



## **AGENDA**

### **REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD**

**Tuesday, December 11, 2018**

**City of Cape Coral Council Chambers**

**5:30 PM**

**1. CALL TO ORDER**

A. Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Chairman Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Chairman Campbell

**4. ROLL CALL:**

A. Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

**5. APPROVAL OF MINUTES:**

A. Approval of Governing Board Meeting Minutes November 13, 2018

**6. APPROVAL OF AGENDA REGULAR MEETING:**

A. Approval of Regular Governing Board Meeting Agenda December 11, 2018

**7. PUBLIC COMMENT:**

A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

**8. CONSENT AGENDA:**

A. Approval of School Bus Service Agreement Extension - Danielle Jensen, Director of Procurement and Food Service

B. Approval of Budget Workshop Dates - MaryAnne Moniz, Business

Manager

- C. Approval of General Personnel Movements including administrative, certificated, support, substitute staff and out-of-field appointments - Superintendent Collins
- D. Approval of the Superintendent's Performance Evaluation Score and Performance Assessment Rating - Chairman Campbell

**9. SUPERINTENDENT REPORT:**

- A. Superintendent Jacquelin Collins

**10. CHAIRMAN REPORT:**

- A. Chairman Michael Campbell

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

- A. City of Cape Coral Charter School Authority Educator's "Every Child Needs A Champion" Video - Donnie Hopper, Principal, Oasis Middle School

**13. UNFINISHED BUSINESS:**

**14. NEW BUSINESS:**

- A. Approval of Use of Fund Balance for Transportation Expenses - MaryAnne Moniz, Business Manager

**15. FINAL BOARD COMMENT AND DISCUSSION:**

- A. Chairman Campbell

**16. TIME AND DATE OF NEXT MEETING**

- A. The next Regular Governing Board Meeting will be held on Tuesday, January 8, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**17. ADJOURNMENT:**

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

<b>Item Number:</b>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>12/11/2018</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 2.A.**

**Meeting Date: 12/11/2018**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 12/11/2018

**Item Type:** PLEDGE OF  
ALLEGIANCE:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>12/11/2018</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell, Vice-Chair Tami Traiger, Sam Fisher, Vanessa Metzger, Robert Miniaci (PR), Jennifer I. Nelson, District 4 (CM), Angela Ticich (Edu), Russell Winstead

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 5.A.**

**Meeting**  
**Date:** 12/11/2018

**Item Type: APPROVAL OF MINUTES:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Approval of Governing Board Meeting Minutes November 13, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

Item Number:	6.A.
Meeting Date:	12/11/2018
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Approval of Regular Governing Board Meeting Agenda December 11, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**



<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 12/11/2018 <b>Item Type:</b> PUBLIC COMMENT:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 8.A. <b>Meeting Date:</b> 12/11/2018 <b>Item Type:</b> CONSENT AGENDA:
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of School Bus Service Agreement Extension - Danielle Jensen, Director of Procurement and Food Service

**SUMMARY:**

The recommendation is to extend the service agreement with Good Wheels for another 70 days. This will ensure we have busses until the new agreement is finalized, and the new option is fully implemented. The cost to lease four busses for the extended time is \$90,370. The CSA is requesting the Governing Board approve this transaction because it is over \$50,000.

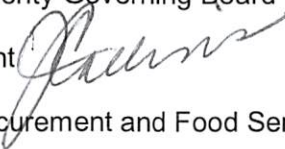
**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ bus extension nov 2018	Backup Material



CAPE CORAL CHARTER SCHOOL AUTHORITY  
ADMINISTRATION DIVISION

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent   
FROM: Danielle Jensen, Director of Procurement and Food Services  
DATE: November 29, 2018  
SUBJECT: Cape Coral Charter School Authority School Bus Service Agreement-Extension

---

**BACKGROUND:**

Currently, the Charter Schools have a fleet of 19 buses that service all four schools for transportation to school and extra-curricular activities. A month before the 2018-19 school year started, four buses were identified as not operational per all codes, so a service agreement contract was negotiated with Good Wheels. This agreement was to rent four 77-passenger school buses as well as to provide drivers, who met all background check requirements, for the first 24 school days while the buses were being repaired. The contract was then extended 70 days to ensure bus services until the end of the calendar year which was December 31, 2018. The Student Transportation Service Request for Proposals has been issued and is due back on December 12, 2018. An evaluation team must meet, evaluate and make a decision and then negotiate a contract. With the holidays, it will be necessary to extend the Good Wheels contract into 2019. The cost will remain \$322.75 per bus, per day. Once the school has made a decision on the new vendor, the contract can be terminated with a 30-day notice.

