



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, December 12, 2017 9:00 a.m.
City of Cape Coral Council Chambers

**BOARD
APPROVED**
JAN 09 2018
CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

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 12, 2017 at the City of Cape Coral Council Chambers. Vice Chair Robert Zivkovic called the meeting to order at 9:00 a.m.

2. Moment of Silence

Vice Chair Zivkovic

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

Vice Chair Zivkovic

4. Board Member Roll Call

Present: Boyer, Campbell, Fisher, Nelson, McMillan, Ross, Traiger, Winstead, Zivkovic

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

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Victoria Bateman, Financial Services Director, City of Cape Coral

Britt Martin, Senior Accountant, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Chris Porter, Vice President, Charter School Foundation

Donnie Hopper, Principal, Oasis Middle School

5. Approval of Previous Minutes

Motion made by Member Boyer, Second by Member Campbell, to approve the Minutes of the November 14, 2017 Governing Board Meeting. *Unanimous; Motion Carried*

6. Approval of Regular Meeting Agenda

Motion made by Member Fisher, Second by Member Campbell, to move New Business, Item 14A., to Public Comment, Item 7B.; move New Business, Item 14J. to Unfinished Business, Item 13C.; table Unfinished Business, Item 13A. until the next Regular Governing Board Meeting; and approve the balance of the Agenda of the Regular Governing Board Meeting, December 12, 2017. *Unanimous; Motion Carried*

7. Public Comment

A. No Comments from the Public.

B. Board Reorganization:

The Members of the City of Cape Coral Charter School Authority Governing Board *unanimously* elected the following: Chairperson is Robert Zivkovic; Vice Chairperson is Michael Campbell. *Unanimous Vote; Nominations Accepted*

Board Vote for Chairperson Robert Zivkovic: Boyer, Campbell, Fisher, Nelson, Traiger, Winstead, Zivkovic

Ayes: Boyer, Campbell, Fisher, Nelson, Traiger, Winstead, Zivkovic. Vote Unanimous

Board Vote for Vice Chairperson, Michael Campbell: Boyer, Fisher, Nelson, Traiger, Winstead, Zivkovic

Board Vote for Vice Chairperson, Sam Fisher: Campbell

Ayes for Vice Chairperson Michael Campbell: Boyer, Campbell, Fisher, Nelson, Traiger, Winstead, Zivkovic. Vote Majority for Campbell

The New Chairperson is: Robert Zivkovic

The New Vice Chairperson is: Michael Campbell

8. Consent Agenda

Motion made by Vice Chair Campbell, Second by Member Boyer to approve all Consent Agenda Items. *Unanimous: Motion Passed.*

Approved Chromebooks for Oasis Middle School - Hopper

Approved Oasis High School Boys Basketball Smoothie King Classic Field Trip, Dec 27-29, 2017/Bradenton, FL - Sanford/R. Ebbert

Approved Oasis Elementary School 5th Grade SeaWorld Field Trip, Jan 12, 2018/Orlando, FL Fennell/Herndon

Approved Oasis Middle School STEM City Planning Competition Field Trip, Jan 12-13, 2018/St. Petersburg, FL - Hopper/Domrase

Approved Oasis High School Culture Club Ringling Museum Field Trip, Jan 16, 2018/St. Petersburg, FL - Sanford/C. Prawitz

Approved Oasis Middle School UCA National Cheer Competition Field Trip, February 9-11, 2018/Orlando, FL-Hopper/J. Bowman

Approved Oasis High School Culinary Arts Museum of Fine arts St. Petersburg Field Trip, Feb 21, 2018/St. Petersburg, FL - Sanford/C. Prawitz

Approved Oasis Middle School Youth In Government Legislative Session Field Trip, February 22-25, 2018/Hanines City, FL - Hopper/Wise

Approved Oasis Middle School Florida State Technology Student Association Competition & Conference Field Trip, February 29-March 04, 2018/Orlando, FL-Hopper/A. Nowicki

9. Superintendent Report

Presentation of CAFR Report, Vicki Bateman, Director of Finances, City of Cape Coral:

