



## **AGENDA**

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

**Tuesday, December 10, 2019**

**City of Cape Coral Council Chambers**

**5:30 PM**

**1. CALL TO ORDER**

A. Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Chairman Michael Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Chairman Michael Campbell

**4. ROLL CALL:**

A. Chairman Michael Campbell, Vice-Chair Tami Traiger, John Gunter, Dist. 1, Vanessa Metzger, Dr. Guido Minaya, Susan Mitchell, Angela Ticich

B. Parent Representatives: Jennifer Hoagland, OHS/SAC, Robert Miniaci, OMS, Kristifer Jackson, CME/OES

**5. APPROVAL OF MINUTES:**

A. Approval of Minutes of the Regular Governing Board Meeting on November 12, 2019

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

A. Approval of Regular Governing Board Meeting Agenda of December 10, 2019

**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 Adoption of Procurement Policy Thresholds Update, Ordinance #52-19 - Danielle Jensen, Director of Procurement
- B. Approval of the City of Cape Coral Charter School Authority Instructional Calendar School Year 2020-2021 - Superintendent Jacquelin Collins
- C. Approval of the City of Cape Coral Charter School Authority Budget Workshops 2020 - MaryAnne Moniz, Business Manager
- D. Approval of the City of Cape Coral Charter School Authority Balance of Governing Board Meeting Dates Years 2020/2021 - Superintendent Collins
- E. Approval of the City of Cape Coral Charter School Authority General Personnel Recommendations including Administrative, Certificated, Support, Substitute Staff and Out-of-Field Appointments for the Period of September - December 2019 - Superintendent Collins

**9. SUPERINTENDENT REPORT:**

- A. Jacquelin Collins, Superintendent

**10. CHAIRMAN REPORT:**

- A. Chairman Michael Campbell

**11. FOUNDATION REPORT:**

- A. Gary Cerny, President

**12. STAFF COMMENT:**

- A. Donnie Hopper, Principal, Oasis Middle School

**13. UNFINISHED BUSINESS:**

- A. No Activity

**14. NEW BUSINESS:**

- A. No Activity

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

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

- A. The Next Regular Governing Board Meeting will be held on Tuesday, January 14, 2020 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>12/10/2019</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:**

**RECOMMENDED ACTION:**

**Item Number: 2.A.**

**Meeting Date: 12/10/2019**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 12/10/2019

**Item Type:** PLEDGE OF  
ALLEGIANCE:

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

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>12/10/2019</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, John Gunter, Dist. 1, Vanessa Metzger, Dr. Guido Minaya, Susan Mitchell, Angela Ticich

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b>	<b>4.B.</b>
<b>Meeting Date:</b>	<b>12/10/2019</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

Parent Representatives: Jennifer Hoagland, OHS/SAC, Robert Miniaci, OMS, Kristifer Jackson, CME/OES

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



**Item Number: 5.A.**

**Meeting Date:** 12/10/2019

**Item Type: APPROVAL OF MINUTES:**

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

**TITLE:**

Approval of Minutes of the Regular Governing Board Meeting on November 12, 2019

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

Description	Type
▢ MINUTES NOV 12 2019	Backup Material

# **GOVERNING BOARD MINUTES**

## **City of Cape Coral Charter School Authority**

### **Governing Board Regular Meeting**

City Council Chambers  
Tuesday, November 12, 2019 at 5:30p.m.



#### **1. Call to Order**

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, November 12, 2019 at City Council Chambers, Cape Coral FL 33990. Chairman Campbell called the meeting to order at 5:30p.m.