**RECOMMENDATION:**

The recommendation is to extend the service agreement with Good Wheels for another 70 days. This will ensure we have buses until the new agreement is finalized and the new option is fully implemented. Each bus and driver will remain at a cost of \$322.75 per day. The cost to lease four buses for the extended time period of 70 days will be a total cost of \$90,370. They will continue to provide buses that meet all inspections and are maintained for safety. They will also provide drivers that meet all license and background check requirements. Once a decision has been made for the future regarding transportation, we can terminate the contract within 30-days. The Charter Schools are requesting the Governing Board's approve since the agreement is over \$50,000.

**Item Number: 8.B.**

**Meeting Date: 12/11/2018**

**Item Type: CONSENT AGENDA:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Approval of Budget Workshop Dates - MaryAnne Moniz, Business Manager

### **SUMMARY:**

Approval of City of Cape Coral Charter School Authority

Budget Workshops 2019:

Budget Workshop #1: Tuesday, March 5, 2019 (alternate March 26)

Budget Workshop #2: Tuesday, April 2, 2019 (alternate April 16)

Time: 9:00 a.m.

Place: T.B.D. City Hall - Green Room

### **ADDITIONAL INFORMATION:**

**Item Number: 8.C.**  
**Meeting Date: 12/11/2018**  
**Item Type: CONSENT AGENDA:**

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of General Personnel Movements including administrative, certificated, support, substitute staff and out-of-field appointments - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ TROOP MOVEMENTS NOV 2018	Backup Material



## **CSA PERSONNEL MOVEMENTS – NOVEMBER 2018**

New Hire	Jessica Steinke	CSA – Substitute Teacher	11/13/2018
New Hire	Maria Rodriguez	CSA - Substitute Food Service	11/19/2018
New Hire	Stephanie Hulett	CSA- Substitute Teacher, VPK	11/19/2018
New Hire	Jordan Moore	OES – Substitute Teacher	11/19/2018
New Hire	Ashley Reyes	CSA – Substitute Teacher	11/19/2018
New Hire	Lisa White	OES – Teacher , Grade 3	11/26/2018
New Hire	Kimberli Muchmore	CSA – Substitute Teacher	11/29/2018
Transfer	Sarah LaPorte	OES Teacher, Grade 3 to OMS Teacher, ELA	11/19/2018
Transfer	Lisa DeWitt	OMS Teacher, ELA to OMS Teacher, Health	11/19/2018
Separated	Emilie Martineau	CME Teacher, Grade 2	11/26/2018*

**\*P = Personal**

<b>Item Number: 8.D.</b>
<b>Meeting Date: 12/11/2018</b>
<b>Item Type: CONSENT AGENDA:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of the Superintendent's Performance Evaluation Score and Performance Assessment Rating - Chairman Campbell

**SUMMARY:**

Superintendent's Performance Evaluations: June 15 - December 15, 2018  
Overall Performance Assessment Score: 3.64  
Overall Performance Assessment Range: "Highly Effective"

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▯ SUPER EVAL JUNE-DEC 15 2018	Backup Material