The Authority's financial statements were audited by CliftonLarsonAllen, LLP, a certified CPA firm that issued an unqualified "clean" opinion of the Authority's conformity with the Generally Accepted Accounting Principles of the United States (GAAP). Overall, there were no material weakness findings for Fiscal Year Ending June 30, 2017, and the school gained about \$1 million in net revenue, which increased reserves. In other words, assets and liabilities increased by about \$1 million because the revenue was higher than the expenses. There were two instances of noncompliance or reportable conditions that are required to be reported under *Government Auditing Standards* and the *Rules of the Auditor General* and they have been addressed. *Discussion Held*

Presentation of Audit Findings, Vicki Bateman, Director of Finances, City of Cape Coral (for Andrew Laflin, CPA Principal, CliftonLarsonAllen, LLP:

Internal Funds are funds that are to be used in the current school year for students or student clubs, only. They should be budgeted funds and procured; they do not carry over to the next school year.

The purpose of this audit was last January or February the City Auditor looked into the Authority's Internal Funds practices, and one of the findings was to have an annual audit. CliftonLarsonAllen, LLP was then hired to update findings and follow-up on final recommendations, which puts the Authority in the position to have annual audits, which is required. This is a fresh start moving forward, and the bottom line is that from here on out, the Authority needs to closely follow the Florida Department of Education's Red Book policies which govern financial and cost accounting programs in Florida schools. *Discussion Held*

Ms. Bateman noted current staff and teachers are being educated and trained to understand the difference between transactions in General Funds, and Internal Funds ledgers, and sub-ledgers, and their exact contents and usage. *Discussion Held*

Member Nelson emphasized there needs to be more collaboration and training between the City and Authority personnel as the schools and operations are still maturing. Vicki Bateman agreed, and said that Interim Superintendent Collins has embraced the City and been very receptive to assistance. Member Ross asked if more personnel are needed for successful operations. Ms. Bateman agreed each school should have a bookkeeper, etc. *Discussion Held*

Interim Superintendent Report:

Interim Superintendent Collins thanked Vicki Bateman and her finance department team for their assistance and support. She also clarified the dates of the last auditing and emphasized if the System were to undergo a new testing right now, the findings would show great gains and that many areas of operations are now in compliance. *Discussion Held*

Summary of Best Practices (No cost or under \$5,000): Thus far, most of the 57 items recommended for improvement have been addressed. Some of the really big ones like adding personnel in Human Resources, or a bookkeeper will be looked at in the upcoming budget meetings. However, by and far, this is a huge process for us to take on, but we are making great gains. *Discussion Held*

CME Expansion: This is a cost-analysis proposal from Grady Minor & Associates, P.A., that is a preliminary study including a site plan. It will provide the Authority with some answers and directions as to what we want to do, how we will do it, and a timeframe. This is the first step; the process will take around 85 days and cost \$34,970. The contacts on this project will be Interim Superintendent Collins, and Vincent Cautero, Community Development Director,

City of Cape Coral. Dolores Menendez, City Attorney, City of Cape Coral, reminded Interim Superintendent Collins and the Board that under Chapter 26, the City will be supervising the construction, alterations, repairs, etc., on all school properties with recommendations from the Board. Since ultimately, these projects will become City buildings, the City will be very active during the entire process and the Authority needs to work very closely with them.

Discussion Held

Summary of Investigations: Copies of the Summary of Investigations regarding the Rally and Nelson Stephenson have been distributed to members of the Board. Included in this report is the full citation of Chapter 26.

10. Chairman Report

Chairman Zivkovic said regarding Chapter 26, we need to remember that there is the opportunity to review/rewrite this in 2019/2020, and we should consider doing so.

Dolores Menendez, City Attorney, mentioned that she believes Councilman Stout has already proposed revisions to Chapter 26, and something maybe forthcoming in January, especially where it concerns Board terms, etc. Vice Chair Campbell said that he recalls Stout telling the Council that she plans to reach out to the Board for input. Chairman Zivkovic suggested developing a subcommittee to communicate the potential impacts of any revisions to Chapter 26 that could affect the Board. *Discussion Held.*

Member Traiger asked the City Attorney, "What opportunities does the Board have to make modifications to Chapter 26 directly? What is the proper channel?" City Attorney Menendez allowed that in the past, for example, Chairperson Jessica Cosden was able to make minor changes, and in her Board capacity, this was allowed. However, all ordinances require adoption. Therefore, the Board cannot unilaterally say "we want to redraft..." and just do something or bring forward formally an ordinance by themselves. However, it is not that the Board's input could not be the impetus for an ordinance. If the Board sees a need for a change, or revision to Chapter 26 then they can bring this to the attention of the City Council. *Discussion Held*

11. Foundation Report

Chris Porter, Vice President, City of Cape Coral Charter School Foundation Board: We've put a great new team together this year, and moving forward we hope to do a lot of great things. We recently filled the grants writing position with a school parent, and we are happy to say after submitting the very first grant this year, we are one of the two finalists, and now wait to find out if we have won a \$15,000 grant.

