

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

Monday, September 18, 2017
Council Chambers
9:00a.m.

APPROVED
OCT 10 2017
CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

1. CALL TO ORDER: The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on September 18, 2017, at City of Cape Coral Council Chambers. Chair Cosden called the meeting to order at 9:00a.m.

2. MOMENT OF SILENCE: Chair Cosden

3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:
All in Attendance

4. ROLL CALL: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
Excused: McMillan, Winstead
Not Present: Ross

ALSO PRESENT: Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority
Danielle Jensen, Director of Procurement and Food Services
Penny Faulkner, Bookkeeper
Paul Pescatrice, Facilities Manager
Lisa Sonego, Director of Human Resources, City of Cape Coral
Vicki McAtee, City of Cape Coral Human Resource Liaison to Charter Schools
Dolores Menendez, City Attorney, City of Cape Coral
Mark Moriarty, City Attorney, City of Cape Coral
Amanda Sanford, Principal, Oasis High School
Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary
Christopher Fennell, Assistant Principal, Oasis Elementary
Britt Martin, Accountant, City of Cape Coral
Jeanette Kruez, Accountant, City of Cape Coral
Gary Cerny, Foundation President, City of Cape Coral Charter School Authority
Doug Byers, CME parent

5. APPROVAL OF MINUTES

Motion to approve the minutes for the regular Governing Board meeting of August 8, 2017 was made by Board Member Fisher and seconded by Board Member Campbell.

Board vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

All "Ayes," motion carries.

6. APPROVAL OF AGENDA REGULAR MEETING

Motion was made by Member Fisher to strike item 14F from the Agenda.

Discussion Held

Chair Cosden states there is no second to the motion; motion dies.

Motion made by Board Member Zivkovic and seconded by Board Member Campbell to move items 14E and 14F before item 14A and add 14G, "Support from Lee County Schools and the CCCCSA Calendar."

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

Ayes: Boyer, Campbell, Cosden, Traiger, Zivkovic

Opposed: Fisher

Motion passes

7. PUBLIC COMMENT

Doug Byers, a CME Parent expressed gratitude that CCCCSA attempted to restore school instruction on Monday, September 18, 2017, he does not agree with the delayed start of the Lee County Schools District return date of Monday, September 25, 2017. Mr. Byers would like CCCCSA to consider what our agreements and understandings are with the District and see if there is some way of preventing unnecessary delays when possible.

Chair Cosden thanked parent and closed comments.

8. CONSENT AGENDA

- A. Approval of CME 5th Grade Billie Swamp Field Trip on November 20, 2017 – Kevin Brown
- B. Approval of OCES 4thGrade Billie Swamp Field Trip on December 15, 2017 – Chris Fennell
- C. Approval of OES 1st Grade Lowery Park Zoo Field Trip on January 26, 2018 – Chris Fennell
- D. Approval of OES 4th Grade St. Augustine Field Trip on March 26, 2018 - Chris Fennell
- E. Approval of OES 5th Grade Busch Gardens Field Trip on May 21, 2018 - Chris Fennell

- F. Approval of OHS Cheer Program to Perform at ACC Championship Game – Amanda Sanford
- G. Approval of OHS JROTC Raider Field Trip – Amanda Sanford

The motion to approve all items of the Consent Agenda was made by Board Member Boyer and seconded by Board Member Zivkovic.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All “Ayes” motion carries.

9. SUPERINTENDENT REPORT

Jacquelin Collins, CCCCSA Interim Superintendent discussed the State of Affairs Post Hurricane Irma.

Determining School Closings/Opening: Superintendent Collins emphasized when a decision is made to close or open schools it is made in conjunction with the City and the Emergency Operations Center Management teams and is not a sole decision, but rather in collaboration with all concerned parties.

Paul Pescatrice, was acknowledged for his excellent dedication and facilities management during the hurricane. Danielle Jensen was acknowledged for her efficiency in recovering and preventing foods from spoilage in the case that schools would reopen on September 18, 2017 and/or be consumable by/after September 25, 2017. Doug Byers, CME parent, and Board Member Zivkovic were acknowledged for securing emergency tankers to be donated for school bus fuel.

