

participants. They do not like that it is not a written process. Mr. Stephenson states that he is working on this.

B. NEOLA-Nelson Stephenson

Mr. Stephenson states that the NEOLA policies are in place. Mr. Stephenson will be meeting with NEOLA consultant Tom Young and start going through the policies to develop procedures. NEOLA has been added to the agenda so it can be talked about at every board meeting. When legislative updates are made they will be brought before the board for adoption. With those being brought before the board as they happen, our policies will stay up to date.

Discussion held.

NEW BUSINESS

A. Discussion of the Superintendent Evaluation Document-Nelson Stephenson

Mr. Stephenson states that this should be completed in June. He has created a website with documented evidences.

Discussion held.

Evaluation will be distributed to the board members. They will complete and return to Mrs. Arthur by June 7, 2016. Chair Cosden will collect individual evaluations and complete the final report.

Motion was made by Member Boyer and seconded by Member Jackson to approve the evaluation form.

Discussion held.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

B. Approval of New Job titles for CME-Math Coach and Reading Coach-Jacqueline Collins

Jacque Collins states that these two positions already exist at CME. She calls them interventionists. They are teachers that specialize in certain areas. If the titles are changed they can advertise for applicants more specific to the roles they will play.

Motion was made by member Boyer and seconded by Member Fisher to approve the new job titles for CME-Math Coach and Reading Coach.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

C. Approval of IT Infrastructure IFP Process-Danielle Jensen

Danielle Jensen states that the RFP was distributed to the public on April 20, 2016. Vendors were allowed to do walkthrough’s with the IT department April 25-27, 2016. Pre-conference meeting was held on May 3, 2016. All questions were required to be submitted in writing by May 6, 2016. Final Addendum went out to vendor’s May 9, 2016. All bids are due back May 20, 2016. The selection committee will meet on May 24, 2016. Goal is to have the vendor’s selected by June 1, 2016.

Danielle Jensen states that she is requesting the board to allow the selection committee to select the vendor and get the purchase order issued as long as the committee stays within the approved cost estimate which is \$450,000.00.

Motion was made by member Boyer and seconded by Member Jackson to approve the IT Infrastructure IFP Process.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

BOARD COMMENT:

Discussion is held in reference to changing the place on the agenda for board comments.

Motion was made by member Winstead and seconded by member Boyer to add *Final Board Comments and Discussion* at the end of the agenda and remove *Board Comment* from *Staff and Board Comment*.

Board vote: Boyer, Cosden, Fisher, Jackson, Winstead, Zivkovic

All “Yes’s,” motion carries.

Vice Chair Zivkovic thanks member Jackson for all of her time, effort and heart she has put into the board.

Vice Chair Zivkovic also thanks Kelly Jackson for her work with the foundation.

Vice Chair Zivkovic congratulates Chair Cosden on her new position as chairperson.

Vice Chair Zivkovic states that he would like the board to use committees where appropriate.

Vice Chair Zivkovic states that Mr. Stephenson is doing a good job and looks forward to next year being even better.

Member Winstead thanks member Jackson for her service.

Member Winstead thanks Mr. Stephenson for his communication, effort and focus.

Member McMillan states that she is trying to absorb everything and looks forward to working with everyone.

Member Lucas-Ross welcomes the new parent representatives.

Member Lucas-Ross thanks the administration and the staff.

Member Jackson states that she agrees with member Winstead's committee idea about the appeal for funds. She states that they should start putting it together immediately.

Member Jackson states that hopefully someone will create an award honoring Ms. Bateman's son's accomplishment of not missing a day of school from 6th to 12th grade.

Member Jackson congratulates everyone on the accreditation.

Member Fisher thanks member Jackson and wishes Chair Cosden and Vice Chair Zivkovic best of luck.

Member Fisher congratulates everyone on the accreditation.

Chair Cosden states that she's excited to serve and looks forward to the next year.

Member Boyer thanks the parents for taking the time to come in and address the board.

Member Boyer thanks the parent representatives for becoming part of the governing board.

Member Boyer thanks member Jackson for being the fearless leader and member Donaldson for doing a capable job of filling in when member Jackson was not able to run the meetings.

Member Boyer congratulates Chair Cosden and Vice Chair Zivkovic.

Member Boyer states that we are an exemplary system and deserving of the accreditation.

Time and Date of Next Meeting

Regular Governing Board Meeting: Tuesday June 14, 2016, 9:00 a.m. in Council Chambers.

Adjournment

There being no further business, the meeting adjourned at 11:32 a.m.

Respectfully submitted,
Shannon Arthur
Executive Assistant to the Superintendent
Cape Coral Charter School Authority