During the year one of the areas of support the Foundation is going to focus on besides looking for grants is other ways they can support upgrading the school security system. Currently, the Foundation is working closely with the school's IT specialist to clarify the issues and needs.

Although the Foundation wants teachers to be able to get funding in any amount they can, especially including the smaller mini-grants, we are still looking to have larger funding to offer as well. The Senior Scholarships application process is about to open. The Foundation is still figuring out how to best distribute funds because if this year is like the last, then we will have many students to award, which means smaller scholarships.

This year the Lighthouse Award nominations are a record 250 teachers nominated. We are now in the process of waiting for principals to qualify the nominees, and then we will move on to naming the finalists, then interviews, then observations. The Lighthouse Awards and Dinner will be on May 4, 2018 at the Yacht Club.

The Rally is the Foundation's biggest fundraiser and it is set for April 7, 2018 at the German American Club. We are still working on all the details, but this year instead of selling tickets at the schools we are planning on selling items that are either low cost, or no cost to auction off, for example, pole positions at parent pick-up and lunch with the principals, etc. We have also secured high-end items like travel prizes and vacation packages which can be bid on over the internet; this opens up bidding to family and friends near and far. *Discussion Held*

12. Staff Comment

MaryAnne Moniz, Business Manager:

The Fiscal Year 2018 Operating Budgets rely heavily on our FEFP or Student Enrollment and are currently running slightly over budget by about 3%. Some of the contributing factors are enrollment, there's been an FEFP reduction of \$44,000, and minimum wage increased from \$8.10 to \$8.25/hour. *Explanation Continued*

Overall budget items that may affect the upcoming budget amendments include: AC Repairs/Replacements to the schools and Title II training and development for our staff.

We will need to move \$1.2 million from Reserves to cover the A/C repairs and/or purchases. The budget was approved in September, and now we just need to get specs and develop an RFP. Danielle Jensen, Director of Food and Procurement, noted after the City completed their assessment, we are in the process of identifying what needs to be repaired or purchased out right. *Further Explanation Continued*

Interim Superintendent Collins said that the AC vendor, B&I, is doing their own assessment as to what needs to be repaired or purchased because of the discrepancy between what the City recommended what needed to be replaced, and when. *Further Explanation Continued*

Regarding Title II there is no net effect; this amounted to an increase of \$34,000 for the training and development of our staff. *Further Explanation Continued*

Capital or PICO Funding was initially budgeted at \$583,000, and it came in at \$632,000. Because we budget at 96% on revenues, we have an increase of almost \$50,000 which will help offset what happened with the FEFP reduction. *Further Explanation Continued*

Hurricane Irma damage and personnel estimates are around \$15,000-\$20,000 in repairs and payroll expenses. In addition, because we had 5.5 days increase in the school calendar to make up for lost days, that comes in at about \$27,000 for hurricane payroll adjustments.

Workman's Compensation estimates will come out later but they will probably increase by about \$16,000. Member Nelson asked if Workman's Compensation costs went up or down year to year. Also, what types of employee accidents are most frequent, and do we have safety trainings? *Further Explanation Continued*

FRS employer contributions will increase by about \$11,700. *Further Explanation Continued.*

Bus repairs will need their budgets increased because fifteen buses will be going out of warranty by next spring. Member Traiger asked about replacement costs because of bus warranty issues. Member Nelson said that she is going to contact associates at the District to see if she can get some answers as to how things can change and for assistance. Member Nelson asked about cost analysis of bus leasing vs repair costs. *Discussion Held*

Office 365 has a \$4,000 defragmentation cost associated with it that we need to be prepared to handle. *Further Explanation Continued*

New Budget Kick-Off:

The Budget Workshop dates to be approved are March 27, 2018 and April 17, 2018.

