

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

Tuesday, February 9, 2016
Council Chambers
9:00 a.m.

CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on February 9, 2016, at Council Chambers, a Regular Governing Board Meeting. Co-Chair Donaldson called the meeting to order at 9:00 a.m.

INVOCATION: Co-Chair Donaldson

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

ROLL CALL: Anderson, Boyer, Cosden, Donaldson, Jackson, Lucas-Ross, Teblum, Zivkovic
• Lucas-Ross, excused

ALSO PRESENT: Bill Buztrey, Assistant City Attorney
Nelson Stephenson, Superintendent, Cape Coral Charter School Authority
Shannon Treece, Principal, Oasis Charter High School
Elisa Collins, Assistant 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
Victoria Bateman, City of Cape Coral Director of Financial Services
Tod Baldwin, Operations Manager, Cape Coral Charter School Authority

APPROVAL OF MINUTES:

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

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All “Ayes,” motion carries.

APPROVAL OF THE AGENDA REGULAR MEETING:

Motion was made by member Boyer and seconded by member Donaldson to approve the agenda.

Board vote: Anderson, Boyer, Cosden, Donaldson, Teblum, Zivkovic

All “Ayes,” motion carries.

SUPERINTENDENT REPORT:

Mr. Hook states he will give the superintendent report because Superintendent Stephenson is at Venice High School doing an AdvancED review.

Mr. Hook states we are working with vendor to ensure fiber optic capabilities for our technology. Mr. Stephenson met with the Director of IT for the City of Cape Coral, Michelle Hoffman. Ms. Hoffman was very helpful.

Mr. Hook states Penny Faulkner has stepped in to assist with the development of the websites. She is working with the 4 schools to bring continuity to the overall appearance of the sites.

Mr. Hook states Penny Faulkner is working on bus, clinic, and student software needs within our information software (CSADS).

Mr. Hook states the *Rally* will be March 20, 2016 at the German American Club. Tickets are available for purchase. Jami DiMaria and her team have done a good job getting the information out there.

Mr. Hook states the practice field is green and growing.

Mr. Hook states Mr. Stephenson attended the FETC Conference and received a lot of good information to share.

Mr. Hook states we received recognition from the Chamber of Commerce for our schools partnership with the chamber.

Mr. Hook states there will be a NEOLA meeting this Thursday, February 11, 2016 beginning at 8:00 AM.

Mr. Buztrey arrives at 9:07 AM.

CHAIRMAN REPORT:

Chair Jackson states that she does not have a report but would like to thank Mr. Stephenson for keeping the board informed.

FOUNDATION REPORT:

Chair Jackson states the foundation has been working on the Light House Awards.

PUBLIC COMMENT:

Sarona Weyant is a parent at CME. She thanks present staff for doing a wonderful job on a daily basis. Ms. Weyant states that there is nothing on the websites giving information about board members. Parents would like to know and she feels it is important to know the board members backgrounds. She suggests that we have a small place on the websites to add board member information.

Discussion held.

STAFF AND BOARD COMMENT:

Business Manager

Mary Anne Moniz states the fiscal year 17 budget has kicked off.

Mary Anne Moniz states the capital plans have been released to all the schools as well as the individual departments.

Mary Anne Moniz states the operating templates were released in late January. She has begun to schedule meetings with administrators and departments to go over their operating expenditures and requests for the FY 17 budget.

Mary Anne Moniz states she created the budget guideline preparation manual to assist administrators and departments with the process.

Mary Anne Moniz thanks the elementary PTO groups for doing a fabulous job raising money:

- CME raised approximately \$22,000.00 to purchase 29 laptops as well as a mobile cart.
- OES raised and donated \$30,000.00 to purchase technology items.

Mary Anne Moniz states that OES has experienced several roof leaks due to the recent severe weather. Our maintenance team is working with both the city and roofing contractors to identify an exact cost to have the roof replaced. We do not have this in our current budget so it may be part of our upcoming budget amendment.

Mary Anne Moniz states that OMS is experiencing some A/C issues. We have been maintaining and keep money in budget for A/C repairs, those funds have been utilized.

Discussion held.

Director of Procurement and Food Services

Danielle Jensen states that December numbers are favorable to budget.

Danielle Jensen states our year to date revenues were slightly down in December and our expenses were slightly favorable due to only having 14 school days.

Danielle Jensen states all of the onsite audits have been completed.

Danielle Jensen states the quoting process for our landscaping vendors is complete. The Oasis campus will be handled by Brickman and CME will be handled by Green Yard. New contracts will start on March 1, 2016.

Danielle Jensen states she is working on quotes for the \$100,000.00 capital monies from the city. As part of this, the perimeter fence has been completed and the gym curtain will be installed next week.

Danielle Jensen states she has completed quotes for the OES carpets and the Oasis walk-in freezer.

Danielle Jensen states she will focus on finalizing the A/C quotes for several issues at different campuses this month.

Danielle Jensen states she will meet with the security vendor to get quotes on cameras and collectors.

Discussion held.

Christa McAuliffe Charter Elementary School

Jacque Collins states their production of *Honk* will take place on February 13th and 14th, 2016 at the North Fort Myers Academy of the Arts.

Jacque Collins states March 1, 2016 is the FSA writing assessment for grades four and five.

Jacque Collins states they are looking at a special reading curriculum called Smart Kids for kindergarten, first and second grades **because** they have a significant amount of low performing students. Over the years those students have a very difficult time catching up. CME has added staff to help students with the remediation skills they need.

Discussion held.

Oasis Charter Elementary School (OES)

Steve Hook states the bike rodeo held on February 6, 2016 was very well attended. They gave away several ~~8 or 10~~ bikes.