Return to Instruction Days: Collins explained the CCCCSA charter with LCSD requires following the LCSD attendance schedule. The schedule is tied to state funding, and any operations that support accurate reporting, i.e., FOCUS attendance and grading programs are all supported by the District. When the District goes down, CCCCSA must also go down. Further explanation continued.

Collins was told LCSD was set to resume classes September 25th but in case they are not ready there may be a need for an emergency session to determine how operationally this would happen, and how attendance reporting, etc. would be carried out if CCCCSA decided to move ahead with the instructional schedule without LCSD participation. Further explanation continued.

School Insurance Adjuster/Claims: Collins said the school’s hurricane insurance adjuster was on the campuses before the surge hit with Paul Pescatrice and made assessments, took pictures, and collected data. All school principals did the same process and submitted their claims immediately. Schools reported minor damages, including a playground structure that was superficially disturbed but otherwise the schools did well. Further explanation continued.

Lost Wages for Employees Due to Hurricane: Collins suggested that since wages were already budgeted and approved “we do the ethical thing” and pay (hourly) employees for their lost time. If the governor excuses the days we have had off employees will not have to file for lost wages with FEMA because CCCCSA will guarantee they will not have had any lost wages during hurricane time. Further explanation continued.

Post-Hurricane Project Delays: Collins spoke with Vince Cautero, Community Development Director regarding the CME Expansion. Cautero assured Collins CCCCSA is still a priority but will need to do an amendment to the Planned Development Project (PDP) in order to do the expansion, which means CCCCSA will have to go for bids for construction and engineering services which is a process. Further explanation continued.

Strategic Planning Retreat is scheduled for Tuesday, September 26, 2017 at the Yacht Club, 9:00AM.. Teams are meeting this week to finalize approach which has been modeled on the LCSD Vision 2020, and incorporates the recommendations of the AdvanceED assessment. Financial Stability was not included in the Strategic Planning as budgeting goals are determined and discussed throughout the year. Further explanation continued.

Hiring of New Executive Assistant to Superintendent: Kathleen Paul-Evans has been hired as the new Executive Assistant effective September 19, 2017. Further explanation continued.

Capital Expenditures: Projects are still planned and scheduled, for example: painting of buildings and restriping of parking lot is set for work over Christmas Break and/or Spring Break, if necessary. AC units will be replaced, parking lot lighting, custodial staff increase, etc. Future projects are also under consideration, i.e., interior/exterior lighting, fields, security/surveillance equipment, etc., Further explanation continued.

Board Member Traiger asked if any employees whose (hourly) wages are to be paid attempted or did in fact, report for (limited) work this week?

Collins: Yes, all have communicated with principals and/or reported off/on except bus drivers.

Traiger: Did any Administration/staff report for work this week? Traiger was told that District Admin and staff reported for work the same week.

Collins: Admin checked into the campuses; teacher return to duty and classrooms was left up to them. Collins is hoping for full participation but within reason being as flexible as possible. Further explanation continued.

Traiger: Is there a resolution on the parking situation on the Oasis campuses relative to special events?

Collins: We will not have a situation like last year again. Options include parking on the back field areas. Discussion continued between Collins and Traiger.

Board Member Zivkovic: Are insurance claims per storm?

Collins: She is not sure of adjuster language and whether or not this is a City issue but will check.

Member Zivkovic (1) He would like clarification of hurricane claims language and intent.(2) has concerns about restriping of parking lots in compliance with quality and city requirements (3) does not

believe parking in the field will work and that CCCCSA needs to partner with City to come together with a viable solution to avoid overflow of parking on campuses. Further explanation continued.

Board Member Campbell: Can schools be reimbursed for (hourly) employees who did not come back to work even though we are still paying them?

Collins: Yes, I suppose we can take a look at claims filing in this instance. Further discussion continued.

10. CHAIRMAN REPORT

Chair Cosden has nothing to report at this time.

11. FOUNDATION REPORT

Foundation President Gary Cerny: Mentioned Chris Porter is now the Foundation Vice President, and Kristina DeMoya is now the Secretary.

The Foundation is in process of going paperless and streamlining the team. There is to be a vote on new fundraising strategies, ways to distribute mini-grants, and full grant writing for future awards. Board Members thanked Mr Cerny for assuming the new role. Further explanation continued.