The annual Capital Asset Improvement Plan was released to the principals and their internal departments so that they can go over it and start working on their capital needs. We will meet with small groups starting next week to help them build a three year budget. Also, budget guideline books were distributed so principals can see how they are built, and start asking questions, if any. *Discussion Held*

Donnie Hopper, Principal, Oasis Middle School (OMS)

Aligning classroom student grades with predicted testing results is the goal. Currently, 90% of students are receiving As, Bs, or Cs; while 6% are Ds, and 4% are Fs. This means students are getting the content and passing classroom testing, so parents are starting to see connections, and understand the data in order to support their child and teachers.

Official changes at OMS: There will be no more PDA or Public Displays of Affection in our hallways, etc. The District has this same rule and so do we, except it wasn't really enforced; now it will be. Cell phone usage will also be curbed. Parents can expect that their child has a

cell phone in their backpacks at all times because there will be no cell phone usage during the school day, period.

Both girls and boys volleyball teams are on to the next round of championships. Elf The Musical, Jr, is our next drama presentation and rehearsals are underway. The Eco Club and their wonderful gardens now have strawberries taking root; we hope to use some of the produce in our kitchens if possible. STEM teams are designing boats and bridges all over the campus. PTO has a dance scheduled for us on Friday. Our Cheerleaders are headed toward States competition. TSA, our showcase for students and technology, has a field trip planned that's also a competition. National Junior Honor Society (NJHS) is back on track and ready for an induction ceremony in January. We now have a Book Battle Team that will represent us at the District's "Battle of the Books."

Mr. Hopper and Amanda Sanford, Principal, Oasis High School attended the District's Principals Meeting and represented the Charter Schools. This was by invitation and very productive. The one common theme of the meeting was retention. How do you keep qualified people and support staff? The District is dealing with the same problems that we are vis a vis attracting qualified and certified people to work with us and stay. We are competing with the best and this is a challenge for all of us. We need to think about branding in terms of promotion and attracting the best of the best for hiring.

The Oasis Middle School Open House is set for January 18th. A postcard is going out to all our schools and parents, plus West Zone kids. If we can successfully recruit and bring over just our own kids, we will have about 20 seats open to the public. *Explanation Continued*

Finally, we were given free National School Choice Week kits; the campaign kicks off January 21st. The kit includes a cool scarf that promotes school choice and some other informational items. We are going to hand these out to students from other schools and use it as a branding recruitment tool. *Explanation Continued*

Chairman Zivkovic would like a meeting with Mr. Hopper to define and discuss exactly what it will take to attract and recruit the "best of the best" teachers and staff.

Recess 10:38 a.m.

Meeting Back in Session at 10:44a.m.

13. Unfinished Business

13A. Evaluation of ScreeningOne Background Check Services: Tabled.

13B. Discussion of Real Estate Options: Interim Superintendent Collins had a meeting with the City Manager to discuss parking and joint development of the space behind the schools. The City Manager is interested in developing this land working with the schools to maximize it's multi-purpose use. The schools could use the space during the day; the general community can use it during off times. The first step is a parking analysis, and then a site analysis by Vincent Cautionero, Community Development. Finally, we are all going to sit down with Vicki (Bateman), and Parks & Recreation, and do a Capital Costs and Operations & Maintenance Cost which will help us to understand what we are getting into, and how we can maintain everything. The City Manager also had ideas as to how to fundraise to help pay for this.

Further Explanation Continued

The City Manager also recommended holding off on purchasing the 3505 property and instead, focus on the parking issues and development of space behind the school. Member Winstead questioned why we don't just buy the 3505 property outright whether we use it or not? Interim Collins said if the City purchased it, they would most want to develop it, and development would mean a lot of work to declare a rezoning, etc. *Discussion Held*

Chairman Zivkovic moved former Item 14J forward to discuss determining what are the deficiencies the System has, and how can we determine costs, safety, and revenue potentials. The Chairman would like a focus group or subcommittee to help answer these questions, and work closely with the City regarding best use for parking, our schools, and the community.