Steve Hook states the OES performance of *Shrek* will be held at Mariner High School on February 26, 27 and 28, 2016.

Steve Hook states they raised \$6,000.00 for the Luau for Life organization.

Steve Hook states they raised \$3,000.00 for OES families impacted by the severe storm. Four families benefited from this jean day fundraiser.

Steve Hook states they are working on help camps for testing time.

Discussion held.

Oasis Charter Middle School (OMS)

Elisa Collins states every Wednesday in February NJHS is sponsoring wear blue for H2O. The funds collected will go to purchase a sanitation system in Uganda.

Elisa Collins states there will be 3 students representing OMS at the spelling bee on Thursday, March 10, 2016 at Three Oaks Middle School.

Elisa Collins states the *Super Hero Dance* will be held March 12, 2016. The dance is sponsored by student council.

Elisa Collins states the *Murder Mystery Show* will be held at the Lake Kennedy Senior Center at 6:30 PM on Friday, February 12, 2016.

Elisa Collins states track and field has begun.

Discussion held.

Oasis Charter High School (OHS)

Shannon Treece states they are working on AdvancED. They are focusing on their strategic plan and what it looks like for OHS next year, three years out and five years out.

Shannon Treece states they are working to shore up their policies. Having the NEOLA policies in place gives them something to refer to and build upon.

Shannon Treece states OHS has begun scheduling for next year. She would like to have a survey out to students within the next few weeks to try and make sure OHS is meeting the needs of their students.

Shannon Treece states a meeting was held with the Certiport representative a couple of weeks ago to look at potential certifications that can be offered to OHS students within our current structure. This includes certifications in Microsoft Office, culinary arts and technology. Florida South Western State College stated that it is nice when students already have these certifications upon enrollment.

Shannon Treece states they are working on AICE preparations.

Shannon Treece states end of course exam preparations are underway.

Shannon Treece states the curriculum work has been ongoing throughout this year. Students should have the standards and skills needed to be well prepared for whatever they decide to do postsecondary.

Shannon Treece states they are looking at grading practices. Are they where they need to be consistently across the board?

Shannon Treece states they have used Schoology as an LMS (learning management system) platform since the beginning of the school year. OHS is opening some other components within Schoology to allow parents much deeper access to what's happening in the classroom.

Shannon Treece states that tonight, February 9, 2016 is senior night for wrestling.

Shannon Treece states the *Winter Sports Banquet* is March 2, 2016.

Shannon Treece states MUN (Model United Nations) has been very active this year. The students have been very impressive and have continued to press forward even with barriers. They have continued to work hard to make sure they have met their goals.

Shannon Treece states February 25, 2016 will be the JROTC ball.

Shannon Treece states JROTC has continued on their path to success. There isn't a competition they attend that Mrs. Treece doesn't receive positive feedback on their unit.

Shannon Treece states the student ~~led~~ **lead** murder mystery drama held on February 2, 2016 was very impressive.

Shannon Treece thanks the board for their support in allowing students to open a coffee shop before school. The students are excited to see their ideas coming to fruition.

Discussion held.

Miscellaneous Business & Board Comments

Co-Chair Donaldson invites everyone to the *Burrowing Owl Festival* on February 27, 2016.

Member Anderson states that we do have the option to add a student representative to the governing board as an ex officio. They could be chosen by the SAC committee or it could be the current student body president or someone in the student government at the high school level.

Member Boyer states that she would like to know where our parent representatives from the schools are.

Member Zivkovic states that he agrees with the student representative idea.

Member Anderson states that it is a good return investment for parents to become part of the board.

Member Teblum feels the student representative role could easily be filled.

Member Teblum states the appropriations committee will meet at 3:00 PM, February 9, 2016 on House Bill 873.

Co-Chair Donaldson states that maybe we should have more than one student representative on the board.

Co-Chair Donaldson states that she would like to see more job shadowing with the students.

Member Anderson suggests that future board members could start in August instead of April. New board members would be appointed in June instead of March.

Member Cosden states that she could take Member Anderson's suggestion to city council if the board is in agreement.

Member Zivkovic states that there are students who are getting out in the community for job shadowing. He agrees that it is a great value to students to see the real world as much as possible.

Member Zivkovic states that there is a learning curve for new board members. He doesn't know if it will make a difference if they come on the board in April or the beginning of the school year.

Member Boyer states that she feels the board members tenure should end when the school year ends. She would like to see the new board members start when the new school year starts.

Discussion held.

UNFINISHED BUSINESS

A. Strategic Plan-Steve Hook

We continue to look at technology from cost and need perspectives. Both CSADS and the infrastructure are priorities.

The whole strategic plan puts into place the technology piece.

NEW BUSINESS

A. Approval of OMS Youth in Government Junior Assembly at the FFA Leadership Training Center in Haines City, February 25-28, 2016-Keith Graham

Motion was made by member Boyer and seconded by Member Donaldson to approve the OMS Youth in Government Junior Assembly at the FFA Leadership Training Center in Haines City, February 25-28, 2016

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All "Ayes," motion carries.

B. Approval of OHS MUN Conference in Washington DC, April 3-4, 2016-Shannon Treece

Motion was made by member Cosden and seconded by Member Teblum to approve the OHS MUN Conference in Washington DC, April 3-4, 2016

Board vote: Anderson, Boyer, Cosden, Donaldson, Jackson, Teblum, Zivkovic

All "Ayes," motion carries.

Time and Date of Next Meeting

Regular Governing Board Meeting: Tuesday March 8, 2016, 6:00 p.m., Christa McAuliffe Elementary.

Adjournment

There being no further business, the meeting adjourned at 10:25 a.m.

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