12. STAFF COMMENT

Director of Procurement and Food Service: (1) Danielle Jensen has submitted an Invitation For Bids on exterior painting of all four schools, gymnasiums, and airnasium. (2) Submitted a Request For Proposal for outsourced custodial management for next school year, and (3) Recognized landscapers Brightview, LLC who restored CCCCSA campuses in time for staff and student safe return. Further explanation continued

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

14E: MODIFICATION OF SUPERINTENDENT SEARCH

14F: HIRING JACQUELIN COLLINS PERMANENTLY FOR THE SUPERINTENDENT POSITION

Board Member Campbell: Campbell summarized Interim Superintendent Collins' achievements thus far (8 months) as an indication of why she should be considered for the permanent superintendent's position. 1. Mrs. Collins has been doing two jobs well – the Superintendent's and Principal, OES 2. Mrs. Collins has helped restore trust between the school system and the Council. 3. Mrs. Collins has implemented Best Practices. 4. Mrs. Collins has brought us out of a budget crisis. 5. The way Mrs. Collins dealt with the hurricane emergency and afterward is helping to recoup costs, and the list goes on.

Hiring Mrs. Collins would provide stability to the system and the best way to show staff without paying them that if you work hard, and do a good job, you can rise to the top which is a huge morale booster.

Lisa Sonego HR Director commented that the search process is ongoing and if the Board determines their preference she will check into how things are to be done if the process needs to be truncated for quick hire of Mrs. Collins. In the meanwhile, new postings could go up as soon as Christmas Break . Furthermore, the add pay for Mrs. Collins will need to be factored and included in her pay.

Board Member Boyer commented many things have happened during Mrs. Collins time but she wants to make sure there is consistency in the best practices process of hiring a permanent superintendent.

Board Member Traiger Commented Mrs. Collins has done a phenomenal job. A new leader may not be exactly what we are looking for because the learning curve is tremendous. However, Traiger is willing to continue a search only if new candidates are so much better than what we already have.

Board Member Fisher stressed his caution is not personal; he is satisfied with Mrs. Collins, it is just that he wants to maintain best practices policy during the hiring process and doing everything by the book, and right.

Discussion Held

Chair Cosden asked that it not be made a motion but something that is simply asked of City of Cape Coral HR to look into and advise the Board.

City Attorney Menendez clarified the process would change from terminating the professional search, to successful negotiations with Mrs. Collins for terms and contract specifics, if the COCC HR determines this change is doable.

Board Member Campbell made the motion to have the COCC HR department investigate whether it is possible to truncate the search process and expedite negotiations with Mrs. Jacquelin Collins for the permanent position of the CCCCSA Superintendent. It was seconded by Member Boyer.

Board Vote: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
Opposing: None
All "Ayes" motion carries

14A. APPROVAL OF THE ARTICULATION AGREEMENT FOR DUAL ENROLLMENT

Amanda Sanford proposed CCCCSA should have its own agreement with FSW in place of the current one with Lee County. All money handling would place us as vendors and this means nothing is really changing except the name change on the current contract.

Board Member Traiger: Why did we make this change?

Sanford: This allows FSW to have their own contract with us, per se, and agreements.

Board Member Zivkovic: Are dual enrollment books covered for our students?

Sanford: Yes.

Discussion Held

Board Member Zivkovic made the motion to accept the proposal between CCCCSA and FSW that replaces the similar and current one with Lee County. The motion was seconded by Board Member Boyer.

Board Votes: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All "Ayes" motion carries

14B. FY 2016-2017 BUDGET AMENDMENT #2 (MaryAnne Moniz)

Mrs Collins presents for MaryAnne Moniz who is excused due to post hurricane cleanup.

Budget Amendment #2 is needed to align both revenue and expenditure categories associated with miscellaneous adjustments also known as "Transfers and Reclassifications." Basically this amendment is a reclassification of monies spent. This must be approved by September 30th moving from capital to debt. Further explanation continued.

Board Member Boyer: This is not streamlining?

Collins: This is a reclassification; now classified as a debt...