Discussion Held

Member Boyer wondered if it is feasible to alleviate parking in the back right now or the land can't be used at all? And how can we move forward with focus groups or subcommittees, etc. to help discover best use? Interim Superintendent Collins said what is available right is used for student parking; any additional space would require light construction, i.e., moving dirt mounds, etc. City Attorney Menendez suggested rather than public focus groups, first go directly to parents, staff, PTO, etc., and develop some kind of survey as a lead. *Discussion Held*

Member Fisher said that although he likes the idea of first going to parents, staff, and PTO, he prefers that the public is also included in all discussions about parking and land usage. He also welcomed new Member Nelson, and wished all Happy Holidays.

Member Fisher departed 11:07 a.m.

Interim Superintendent Collins agreed to develop some kind of parent survey to identify the parking needs of parents, and use of available land. City Attorney Menendez said the City is

always ready to collaborate regarding where and what are the needs, and how can they be satisfied. *Further Explanation Continued*

Member Nelson commented these parking and land purchasing issues should have been on the Strategic Plan or be addenda to the Plan. Member Traiger said these issues are not on the Strategic Plan, and recommends they stay off the Plan because these issues are really about capital improvements, which are on another priority list. Interim Superintendent Collins clarified the Strategic Plan mostly functions and focuses on student improvement and achievement; it is the educational component of the System Plan. *Discussion Held*

14. New Business

14B Chairman Zivkovic welcomed new Member Jennifer I. Nelson, District 4, to the Governing Board.

14C Superintendent Contract: Member Boyer spoke about Superintendent Contract Negotiations and establishing a new meeting date with City Attorney Menendez to help clarify negotiations. Hopefully, there will be a draft to put before the Board at the next meeting.

14D Internal Funds Standard Operating Guide: Language needs to be changed and amended in Section 5D, page 19, paragraph 4. The Board will table this for approval at the next meeting, January 09, 2018.

Chairman Zivkovic asked for clarification on what is a “designated” and “undesigned” donation, and how are these terms are communicated to parents and donors. Member Winstead said that he wants our school system to adopt procedures and directives that meet the best practice recommendations, and at the same time, actually suit our unique system. *Discussion Held*

Motion made by Member Boyer, Second by Vice Chairman Campbell to table approval of the Internal Funds Standard Operating Guide until the next meeting, January 09, 2018. *Unanimous; Motion Carried. Fisher excused.*

14E Accrued Leave time for Part-time Employees: This is a professional courtesy to staff members who are certified in their field; the District also allows part-time teachers to accrue leave time. Currently, this only affects two teachers, and this number probably won’t grow, but it’s important to offer this professional courtesy or reclassification of part-time employees who can accrue leave time. This is not a policy change; it’s a reclassification that will follow an attendance plan. City Attorney Menendez asked to make sure there is nothing out there in teacher contracts that already exists. *Discussion Held*

Motion made by Member Traiger, Second by Member Nelson to approve part-time employee accrued leave, and to do all things necessary to accomplish this, including but not limited to amending a policy. *Unanimous; Motion Passed. Fisher excused.*

14F Changes to Clinic Assistant Job Description: Interim Superintendent Collins would like to remove the CNA and/or medical experience requirements from the job description which is making it difficult to find people to fill the slot. The District also does not require these certifications or skills sets. Member Winstead would like to keep these requirements kept in as a "preferred" status for hiring applicants, and maybe even pay them more if they have these certifications and/or skill sets. Member McMillian said her personal experience is that the salary needs to increase to \$16-\$18 hour (with no benefits) to get a qualified CNA in place. *Discussion Held*

Motion made by Member Traiger, Second by Vice Chairman Campbell to approve changes to the Clinic Assistant job description omitting the CNA and/or medial experience requirement for hiring. *Unanimous; Motion Passed. Fisher excused.*

The Board noted any adjustments to the pay scale as a result of certifications or other experience will need to come back for Board approval.

Member Ross departed 11:52a.m.

14G Approval of System-wide Attendance Policy: The District's policy was compared to our policies, and the biggest difference was whether an absence is excused or not, should it be allowed to be made up, and receive credit?

Motion made by Vice Chairman Campbell, Second by Member Traiger to approve the excused absences and credits policy in our system-wide attendance policy. *Unanimous; Motion Passed. Fisher excused.*

The Board noted NEOLA Policy will have to be updated, modified, and/or adopted to reflect this. Interim Superintendent Collins will look into this.