# SUPERINTENDENT PERFORMANCE EVALUATION DECEMBER 2018

Charter School  
Authority  
Superintendent

Jacquelin Collins

DATE OF REVIEW

Nov. 23, 2018

## PERFORMANCE EVALUATION STANDARDS AND SCORES

Governing Board Member	Standard 1: Information and Communication	Standard 2: Leadership and Management	Standard 3: Support for Teaching and Learning	Standard 4: Strategic Planning and Continuous Improvement
Michael Campbell, Chair	4.0	3.8	3.6	3.83 (3.80)
Tami Traiger, Vice-Chair	4.0	4.0	4.0	4.0 (4.00)
Sam Fisher	3.4	3.4	3.6	3.6 (3.50)
Vanessa Metzger	A*			
Jennifer Nelson, District 4,	3.2	3.2	3.0	2.8 (3.05)
Angela Ticich	4.0	4.0	3.4	4.0 (3.85)
Russell Winstead	L*			
*A : Abstain *L : Late Submission. Performance comments are incorporated; score is not calculated				
STANDARDS AVERAGE SCORE	3.72	3.68	3.52	3.64
Jacquelin Collins – Self-Evaluation	3.4	3.4	3.2	3.3 (3.32)
<b>BOARD OVERALL SCORE</b>	<b>3.64</b>			
“Highly Effective” Range:	3.250-4.000			
<b>Superintendent's Performance Range December 2018:</b>	<b>Highly Effective</b>			

## SAMPLE PERFORMANCE EVALUATION COMMENTS

### EVIDENCE OF STRENGTH

“Mrs. Collins has made significant progress with her communication skills. Holding a Town Hall meeting this fall was an example of her desire to increase communication with stakeholders, as well as improve on weaknesses in the system. Her monthly communication to the Board has been effective in communicating happenings in the system between board meetings.”

### REQUIRES IMPROVEMENT

“We still have opportunities in capturing and utilizing data to analyze and make informed decisions regarding facilities, fleet, and staffing turnover. Jackie has made great strides in improving data collection.”

## BOARD SECRETARY COMMENTS

Copies of all evaluations will be submitted to the Agenda for Consent during the December 11, 2018 Governing Board Meeting. A copy of this report has been forwarded to Human Resources for inclusion in Jacquelin Collins' personnel file



## Superintendent's Performance Rating for Standard 1: Information and Communication



JN  
3.05

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.		3		
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.		3		
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement		3		
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.		3		
I-F	Communicates overall Strategic Plan requirements to administrative staff.		4		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.2			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Jackie has improved her communication to stakeholders by offering surveys and sharing the survey results.



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.		3		
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.		3		
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.		3		
2-D	Works effectively with City management and departments.		4		
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.2			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Consistency in policies and procedures need further development per her last audit. Neola Policies must be consistent with Chapter 26.

100  
2/1



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.		3		
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		3		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		3		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.		3		
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.0			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: We still have opportunities with our safety and security needs. Jackie has worked well with our Police Department in implementing the new capital expenditures to address our safety exposure.



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.		3		
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.		3		
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.		3		
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.		3		
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.		3		
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.			2	
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		2.8			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: We still have opportunities in capturing and utilizing data to analyze and make informed decisions regarding facilities, fleet, and staffing turnover. Jackie has made great strides in improving data collection.

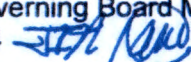
## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.2			
S-2	Leadership and Management	3.2			
S-3	Support for Teaching and Learning	3.0			
S-4	Strategic Planning and Continuous Improvement	2.8			
	Overall average (all four categories combined)	3.05			
	Overall Performance Assessment Rating (check box)		X		

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member  
Jennifer I. Nelson, District 4 

Date  
December 03, 2018



## Superintendent's Performance Rating for Standard 1: Information and Communication

SF  
3.5

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	X			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.		X		
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement		X		
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	X			
I-F	Communicates overall Strategic Plan requirements to administrative staff.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

### Comments:

I thought Superintendent Collins needed to make significant improvements in her communications last evaluation. She has taken the critical feedback and made vast improvements. I have seen significant growth and find that to be a true indication of her abilities. Well done!





## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.		X		
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	X			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	X			
2-D	Works effectively with City management and departments.	X			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.			X	
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Just as under communication I believed that Superintendent Collins needed to make improvements in areas of leadership and management. She again took the critical feedback and made herself into a more well rounded leader. The main area I would like to see work on is being more of a visible leading voice/champion for the system in the community.





## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	X			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		X		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		X		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	X			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	X			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.6			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Was solid before but have seen continued growth especially in safety and security areas.



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous



## Improvement

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	X			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.		X		
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	X			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.		X		
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	X			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.6			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Continued progress with strategic plan and implementing it. Would like to see continued growth on use of data in decision making.

## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.4			
S-2	Leadership and Management	3.4			
S-3	Support for Teaching and Learning	3.6			
S-4	Strategic Planning and Continuous Improvement	3.6			
	Overall average (all four categories combined)	3.5			
	Overall Performance Assessment Rating (check box)	<input checked="" type="checkbox"/>			
I was very tough in the last evaluation of Superintendent Collins. I was just as tough this time but Superintendent Collins took the critical feedback from last time and made significant strides in growth. That is what a leader does. Well done!					

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member /s/ Samuel J. Fisher	Date 11/23/18
--	------------------

MC

3.75



# Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	X			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	X			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	X			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	X			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	X			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: I am extremely pleased with the progress we made this year, especially our relationship with the City Council and staff.



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	X			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	X			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	X			
2-D	Works effectively with City management and departments.	X			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.8			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Need more work with branding and social media presence. Excellent work refining NEOLA with the City Attorney's Office.

Handwritten signature and initials in blue ink.





## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	X			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		X		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		X		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	X			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	X			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.6			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: More information is needed for the board to evaluate how staff is being retained and evaluated based on performance.



**Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement**



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	X			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	X			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	X			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	X			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	X			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.		X		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.83			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	X			
S-2	Leadership and Management		X		
S-3	Support for Teaching and Learning	X			
S-4	Strategic Planning and Continuous Improvement	X			
	Overall average (all four categories combined)	3.75			
	Overall Performance Assessment Rating (check box)	X			

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member

*Michael Campbell*

Date 11/21/2018



## Superintendent's Performance Rating for Standard 1: Information and Communication

AT  
3.85

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	<input checked="" type="checkbox"/>			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	<input checked="" type="checkbox"/>			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	<input checked="" type="checkbox"/>			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	<input checked="" type="checkbox"/>			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Mrs. Collins has demonstrated a highly effective communication effort with staff, administrators, and board members.



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	<input checked="" type="checkbox"/>			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	<input checked="" type="checkbox"/>			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	<input checked="" type="checkbox"/>			
2-D	Works effectively with City management and departments.	<input checked="" type="checkbox"/>			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Mrs. Collins has shown improvement in leadership and taken an active roll in leading by example. Her passion for the charter school system is apparent and is a standard she holds her administrators to, as well.

302  
TA





## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	<input checked="" type="checkbox"/>			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		<input checked="" type="checkbox"/>		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		<input checked="" type="checkbox"/>		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.		<input checked="" type="checkbox"/>		
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

### Comments:

Mrs. Collins has shown highly effective capabilities in curriculum development, including implementation of high quality programs for superior education. It is apparent that Mrs. Collins has high expectations of the staff in the area of curriculum. I think that she has shown improvement in management of the team.

## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	<input checked="" type="checkbox"/>			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	<input checked="" type="checkbox"/>			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	<input checked="" type="checkbox"/>			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	<input checked="" type="checkbox"/>			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	<input checked="" type="checkbox"/>			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	<input checked="" type="checkbox"/>			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory



Comments: As a board member, I feel very informed an the budget and reasons for any spending. She is highly effective in aligning the strategic plan with the system mission and goals.

## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	<input checked="" type="checkbox"/>			
S-2	Leadership and Management	<input checked="" type="checkbox"/>			
S-3	Support for Teaching and Learning	<input checked="" type="checkbox"/>			
S-4	Strategic Planning and Continuous Improvement	<input checked="" type="checkbox"/>			
	Overall average (all four categories combined)	<input checked="" type="checkbox"/> 3.85			
	Overall Performance Assessment Rating (check box)	<input checked="" type="checkbox"/>			

I am very pleased with Mrs. Collins overall performance. I support her decisions and feel that she has the student's and staff's best interest at the forefront. She is open and willing to discuss or meet with any person who has a question or concern. Thank you for your continued diligence and extensive work that you do for our schools and staff!

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member Angela Ticich	Date 11/21:2018
--	--------------------



## Superintendent's Performance Rating for Standard 1: Information and Communication

TT  
4.0

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	4			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	4			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement	4			
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.	4			
I-F	Communicates overall Strategic Plan requirements to administrative staff.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Mrs. Collins has made significant progress with her communications skills. Holding a Town Hall meeting this fall was an example of her desire to increase communication with stakeholders, as well as improve on weaknesses in the system. Her monthly communications to the board have been effective on communicating happenings in the system in between board meetings.