Board Member Zivkovic: Wants communication with City to understand we are going to do this because they recommended it, and we want to work closely and in compliance with them.

Discussion Held

Board Member Zivkovic makes a motion to accept Budget Amendment #2. The motion was seconded by Board Member Traiger.

Board Votes: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic
All "Ayes" the motion carries

14C. USING RESERVES FOR AC REPLACEMENTS

Mrs. Collins met with CCCCSA Admin staff and schools and determined AC is priority for all schools. Since we will receive \$1.8million funds toward capital gains it is a good time to take money out of reserves by about \$1.2 million to replace OCES, CME and OMS systems throughout 2018. The recommendation is to take money from Reserves and replace not repair.

Zivkovic: (1) Agrees but thinks this is problematic because if we replace all at once, this means they will eventually need to be replaced at the same time. (2) wants it to be remind everyone the City owns OMS gym, so perhaps they could share in costs.

Discussion Held

Board Member Zivkovic made the motion to take money from Reserves and use it to help replace resources. The motion was seconded by Board Member Fisher.

Board votes: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

Opposing: None

All "Ayes" motion carries

14D. DISCUSSION OF SUPERINTENDENT ADD PAY

Board Member Zivkovic: We haven't matched the Interim Superintendent's raises and add pay to reflect current rates.

Discussion Held

Member Zivkovic makes the motion to keep the hours that the Interim Superintendent is working (2 hours a day) at her current hourly rate and align the payment to reflect any pay raises and add-pay. The motion is seconded by Member Boyer.

Board Votes: Boyer, Campbell, Cosden, Fisher, Traiger, Zivkovic

Opposing: None

All "Ayes" motion carries

14G. SUPPORT FROM LEE COUNTY SCHOOLS AND THE CCCCSA CALENDAR

Mrs. Collins explains we have more time in school than Lee County does so we can get away with early release days, etc.

Chair Cosden comments "not allowing CCCSA to reopen schools post hurricane isn't fair," and asks Mrs. Collins to look at contingency plans if LCSD doesn't open next week and we are still ready to go or vice versa – what if there is a circumstance when we are not ready and the District is? Then what happens? Are there any exemptions that CCCCSA is allowed to be granted in order to avoid missing out on education?

Board Member Traiger: would like Mrs. Collins to work personally, directly with LCSD Superintendent Dr. Atkins on this issue before employing legal department to legal department.

Discussion Held

City Attorney Menendez advised that instead of a formal motion or vote, Mrs. Collins is to understand the she is to do all in her power to accomplish satisfaction and safety whereas it applies to the school calendar including reaching out to the LCSD, Dr. McCullers, legal departments, and Superintendent Dr. Atkins.

No vote was taken; the Board agreed to have Mrs. Collins make consistent and clear contact with LCSD regarding this issue.

15. FINAL BOARD COMMENT AND DISCUSSION

Chair Cosden wanted to discuss ongoing Public Records Requests.

Collins said NEOLA policy has clause any Public Records Request that takes more than 15 mins to process will be charged an hourly fee dependent on the processors hourly fee. Plus costs per copy. Moving forward this will be the policy that is followed.

City Attorney Menendez would like to look over NEOLA policy first to make sure it fits our circumstances and is aligned with state compliance.

Board Members continued to thank CCCCSA Admin and staff for job well done during the entire Hurricane Irma State of Emergency.

City Attorney Menendez introduced Mark Moriarty who has just joined the City staff replacing Bill Buztrey. It is anticipated Mr.Moriarty will be doing much of the work for the City.

16. TIME AND DATE OF NEXT MEETING

The regular Governing Board Meeting will be held on Tuesday, October 10, 2017 at 9:00 a.m. at City Council Chambers at 9:00 a.m.

17. ADJOURNMENT

There being no further business the meeting adjourned at 10:40 a.m.

Respectfully Submitted,
Kathleen Paul-Evans
Executive Assistant to the Interim Superintendent
Cape Coral Charter School Authority

BOARD
APPROVED
OCT 10 2017

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

Item Number:	6.A.
Meeting Date:	10/10/2017
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

October 10, 2017 Regular Meeting Agenda

SUMMARY:

ADDITIONAL INFORMATION: