



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, November 14, 2017

OMS Cafeteria

6:00 PM

1. CALL TO ORDER

A. Vice Chair Robert Zivkovic

2. MOMENT OF SILENCE:

A. Vice Chair Zivkovic

3. PLEDGE OF ALLEGIANCE:

A. Vice Chair Zivkovic

4. ROLL CALL:

A. Boyer, Campbell, Fisher, McMillian, Ross, Traiger, Winstead, Zivkovic

B. Excused: Chair Cosden

5. APPROVAL OF MINUTES:

A. Governing Board Meeting Minutes October 10, 2017

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Regular Board Meeting November 14, 2017

7. PUBLIC COMMENT:

A. Limited to three minutes per individual; 45 minutes total comment time.

8. CONSENT AGENDA:

A. Teachers Out-of-Field Notification Lists - Jacquelin Collins

B. Governing Board Meeting Dates 2018-2019

9. SUPERINTENDENT REPORT:

- A. OMS Chromebook Purchase
- B. Purchase of Additional Available Property
- C. Best and Brightest Scholarship Add-on Bonus for "Highly Effective" and "Effective" Educators - Jacquelin Collins
- D. Strategic Planning Accomplishments To-Date

10. CHAIRMAN REPORT:

- A. Vice Chair Zivkovic

11. FOUNDATION REPORT:

- A. President's Report - Gary Cerny

12. STAFF COMMENT:

- A. FY 2018-2020 Adopted Operations Budget Report - Jacquelin Collins
- B. Danielle Jensen, Director of Procurement and Food Services
- C. Principal's School Report - Amanda Sanford, Donnie Hopper, Christopher Fennell, Kevin Brown

13. UNFINISHED BUSINESS:

- A. Discussion of the Superintendent Recruitment Process Closing 10/29/2017

14. NEW BUSINESS:

- A. Investment Policy - Jacquelin Collins
- B. Internal Funds Management - City of Cape Coral Financial Services
- C. Hurricane Plan - Jacquelin Collins
- D. Procedural Manual for Employees - Jacquelin Collins
- E. Job Description Change for Secretaries - Jacquelin Collins

15. FINAL BOARD COMMENT AND DISCUSSION:

16. TIME AND DATE OF NEXT MEETING

- A. The regular Governing Board Meeting will be held on Tuesday, December 12, 2017 at 9:00 AM in Council Chambers.

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.

Item Number:	1.A.
Meeting Date:	11/14/2017
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Vice Chair Robert Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 2.A.

Meeting Date: 11/14/2017

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Vice Chair Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 3.A.

Meeting
Date: 11/14/2017

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Vice Chair Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.A.
Meeting Date:	11/14/2017
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Boyer, Campbell, Fisher, McMillian, Ross, Traiger, Winstead, Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.B.
Meeting Date:	11/14/2017
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Excused: Chair Cosden

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 5.A.

Meeting
Date: 11/14/2017

Item Type: APPROVAL OF
MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Governing Board Meeting Minutes October 10, 2017

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Governing Board Minutes October 10,2017	Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, October 10, 2017, 9:00 a.m.
Cape Coral Yacht Club Community Park - Ballroom

1. Call to Order

A meeting of the Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, October 10, 2017, at the Cape Coral Yacht Club Community Park - Ballroom. Chair Cosden called the meeting to order at 9:00 a.m.

2. Moment of Silence

Chair Cosden

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

4. Board Member Roll Call

Present: Boyer, Campbell, Cosden, McMillan, Ross, Traiger, Winstead, Zivkovic

Absent: Fisher

Also Present: Jacquelin Collins, Interim Superintendent

Danielle Jensen, Director of Procurement and Food Services

MaryAnne Moniz, Business Manager

Paul Pescatrice, Facilities Manager

Marjorie Galyon, Transportation

Gary Cerny, Foundation President

Vicki McAtee, City of Cape Coral HR, Liaison to the Charter Schools

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, City Attorney, City of Cape Coral

Victoria Bateman, Financial Services Director, City of Cape Coral

Britt Martin, Accountant, City of Cape Coral

Dr. Jeff McCullers, Lee County School District Charter School Liaison

Dr. Donna Schroll, Lee County School District Charter School Liaison

Amanda Sanford, Principal, Oasis High School

Tod Baldwin, Assistant Principal, Oasis High School

Keith Graham, Assistant Principal, Oasis High School

Donnie Hopper, Principal, Oasis Middle School

Elisa Collins, Assistant Principal, Oasis Middle School

Christopher Fennell, Interim Principal, Oasis Elementary School

Kevin Brown, Principal, Christa McAuliffe Elementary School

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary School

Dr. John Omundsen, Curriculum Specialist K-12

Adam Nowicki, Network Support

Crystal Martin, Teacher, Oasis Elementary

Brenda Emer, Teacher, Oasis Elementary

Jennifer Hoagland, PTO Co-President, Oasis Elementary

Jenn-Hope Bellis, PTO Vice President, Oasis Elementary

Dana Scippo, Teacher, Christa McAuliffe Elementary

Amy Harrington, Teacher, Christa McAuliffe Elementary

Mindy Russell, Parent, Christa McAuliffe Elementary

Kristen Totten, Teacher, Oasis Middle

Jennifer Hattemer, Teacher, Oasis Middle

Nancy Oukasse, Teacher, Oasis High

Lisa Cannon, Teacher, Oasis High

Marie Scott, Parent, Oasis High

Brooke Krinsky, Parent, Oasis Elementary

Graham Morris, City Resident

5. Approval of Previous Minutes

Motion made by Member Boyer, second by Vice Chair Zivkovic, to approve corrections to the minutes of the September 18, 2017 Governing Board Meeting. *Motion Carried*

6. Approval of Regular Meeting Agenda

Motion made by Member Winstead, second by Member Campbell, to approve the agenda of the Regular Governing Board Meeting, October 10, 2017. *Motion Carried*

7. Public Comment

Brooke Krinsky, Parent, Oasis Elementary School:

Mrs. Krinsky is attending the meeting to discuss the proposed changes to the school calendar. Although she recognizes Hurricane Irma is an unprecedented situation the schools faced, she is asking the Board to extend the school year into June by two weeks, which is a better time for her family, and perhaps other families, providing them with extra time to make arrangements for childcare, time off from employment, etc.

Mrs. Krinsky said that she was told by [her] teachers “They are already taking the curriculum missed during those two weeks and tacking them onto the end of the school year.” Therefore, she would like to have school extended into June and hold onto any makeup days until then. Discussion Held.

Chair Cosden thanked Mrs. Krinsky for her comments and said her concerns and questions could possibly be answered during the Superintendent’s Report.

Chair Cosden closed Public Comment.

8. Consent Agenda

9. Superintendent Report

Interim Superintendent’s Response to Public Comment

In response to Mrs. Krinsky’s claim that she was told at the end of the year teachers are going to “tack on the curriculum missed” during the two week hurricane emergency, Interim Superintendent Collins said, “This information is incorrect.” Because City of Cape Coral Charter School Authority (CCCCSA) teachers have testing requirements toward the end of the school year, they will squeeze in everything they need to squeeze in, in the time that is allotted. Some adjustments have already been made, for example, some teachers in the elementary level are doing standards-based planning which ensures students are learning the required material for successful testing. Discussion Held.

1. **Dr. Atkins' Letters:** LCSD Superintendent Dr. Atkins submitted a letter to the Commissioner of Education with the following requests: (1) Provide extensions on state assessment windows which would mean the earliest testing could begin in early April, as opposed to February. (2) Waiver of the 3rd Grade Retention requirement for this year. (3) Schools receive points only in lieu of letter grades for the 2017-18 school year. This would mean we are not eligible for school recognition funds from the state. Interim Superintendent Collins will keep the Board updated on the responses to Dr. Atkins requests. Further explanation continued.

2. **Supplemental Order for Displaced Teachers and Students due to Hurricane Maria:** This Order is asking that displaced students from Puerto Rico be allowed to enroll in our school system, and would include a waiver of student records and information that has been damaged or lost. The order also includes a request that would allow displaced teachers to become employed without the recommended credentials until they can be provided, if ever. If we have an influx of these students will we get funding to provide them with services? There is a requirement of at least a 5% enrollment increase per school district or a 25% enrollment increase per school. At this time we do not have an influx of displaced students. LCSD has been tasked with addressing this complicated issue; if and when necessary, CCCCSA will look to them for guidance. Further explanation continued.

3. **K.I.D.S. Student Information System(SIS) Management Software:** We are getting ready to roll out a computer software program from Grable Services LLC that has been two years in development. It will run our entire student information management data bases. We are currently in the process of collecting clean data from all four schools that will be entered into the new software windows by Thanksgiving. After returning from the holiday there will be training provided by the K.I.D.S. company. We expect to be up and running by January 7, 2018, and using the program's main data base. Once the main data base is accepted, then we will add all the other features we need and delete some, like the OneCall alert system which will already be covered within K.I. D. S. Another feature of the K.I.D.S. programming is a digital asset management system that will allow custodial, food services, etc., to build their spreadsheets from scratch. This software transition will probably take at least until the end of the year to be complete and stabilized. Mr. Cleve Grable of Grable Services LLC is the developer of this software; he is going to let CCCCSA use it for free. Further explanation continued.

4. **Hurricane Plan:** Lee County has an extensive Hurricane Plan they follow. It is complicated and addresses several scenarios including usage of shelters, which we don't have. Interim Superintendent Collins will be taking some of the LCSD plan features and customizing a hurricane protocol that is efficient and particular to needs and capabilities of CCCCSA

schools and campuses. Mrs. Collins would like to have a plan completed and approved by the Board in November. Further explanation continued.

5. **Procedural Manual for Employees:** Interim Superintendent Collins is also working on a procedural manual for CCCCSA employees that is based on some of the features found in the LCSD handbook. Our plan will adopt some LCSD procedures and merge NEOLA guidelines into the policy. Mrs. Collins would like to have this handbook developed and approved by the Board in November. Further explanation continued.
6. **Background Checks:** Each year CCCCSA does close to 1,000 background checks at the cost of roughly \$4.10 per search. Interim Superintendent Collins would like to implement a more extensive background check that includes a social security number search and national criminal alias search. This would increase the amount of background checks to \$7.05 per individual. Currently the annual cost to process the background checks is around \$4,000; extending the search parameters would increase the yearly costs to around \$7,000. Our existing vendor, ScreeningOne is the same one the City also uses. The Board would like all background checks to undergo a complete screening, and to also make sure that we are getting a competitive price for services from ScreeningOne. Mrs Collins will follow up with Lisa Sonogo, and find out what value we are getting from ScreeningOne, and if the City has vetted other vendors. Discussion Held.
7. **Campus Halloween Festivities.** Regarding the elementary level Halloween events Interim Superintendent Collins confirmed plans to alleviate traffic congestion on Oasis Boulevard are in place, and campus safety issues have been addressed. Mrs. Collins will provide an update at the next Board Meeting.
8. **Dr. “Jeff” McCullers, Lee County Schools Charter School Liaison:**

Dr. McCullers has been invited to explain why CCCCSA is required to follow the Lee County attendance calendar. Dr. McCullers outlined the relationship as follows: The District calendar and the CCCCSA calendar must align because it has been agreed to in the Charter with the City. However, there is language in the Charter that allows the CCCCSA to vary from the calendar when the District finds it is technically possible to do so, but this variance can't be radically different from the agreed calendar. In the case of Hurricane Irma it was not technically possible for the District to be fully running, although CCCCSA was ready to go. The emergency status of the system, combined with the strict timelines of public notice, agenda creation, emergency meetings, and Board approvals required an

executive decision from the District, which was to modify the calendar to suit the overall capabilities of the District system.

Vice Chair Zivkovic asked Dr. McCullers why there was a perception that the District was choosing not to support CCCSA when all the District's systems were not down, and our systems were ready to go, and we were capable of educating our students. What are the mechanics of the reporting when in the case of CCCSA, there were clearly provisions for an exception? If it is a matter of paying for personnel, etc., Vice Chair Zivkovic is not opposed to paying.

Dr. McCullers response was to refer to the language in two related statutes. The first regards 180 days of instruction or the hourly equivalent thereof, which is 900 hours for grades 4-12, and 720 hours for grades K-3. The second statute says that in order to award credit for a one semester course there must be at least 60 hours of bona fide instruction. Meeting this criteria is problematic when you have missed days and block scheduling. Other timelines are affected when you have students with special needs like IEPs, MTSS, and ESOL and/or DCF needs, and DMV student requirements to maintain their license. The bottom line is LCSD does not have enough trained staff and coders to manage the situation and handle all of the upkeep that it would require when you factor in all the particulars. Further explanation continued.

Chair Cosden asked Dr. McCullers if during the next contract negotiations is it possible for CCCSA to request to do our own state reporting and avoid this kind of situation again? Dr. McCullers said he did not think it would be possible.

Board Member Traiger initiated a discussion concerning early warning systems and coordination of efforts between LCSD and CCCSA. *Discussion Held*

Board Member Traiger initiated a discussion concerning allowing/including Mrs. Collins to attend Lee County Emergency Operations decision-making processes as part of District support. *Discussion Held*

Board Member Campbell thanked Dr. McCullers for his expertise and donation of time to the CCCSA system.

Chair Cosden thanked Dr. McCullers for is time and expertise.

9. **Proposed Purchase of Land, 3405 Oasis Blvd:** The lot that is directly north of the elementary school has been put on the market for sale. This is a lot we use frequently for overflow of during school events. Interim Superintendent Collins spoke with Vicki Bateman, Financial Services Director, City of Cape Coral, and she believes it would be a good

investment for CCCCSA. The price is \$39,500; assumption of assessments is an additional \$7,000. If the lot is changed into, for example, a parking area, then it would need to be rezoned. Left alone CCCCSA could do whatever it wants but rezoning would cover certain liabilities.

Board Member Traiger initiated discussion concerning the purchase of more than just one lot; there are currently a total of three lots available. Interim Superintendent Collins said that she will follow up with the City's Real Estate Division and get their recommendations.

Dolores Menendez, City Attorney, City of Cape Coral, said that if the Board is interested in possible expansion of the school site, this is an issue for the City, exclusively for the City Council by Chapter 26. Her advice is to continue to identify viable property and work with City staff to present findings to the Council. Attorney Menendez said "The most fundamental part of this process is to make sure that CCCCSA is not leaving out a vital partner to the Charter School System, and that is the City of Cape Coral." Discussion Held.

Motion by Member Campbell, second by Member Traiger to direct Interim Superintendent Collins to work with City Staff to come up with a plan to purchase all available property. Mrs. Collins will bring this plan back to the Board to review, and if everyone likes it, then it can be sent to the City Council for approval. *Motion Carried*

10. Chairman Report

The next scheduled Board Meeting is November 14, 2017, at Oasis Middle School Cafeteria at 6:00PM. Chair Cosden will not be able to attend. She has appointed Vice Chair Zivkovic to conduct the meeting as the Chair.

Chair Cosden welcomed Kathleen Paul-Evans as the new Executive Assistant to the Interim Superintendent.