14H Approval of Budget Workshop Dates: MaryAnne Moniz asked the Board to approve two Budget workshop dates, with a third added if necessary.

Motion made by Member Boyer, Second by Vice Chairman Campbell to approve Budget Workshop dates March 27, 2018 and April 10, 2018 which Governing Board members and associates will attend. *Unanimous; Motion Passed. Fisher excused.*

Member McMillian departed 11:57 a.m.

14I Adoption of the City of Cape Coral Charter School Authority School Calendar 2018-2019: We do have some flexibility with the District concerning calendar days, so we have added half-days, and moved other half-days because our students are in an academic setting longer during the day than Lee County. Looking at the calendar you will see we've added specific Professional Development and Professional Duty days, and scattered the remaining half-days throughout the calendar. *Explanation Continued*

Motion made by Vice Chair Campbell, Second by Member Traiger to approve and adopt the City of Cape Coral Charter School Authority School Calendar 2018-2019. *Unanimous; Motion Passed. Fisher excused.*

14K Discussion of the Proposed LED Lighting Project: Interim Superintendent Collins would like to table this discussion to another meeting where Capital Improvements are discussed. The Interim Superintendent said, "When we have our Capital Improvement Plan discussions we talk about everything that needs to be done throughout the year. Rather than do this cost saving and critical project discussion piecemeal, we need to sit down as a team, and set priorities with this issue and the parking issues, etc."

Member Winstead commented that of all our investments, this is the only one that actually has a return in savings. And as far as looking at ways to accumulate funds, the longer we wait, the more this project will cost. The financial gains would outweigh the hassle of paperwork, etc. *Discussion Held*

Motion made by Vice Chairman Campbell, Second by Member Boyer to table Discussion of the LED Lighting Project until we have the Capital Improvement Plan discussion. *Majority; Motion Carried. Fisher Excused.*

Board Vote Ayes: Campbell, Zivkovic, Boyer, Nelson, Traiger

Board Vote Nay: Winstead

15. Final Board Comment and Discussion

Member Winstead: Thanked former Chairperson Jessica Cosden for her service and dedication. Moving forward Winstead is hopeful that the Board will first keep students and teachers in mind, and that we will continue to work together as a team. Happy Holidays, Everyone.

Vice Chairman Campbell: Welcomed Ms. Nelson to the Board and the new City Council, and he wishes everyone a good holiday.

Chairman Zivkovic: Regarding the AC project, etc., he wants ownership of Unfinished Business to be handled and taken care of properly, and timely, and not dropped. He said, "In other words, Interim Superintendent Collins needs to stay on these projects until completion, and please keep the Board informed." Chairman Zivkovic welcomed new member Ms. Nelson, and gave thanks to the Admin staff, and Mr. Hopper, who is doing a fine job with the middle School Open House.

Member Boyer: Welcomed new member Jennifer Nelson. She also thanked Mrs. Collins for "Really stepping up and doing excellent work, along with her well-oiled teachers and staff."

Member Boyer said with Mrs. Collins as Interim Superintendent "We are in good hands."

Member Boyer is on the Board of "Do the Right Thing," a program that acknowledges great students for the wonderful things they do. In the past, many Charter School students were nominated, and Boyer would like to see more of our students again, so please remind the schools about "Do the right Thing," and that it's a really great program. Merry Christmas and Happy New Year to Everyone.

Member Nelson: Thanked everyone for their warm welcome. She would like to set up a tour of the schools to see what a "Day in the Life of Charter School Management" is really like.

Interim Superintendent Collins agreed and will make arrangements. Happy Holidays, Merry Christmas, and Hanukkah to Everyone.

Member Traiger: Thanked Mrs. Collins and Vicki Bateman and her Financial Services team for their dedication and excellence. Member Traiger asked that all Board members review the Superintendent Evaluation form so that they will be better able to discuss it at the next Board meeting. Happy Holidays to Everyone and a Good New Year.

16. Time and Date of Next Regular Meeting

The Regular Governing Board Meeting will be held on Tuesday, January 09, 2018, at 6:00p.m., in the Christa McAuliffe Cafeteria, 2817 SW 3rd Lane, Cape Coral, Florida 33991.

17. Adjournment

There being no further business the meeting adjourned at 12:15p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

**BOARD
APPROVED**

JAN 09 2018

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

Secretary

Date of approval