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.	4			
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	4			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.	4			
2-D	Works effectively with City management and departments.	4			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Mrs. Collins has developed a successful working relationship with the City of Cape Coral by regularly attending meetings and seeking input appropriately. She partnered with the City legal team to update all NEOLA policies over the summer.

## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.	4			
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.	4			
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.	4			
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	4			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

Mrs. Collins has worked extensively with the City of Cape Coral to revise and implement new safety protocol and infrastructure to ensure the children on our schools are safe.



## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	4			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	4			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.	4			
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	4			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	4			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.	4			
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: Mrs. Collins has done an excellent job with aligning the Strategic Plan with the systems' mission and goals. The strategic planning meeting this year demonstrated her ability to recognize and utilize the talents of the stakeholders to best move the system forward.

## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	4			
S-2	Leadership and Management	4			
S-3	Support for Teaching and Learning	4			
S-4	Strategic Planning and Continuous Improvement	4			
	Overall average (all four categories combined)	4			
	Overall Performance Assessment Rating (check box)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749



Signature of Evaluating Governing Board Member Tamisen Traiger	Date November 23, 2018
---	---------------------------



RW  
 (L)



# Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	x			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.		x		
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement		x		
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.		x		
I-F	Communicates overall Strategic Plan requirements to administrative staff.		x		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.2			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:
-----------

E-MAILED  
 11/21/19  
 6



## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.		x		
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.		x		
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.		x		
2-D	Works effectively with City management and departments.	x			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.		x		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.2			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:



4/5

## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.		x		
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		x		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		x		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.		x		
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.		x		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.0			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:



**Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous**



**Improvement**

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.		x		
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.	x			
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.		x		
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.	x			
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.		x		
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.		x		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.3			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

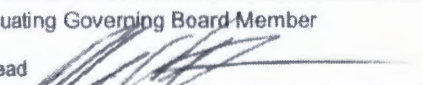
## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.2			
S-2	Leadership and Management	3.2			
S-3	Support for Teaching and Learning	3.0			
S-4	Strategic Planning and Continuous Improvement	3.3			
	Overall average (all four categories combined)	3.17			
	Overall Performance Assessment Rating (check box)		✓		

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member	Date
Russell A. Winstead 	11-19-18

**Superintendent's Performance Rating for Standard 1: Information and Communication**



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.	4			
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.	4			
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement		3		
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.		3		
I-F	Communicates overall Strategic Plan requirements to administrative staff.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:  
See Attached.

JC  
self-eval

3.325



## Superintendent's Performance Rating for Standard 2: Leadership and Management



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.		3		
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.	4			
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.		3		
2-D	Works effectively with City management and departments.	4			
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.4			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

See Attached.

3.4

20



### Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.		3		
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.		3		
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		3		
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.	4			
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.2			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:  
See Attached.

## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.	4			
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.		3		
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.		3		
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.		3		
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.	4			
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.		3		
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.		3.3			

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments: See attached.

## Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication	3.4			
S-2	Leadership and Management	3.4			
S-3	Support for Teaching and Learning	3.2			
S-4	Strategic Planning and Continuous Improvement	3.3			
	Overall average (all four categories combined)	3.325			
	Overall Performance Assessment Rating (check box)				

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member  
J.Collins - Self Evaluation

Date  
11/23/18

## **Partial List of Superintendent Accomplishments post June 15, 2018**

### **Professional Development**

Attendance Florida Department of State – Records Management Seminar

Attendance Government Finance Officers Association - School Finance and Budgeting Training

Attendance Women's Leadership Conference – Proposed School Tax issues

Attendance and Training Rediker software systems application and customization with school Information Specialists

### **Communication – Governing Board**

Created the "Superintendent's Interim Report" (SIR), a high-level operations update which the Governing Board receives every three weeks.

Weekly contact with Board members, as well as case by case updates: transportation issues, A/C and facilities management issues, Parkland and Santa Fe reactions on campus, First Amendment rights, i.e., Rally Round the Pole Day, pledge signs in classrooms, Bring Your Bible to School Day, media inquiries and interviews that portray the school in favorable light, as well as parent complaints/clarifications.