11. Foundation Report

Foundation President Gary Cerny gave an update on the most recent Foundation Meeting. He said the Foundation discussed how they will continue to produce the Rally, provide support for the Lighthouse Awards, grant more High School scholarships, and find more school-wide grants. Cerny also said this year there will be an expanded grant application process to track Rally distributions. The Foundation is set to vote in a new Treasurer during their next meeting.

12. Staff Comment

13. Unfinished Business

14. New Business

- A. Approval of Proposed Instructional Calendar: Motion made by Member Boyer, second by Member Campbell, to approve the revised CCCCSA 2017-2018. *Motion Carried*
- B. Superintendent Recruitment Process: *First Motion* made by Member Winstead, second by Member Boyer to table this discussion until the December Board Meeting when Chair Cosden will again be present. *Motion Denied. Discussion Held.*

Vote AYE: Boyer, Cosden, Winstead

Vote NAY: Campbell, Traiger, Zivkovic

Absent: Fisher

Vicki McAtee, HR City of Cape Coral, Charter School Liaison, spoke with Lisa Sonogo and she said the Board doesn't necessarily have to follow the City's rule. Instead, Mrs. Sonogo recommended that the position be posted internally for ten days. If there is no other applicant at the end of ten days, there will be no interview required and therefore, contract negotiations with Mrs. Collins can begin. This process can probably be completed and ready to go by the next November meeting. *Discussion Held.*

Dolores Menendez, City Attorney, City of Cape Coral, advised that if contract negotiations are to be with a single candidate, i.e., Mrs. Collins, that it is advisable a Board Member is appointed to conduct negotiations, as has been done in the past. Mrs. Menendez cautioned in the event there is more than one applicant, the Board needs to determine how it will proceed with two candidates, and not just one. *Discussion Held.*

Second Motion made by Vice Chair Zivkovic, second by Member Campbell, to follow the recommendations of the Director of Human Resources and post the Superintendent position internally for a period of ten days. After the 10-day posting, at the next Board Meeting, depending upon the applicants, the Board will make the decision to interview or offer the position at that time. *Motion Passed*

Vote AYE: Boyer, Campbell, Traiger, Zivkovic

Vote NAY: Cosden, Winstead

Absent: Fisher

- C. Update of Irma Damages/Claims - Vicki Bateman: The Request for Public Assistance (RPA) was filed within the 30-day time limit whether assistance was needed or not. Two accounts were opened in the system; one for CCCCSA and one for the City. Vicki said that FEMA considers reimbursement under several circumstances so CCCCSA should ask for reimbursement of wages, etc, and see what we can get back after filing Form 214.

- D. Best and Brightest Scholarships - Interim Superintendent Collins: Due to the changes brought by House Bill 7069, the Best and Brightest Scholarship program is going to have a different path this year. The candidate names you have before you are going to apply for the Best and Brightest Scholarship \$6,000 bonus. The award will be based on their ACT/SAT scores taken in a given year which fell into an 80 percentile rank. House Bill 7069 has added additional bonuses to teachers who received a VAM score of “Highly Effective” or “Effective.” In the past CCCSA gave a bonus and did not include a VAM calculation for a final score. This is what the District will be doing and the CCCCSA will follow. Discussion Held

Motion made by Member Boyer, seconded by Member Campbell to approve the names of the candidates who have applied for the Best and Brightest Scholarship based on their qualifying ACT/SAT scores, and 80 percentile rank. *Motion Carried*

Member McMillian departed at 10:37a.m.

15. Final Board Comment and Discussion

Vice Chair Zivkovic took the opportunity to endorse Interim Superintendent Jacquelin Collins as the best possible person for the permanent Superintendent position. He sighted her strong and intimate teacher-classroom knowledge, efficiency, and history with the system as just a few of the characteristics the Board considers traits they wish to see in their Superintendent’s professional background. Vice Chair Zivkovic has full confidence in Mrs. Collins and that is why he voted today to move full ahead the next meeting and begin the process of negotiating a contract for employment. Further explanation continued.

16. Time and Date of Next Regular Meeting

The Regular Governing Board Meeting will be held on Tuesday, November 14, 2017, at 6:00p.m., in the Oasis Middle School Cafeteria, 3507 Oasis Boulevard, Cape Coral, Florida 33914.

17. Adjournment

There being no further business the meeting adjourned at 10:44a.m.

Respectfully Submitted,

Kathleen Paul-Evans

Governing Board Secretary

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	11/14/2017
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Regular Board Meeting November 14, 2017

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 7.A. Meeting Date: 11/14/2017 Item Type: PUBLIC COMMENT:
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AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Limited to three minutes per individual; 45 minutes total comment time.

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 8.A.
Meeting Date: 11/14/2017
Item Type: **CONSENT AGENDA:**

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Teachers Out-of-Field Notification Lists - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Teachers Out of Field 2017	Backup Material

TEACHERS OUT OF FIELD

GIFTED

Dana Scippo

Matthew Laubhan

Dena Kowalski

ESOL

Christine Hoerner

Tiffany Lanzone

Rhonda Long

Amy Pawloski

Deborah Vlahakes

Jennifer Williams

TEACHERS OUT OF FIELD

ESOL

Janet Altini

Teresa Brook

Paulette Butterfield

Michelle Carlson

Karen Cohill

Natalie Graham

Deirdre Hanley

Stephanie Jaskolka

Katie Keezer

Katrina Longo-Berg

Karen Marshall

Jamie Ordway

Julie Rozum

GIFTED

Amber Angeloro

GENERAL KNOWLEDGE

Anamaria Diecidue

Lauren Sheffield

Samantha Wilson

TEACHERS OUT OF FIELD

Bloch, Stephanie – (Completing Social Studies 6-12 Certification)

Butterfield, William – AP Art History (Certified Social Studies 6-12)

Campbell, Joan – Algebra 2 (Certified Math 5-9)

Childs, Erica – Biology (Certified Chemistry)

Denton, Ashley – Digital Design / Technology (Certified Business 6-12)

Eyman, Kim – English 10 (ELA 5-9)

Omundsen, Janet – English (Certified Middle Grades 5-9, Reading K-12)

Pacheco, Eugene – (Completing Technology Certification)

Trantina, Rose – Reading (Certified Elementary Ed / ESE / ESOL K-12)

Ware, Jeannie – American Sign Language (Completing Certification)

Watson, Vicki – Algebra 2, Math for College Readiness (Certified Math 5-9)

TEACHERS OUT OF FIELD

Sheri Dahl

Carissa Fox

Jennifer Hattemer

Kelly Henry-Herbst

Jennifer Underhill

Item Number: 8.B.
Meeting Date: 11/14/2017
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Governing Board Meeting Dates 2018-2019

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Governing Board Meeting Dates 2018-2019	Backup Material



REGULAR MEETING DATES 2018-2019
CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY
GOVERNING BOARD

January 9, 2018

February 13, 2018

March 13, 2018

April 10, 2018

May 8, 2018

June 12, 2018

RECESS - July - RECESS

August 14, 2018

September 11, 2018

October 9, 2018

November 13, 2018

December 11, 2018

January 8, 2019

Item Number:	9.A.
Meeting Date:	11/14/2017
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

OMS Chromebook Purchase

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	9.B.
Meeting Date:	11/14/2017
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Purchase of Additional Available Property

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	9.C.
Meeting Date:	11/14/2017
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Best and Brightest Scholarship Add-on Bonus for "Highly Effective" and "Effective" Educators -
Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	9.D.
Meeting Date:	11/14/2017
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Strategic Planning Accomplishments To-Date

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Strategic Plan 2017-2020 Accom To-Date 102017	Backup Material

GOAL 3: INCREASE COMMUNITY ENGAGEMENT

Target 1: The percentage average of parent/guardians who agree or strongly agree with the statement, *"The school engages families in meaningful ways in their children's education and keeps them informed of their children's learning progress"* will increase 8-10% per school, per year (baseline year is 2015 AdvancED).