### **Communication - Stakeholders**

Weekly attendance at the City Director's meetings with the City Manager and City Department leads.

Collaborated with Lee County Services Neighborhood Advisory Board in response to school threat and followed up on court ordered rehabilitative process with principal and legal assistance.

Collaborated with Lee Health Services, Coalition for a Drug Free Southwest Florida, and Students Against Destructive Decisions (SADD) organizations to write grants for pediatric behavioral and mental health services.

Town Hall Meeting – Spring 2018

Town Hall Meeting – Fall 2018

Strategic Plan Workshop 2018

Uses local or school parent/associates as preferred vendors where applicable



### **Communication – Educators and Staff**

Developed Teachers Advisory Group - 10/18

Developed Lead Teacher Orientation Program to identify in-house leadership and mentoring

Wrote and sent IUPAT Union advisories to teachers and staff

Pay Parity (Equity) and Merit Pay clarifications to teachers and staff

Provided custodial and food services staff with bi-lingual informational sessions for clarification of their extension of benefits.

Wrote New Teacher Orientation Manual

Attendance at Principal Staff Meetings

Attendance at all Transportation department meetings - starting 9/18

Attendance at school PTO meetings; OHS SAC meeting in Dec

Established inter-departmental meetings for cohesive plan to meet Strategic Goals including Athletic department to attain sports department initiatives.

### **Communication - Students and Parents**

Creation of Parents & Guardians Resource Group

Promoted and engaged OHS Students in designing athletic fields, 3-D system mapping, new system logos, IT Internships, and encourages student input at all levels.

Open Door Policy with students who bring concerns directly to her office (program complaints), student achievements (Ivy League college applicants) or student-led initiatives/ activism, i.e., Marjorie Stoneman-Douglas student walk-out

Open Door Policy for parent contact including joint principals meeting and one-one follow-up correspondence

### **Communication – Media**

Open invitation to campus events – Town Hall, Strategic Plan Workshop, etc

Held (5) to date pre/post-Governing Board Meetings interviews with media to clarify agenda items, i.e., security issues, transportation issues, budget adoptions, parent school concerns, etc.

Developed working relationships with NBC2 and Wink News who now call CSA first to confirm a story before they interview students, parents and third parties – this is a reversal from past activity.



## **Operational**

Requested Business Manager to create bi-weekly budget-to-actuals report for distribution

Requested City Senior Accountant create monthly Financial Statement that indicates budget to actuals

Requested Business Manager and Senior Accountant create report that is monthly review of cash position which indicates investment funds procedures.

NEOLA Policy changes – more than 175 reviews, edits and deletions since June

Collaborated with the City Manager and City Departments on 6-month organizational audit of Best Practices ending January 2019.

Wrote system Hurricane Emergency Plan

Wrote Staff Procedures Manual

New Hires – IT, Facilities, Transportation, 2 principals, Social Worker, Mental Health Services

Partnerships with City Departments to include cross-training for efficiency and Best Practices

Procurement/New Vendors – Transportation, Custodial (USSI), A/C Systems

Mandated in-house budget workshops with Business Manager and principals, department heads

## **Executive Emergencies**

Bus Repairs, Replacement and Services with Marilyn Rawlings, City Transportation

Mental Health Assistance Allocation outsource mandate – partners with Southwest Mental Health Services

A/C Chillers – Emergency Allocation with Wanda Roop, City Procurement

Created Security Improvement Team that helps prepare and plan proactive and contingent plans

## **Outstanding Projects**

CME Portable Expansion – Board approved 11/13 – sending to City Council for approval on/by 12/3 or 12/10

Developing Truancy Policy and Prevention Plan with School Social Worker

Writing STOP THE BLEEDING grant for more than 140 tourniquet kits

Writing Safety and Security School Buildings grant worth \$112,000 to offset security expenses

## Standard 2: Leadership and Management

Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility

Implemented since last evaluation:

- Outsourced custodial contract for improved regular cleaning services and annual deep cleaning
- Outsourcing transportation services to support maintenance repair, inspection, preventative, that was not provided under last superintendent.
- Replaced all AC units at all schools on all 8 buildings - asked Board for emergency budget of \$1.2 - from reserves for repairs to this point were only done when units broke down. Now we have a regular preventative maintenance contract in addition to new equipment with extended warranties.
- Mandated budget workshops for all departments and principals.
- Purchased transportation routing program for more efficient development of routes and less wear and tear on buses that run identical routes.
- Hired Social Worker to address and identify habitual truancy problems at all four schools.
- Updated 175 outdated NEOLA policies between July - September 2018.
- Internal Audit findings were significantly reduced due to the implementation of better internal controls from one audit to the next, i.e.
  - CliftonLarsonAllen Internal Audit of 2016 had 18 findings.
  - City of Cape Coral Best Practices Internal Audit 2018 had 4 findings.
  - CliftonLarsonAllen Internal Funds Audit 2017 had 2 findings.
- Developing an all encompassing Financial Policy Manual based on the City's finance policy with exceptions for Charter Schools to eliminate contradictions and complexities by using the policies of Redbook, Internal Funds Manual, and the Lee County School District financial policies, CAB manual.
- Annual Safety Meetings are held with risk management, CCPD, City Fire Department, Parks and Rec, principals to address safety inspections, safety issues, workman comp claims.
- Implemented Rediker database system for volunteer tracking of hours, housing of student information, family information, transportation information and medical informations. It gives all schools the ability to contact families immediately through an automated system via text, phone, email.

### Standard 3: Support for Teaching and Learning

Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.

Implementation since last evaluation:

- System wide security cameras (146) with enhanced monitoring capabilities in cafeteria and additional blind spots.
- Fencing around rear and front perimeters with the addition of key locks, push bar locks, and protective screening to include re-inventorying of all master, building and gate keys.
- Reconfigured front office space at Oasis Elementary for better front door/outside monitoring purposes.
- Added mirrors to OHS front office for better front access monitoring.
- Drivers license or governmental licence required for clearance to get into campus.
- Parties and events have limited volunteer access (only to those reserving a seat in advance).
- Lunch with student on campus must be scheduled ahead of time either by class or with a specific teacher.
- All vendors and city workforce must sign in and be supervised by Brent Richardson, Building Supervisor, while work is being completed.
- All volunteer coaches and assistant coaches and working volunteers for athletic games must be cleared before providing services.
- Applied for the Mental Health Allocation for our school system by submitting Mental Health Plans to the State of Florida to receive an additional \$76,000.00 for mental health and substance abuse provisions.
- Hired a social worker as part of mental health plan for training and monitoring purposes to meet system needs.
- Trainings of all School Threat Assessment Team members in January and then all staff at each school wide by end of school year.
- ALICE trainings scheduled each year for every staff member, including custodial, maintenance, food service and substitutes.
- Coordinated with City Fire Department and City Risk management for approval of additional safety measures for classroom doors.
- Contracted with a local psychologist for serious mental health services ( performing mental health assessments, providing therapy)
- Applied for Safe Schools Grant and received an additional \$112,000 for additional safety measures and/or to offset committed safety funds of \$530,000.
- Developed an online charity drive called Stop The Bleed, to raise funds to purchase trauma kits for every classroom in all four schools.
- Developing partnership with Lee Health to write a grant for school system for substance abuse/mental health training, curriculum, certification of staff .

<b>Item Number:</b>	<b>9.A.</b>
<b>Meeting Date:</b>	<b>12/11/2018</b>
<b>Item Type:</b>	<b>SUPERINTENDENT REPORT:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

Superintendent Jacquelin Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number: 10.A.</b> <b>Meeting Date: 12/11/2018</b> <b>Item Type: CHAIRMAN REPORT:</b>
--

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 11.A.**

**Meeting Date: 12/11/2018**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 12.A.
<b>Meeting Date:</b> 12/11/2018
<b>Item Type:</b> STAFF COMMENT:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

City of Cape Coral Charter School Authority Educator's "Every Child Needs A Champion" Video -  
Donnie Hopper, Principal, Oasis Middle School

**SUMMARY:**

**ADDITIONAL INFORMATION:**



<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>12/11/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Use of Fund Balance for Transportation Expenses - MaryAnne Moniz, Business Manager

**SUMMARY:**

In addition to the presentation of "Fleet Costs FY 2014-2019" MaryAnne Moniz, Business Manager will also present forecast numbers so Governing Board members are aware of where anticipated expenditures will fall in the event CSA continues the trend.