Strategy 1: Develop a clear, system-wide purpose that communicates a common direction of the organization that will be communicated to all stakeholders.

<i>Objective 1: Open stakeholder involvement in the process of creating and developing a vision and mission statement, specific goal setting, and out-reach opportunities with interest groups.</i>	10/2017: Jacquelin Collins
<i>Objective 2: Branding of all four schools with a revised tagline that crystalizes the identity of the schools, and the system.</i>	10/2017: Jacquelin Collins
<i>Objective 3: Open PBL focus groups of local stakeholders to guide projects and outcomes</i>	10/2017: Jacquelin Collins

Strategy 2: All stakeholders will be periodically informed of student achievement goals, performance, and expectations.

<i>Objective 1: Ensure school report cards and online summaries of each school's performance in relationship to the District and national standards is accessible and user-friendly.</i>	
<i>Objective 2: Streamline social media interaction with parents and interest groups.</i>	
<i>Objective 3: Streamline Open House strategies to be inline with Lee County School District schedules.</i>	
<i>Objective 4: Issue semi-annual system-wide publications to stakeholders that highlights achievements, modifications, and future expectations.</i>	

GOAL I: INCREASE STUDENT ACHIEVEMENT

Target 1 Student achievement milestones will continue to increase within the next 3 years (achievement scores, learning gains in ELA , Math , Science).

Strategy 1: Develop an institutional capacity for data driven decision making that can be verified by simulation and data analysis, which will provide evidence based practices for improved student performance.

<i>Objective 1: Training of staff in the collection, interpretation, application, and monitoring of useful breakpoint data.</i>	
<i>Objective 2: Staff will implement and monitor the use of system wide tools and procedures to include formative assessments and collaborative analysis of data to provide targeted instructional support and to enhance instruction.</i>	
<i>Objective 3: Ensure that curriculum, instruction, and assessments throughout the system are monitored and adjusted systematically in response to data.</i>	
<i>Objective 4: Staff continuously captures, interprets, and employs objectives and learning styles from a variety of data sources.</i>	

Strategy 2: Increase teacher effectiveness by the acquisition, development, and refinement of teacher's pedagogical skills.

<i>Objective 1: Identify mentors, coaches, and induction programs that support instructional improvement consistent with the systems values and culture concerning teacher instruction and learning.</i>	10/2017: Kelly Weeks, AP, CME Carrie Abes, Teacher, CME
<i>Objective 2: Ensure all staff members participate in a continuous professional development program that is aligned with the system's capacity and culturally specific needs.</i>	
<i>Objective 3: Appoint system administrators and school leaders to continuously monitor, assess, support, and modify system specific instructional practices to ensure student success.</i>	

Strategy 3: Enrich curriculum development to improve academic achievement.

<i>Objective 1: Develop and quantify with specific expectations a system wide collaborative process to horizontally and vertically align the curriculum across subject areas.</i>	
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Item Number: 11.A.

Meeting Date: 11/14/2017

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

President's Report - Gary Cerny

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.A.
Meeting Date: 11/14/2017
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

FY 2018-2020 Adopted Operations Budget Report - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.B.
Meeting Date: 11/14/2017
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Danielle Jensen, Director of Procurement and Food Services

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.C.
Meeting Date: 11/14/2017
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Principal's School Report - Amanda Sanford, Donnie Hopper, Christopher Fennell, Kevin Brown

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 13.A.

Meeting Date: 11/14/2017

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Discussion of the Superintendent Recruitment Process Closing 10/29/2017

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	14.A.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Investment Policy - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	14.B.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Internal Funds Management - City of Cape Coral Financial Services

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	14.C.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Hurricane Plan - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	14.D.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Procedural Manual for Employees - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	14.E.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Job Description Change for Secretaries - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Job Description Sec Revised 102017	Backup Material



Charter School Secretary

Class Code:
00163



Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL

Revision Date: ~~Jul 10, 2013~~ November 14, 2017

SALARY RANGE

\$11.30 - \$17.00 Hourly
\$904.02 - \$1,360.00 Biweekly
\$1,958.71 - \$2,946.67 Monthly
\$23,504.56 - \$35,360.00 Annually

GENERAL STATEMENT OF JOB:

Under general supervision of the Principal, performs diversified office support and administrative functions requiring specialized school based knowledge. Incumbents possess considerable organizational skill and excellent clerical/keyboard skills. Duties may range from extensive record and report maintenance tasks to heavy public/parental contact work with accounting responsibilities. Employees in this position have considerable contact with the public, which requires exercise of initiatives and independent judgment. Office support functions performed at this level are moderate to complex in nature, requiring incumbent to coordinate several specific tasks, and maintain a high degree of accuracy in processing information. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Position exercises considerable discretion due to the sensitive and confidential nature of information processed at this level. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Maintains Student and Staff records.

Establishes office procedures and coordinates duties of clerical office personnel.

Serves as receptionist for the school, answers phones, maintains a log, and responds appropriately to requests, needs, and crises.

Schedules appointments for conferences and interviews.

Coordinates with outside agencies to assist teachers, students and parents.

Prepares confidential documents for employee evaluations, disciplinary action, grievances, and other personnel issues.

Sorts and files correspondence, reports, vouchers or other materials.

Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.

Maintains effective working relationship with other employees, students, parents and the public.

Orders and maintains supplies as needed.

Locates, removes, transfers, and distributes requested information; keeps records of material transferred/distributed/removed.

Computes data from listings, reports, or other records: assembles data in appropriate form for use in completing required reports.

Types letters, memoranda, statements, purchase orders, and other materials from copy or rough draft; operates other office machines as needed.

Maintains a schedule of appointments and makes arrangements for conferences and interviews for the Principal/Superintendent.

Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy.

Provides public assistance via telephone, in person, and/or by mail, e.g., completing forms/applications, explaining policy and procedure, researching information, directing to appropriate entities for assistance.

Verifies accuracy and completeness of all data/information received, and researches and provides verification on information requests from School District personnel.

Processes data/information received into a variety of formats specific to department of placement, e.g., crime reports, complaint cards, cash summaries, purchase orders, billing statements, forms, and applications.

Operates word processors in transferring/transcribing/composing various documentation, i.e., school correspondence, memoranda, various school logs and records.

Performs daily accounting tasks related to work performed, i.e., calculating, billing, and cash handling associated with payments; balancing daily revenues.

Receives, processes and distributes school mail, and prepares forms, letters, and parcels for mailing.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel.

Maintains professional contact with other agencies as applicable.

Prepares, organizes and maintains the school's activity and event lists and distributes as required.

Completes all personnel and payroll processing of new/terminated or employees requiring changes.

Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.

Organizes school functions as assigned.

Schedules appointments for conferences and interviews.

Works with the principal in carrying out the day-to-day operations necessary for the smooth functioning of the school.

Works with teachers and support personnel in carrying out the day-to-day office and administration operations necessary for the smooth functions of the school.

Contributes to a positive, professional office atmosphere.

Coordinates and assists with compliance of outside agencies to assist parents, students, and staff.

Maintains radio communications with administrators and other security personnel.

Orders school materials and supplies.

Performs related work as directed.

MINIMUM QUALIFICATIONS:

High school diploma or GED required; with minimum four (4) years experience as an office secretary; or graduation from a recognized school of secretarial/office skills, and two (2) years successful experience as a secretary.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Has general knowledge of report and record keeping principles and techniques.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to establish and maintain effective-working relationships with Principal, support staff and other personnel.

Has general knowledge of modern office practices and procedures.

Has general knowledge of business mathematics. Is able to organize and review work for efficient results and accuracy.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, copiers and scanners.

Is able to issue and follow oral and written instructions.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light

weight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.