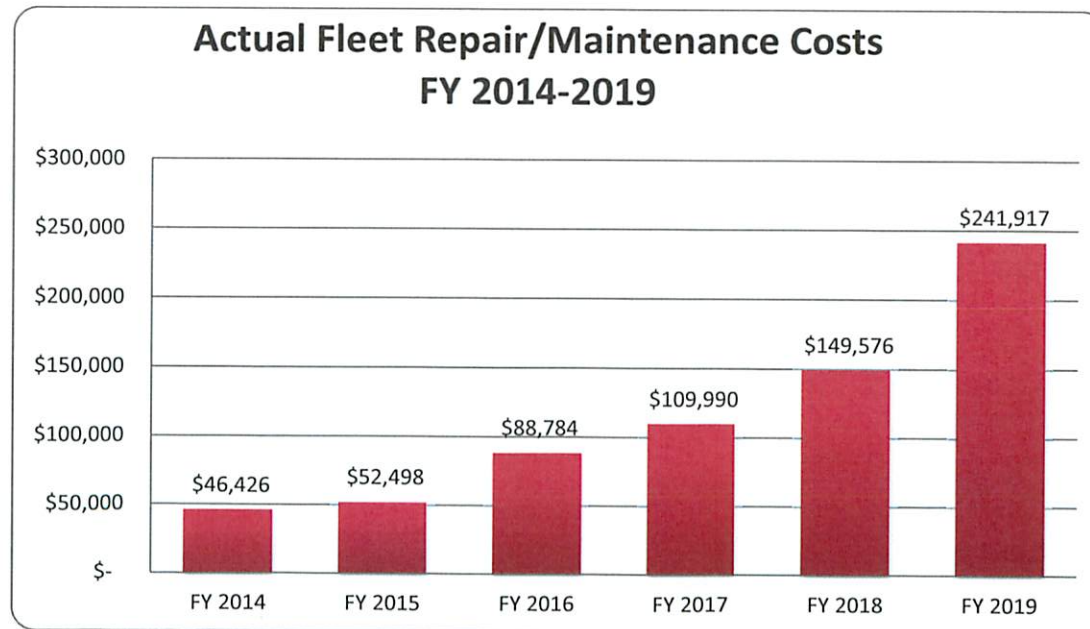
**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ FLEET COSTS 2014-2019	Backup Material

## Fleet Costs FY 2014-2019

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2019 Amended	FY 2019 Variance
<b>Good Wheels Busing Lease</b>								
644102 Equipment Rentals/Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,564	\$ 40,000	\$ (14,564)
<b>Total Bus Lease:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,564	\$ 40,000	\$ (14,564)
	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2019 Amended	FY 2019 Variance
<b>Fleet Repairs/Maintenance</b>								
631399 Other Professional Services	\$ 46,348	\$ 51,262	\$ 37,010	\$ 10,708	\$ 900	\$ -	\$ -	\$ -
646101 Tires	-	-	-	-	6,830	-	-	-
646102 Equipment Repair/Maintenance	-	1,067	51,768	99,282	76,613	-	-	-
646110 Fleet Chrges (City)	-	-	-	-	-	241,392	185,196	(56,196)
652128 Operating Supplies	78	169	6	-	65,233	525	800	275
<b>Total Repair/Maintenance Costs:</b>	\$ 46,426	\$ 52,498	\$ 88,784	\$ 109,990	\$ 149,576	\$ 241,917	\$ 185,996	\$ (55,921)
<b>Total Fleet Expenses:</b>	\$ 46,426	\$ 52,498	\$ 88,784	\$ 109,990	\$ 149,576	\$ 296,481	\$ 225,996	\$ (70,485)



Item Number:	15.A.
Meeting Date:	12/11/2018
Item Type:	FINAL BOARD COMMENT AND DISCUSSION:

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**  
Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

Item Number:	16.A.
Meeting Date:	12/11/2018
Item Type:	TIME AND DATE OF NEXT MEETING

**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School  
Authority

**TITLE:**

The next Regular Governing Board Meeting will be held on Tuesday, January 8, 2019 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**