#### **2. Moment of Silence**

Chairman Campbell

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

Chairman Campbell

#### **4. Board Member Roll Call**

Present: Michael Campbell (C), Tami Traiger (VC), Vanessa Metzger, Dr Guido Minaya, Susan Mitchell, Jennifer I. Nelson, Dist 4, Angela Ticich. Parent Representatives: Jackson(CME/OES), Miniaci (OMS), Hoagland (OHS)

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

MaryBeth Grecsek, Interim Principal, Oasis Elementary

Carrie Abes, Interim Assistant Principal, Oasis Elementary

Kevin Brown, Principal, Christa McAuliffe Elementary

Tim Loughren, Assistant Principal, Oasis High School

Caleb Short, Student, Oasis Elementary - "Do the Right Thing" Award

Carmen Miniaci, Student, Oasis Middle School - "Miles of Smiles" Charity Organization

Oasis High School Culinary Department Taco Cook-off Team (Presentation):

Heath Sterk, Educator, Oasis Middle

Dolores Menendez, City Attorney

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Cape Coral Resident

Officer A. Miller, CCPD Detail

## **5. Approval of Previous Minutes**

Motion made by Member Nelson , Second by Member Metzger to approve the Minutes of the October 8, 2019 Regular Governing Board meeting. *Unanimous*

## **6. Approval of Regular Meeting Agenda**

Motion made by Member Traiger, Second by Member Nelson to Withdraw Item 13A. *Unfinished Business: Approval of Intent to Designate the City of Cape Coral Charter School Authority Superintendent position to the Local Agency Senior Management Service Class (SMSC) of the Florida Retirement System Division of Retirement - Leisa Orcutt, Human Resources Manager* and approve the balance of the Agenda for the Regular Governing Board Meeting on November 12, 2019. *Approved Unanimous.*

## **7. Public Comment**

No Activity

## **8. Consent Agenda**

No Activity



## 9. Superintendent Report

**Welcomed Star Students:** OHS Culinary Taco Team, Caleb Short, Oasis Elementary School and Carmen Miniaci, Oasis Middle School.

**Congratulated OHS Culinary students** who made a second return to the Taco-off and entered a vegetarian dish that was well received by the crowd and even food critics raved about the delicious alternative. Although the OHS chefs didn't take home the grand prize, their enthusiasm and magic in the kitchen never ceases.

**Carmen Miniaci, Oasis Middle School** presented her "Miles of Smiles" charity video. Her organization provides veterans with equine therapy to help with PTSD and other battle-related illnesses. Carmen has raised money for the group since she was very young by using mostly what would have been her birthday gift money. [Video presentation courtesy the *Miles of Smiles Ranch.org*.]

**Caleb Short, Oasis Elementary** shared with Board Members his "Do the Right Thing" trophy and winning experience. His mother suffered a stroke as she was getting him and his siblings ready for school. Caleb calmly called 911-Rescue and was able to get his mother help just in time. [Video presentation courtesy of the *Panther News TV Production crew*.]

### Superintendent's Report - Jacquelin Collins:

**Best & Brightest Awards Distributed:** This year's payouts are being formulated and it's a bit different this time because awards are not based on SAT/ACT scores or but based off of teacher evaluations, longevity at schools and for new teachers if the instructor is a content specialist. There is only one award per individual. Lee County school District will give us the specific categories - retention, recruitment, recognition - and we must decide who belongs where. Payouts should be before the holidays.

**City Council Sustainability Conversation/COW Meeting:** The City Manager and Council will meet next week and discuss ways a partnership can be developed to sustain the charter school system using the Stantec LLC model as a forecasting tool.

**Stipend to be offered Intensive Reading Teachers to complete new FLDOE endorsement:** By 2021 all certified intensive reading intervention teachers will need an additional rider on their certificates to service students. It's a complicated process that takes about two years to complete so we will offer a \$500.00 stipend to help teachers achieve this mandatory training.

**Technology Purchases:** We are getting up to date on our smart classrooms and our Procurement Director has been working hard to get competitive prices and quality products that students and teachers will use.

**The Guard Shack** and other campus improvements will be installed over either Thanksgiving or Christmas break.

**Additional Safety & Security** funding has arrived from the State of FL - the \$56,000 will be well spent with CME installing electrical fencing and the other schools will use partial funds to offset the cost of the guard shack, etc.

**Member Traiger:** Commented she saw Spiro's marketing our "Oasis Advantage" on a local billboard and was impressed; she also received some advertising on social media.

Asked when the school renaming will be approved along with the Charter renewal by the District.

**Atty Moriarty:** They have 30 days after the Council approves and then it will either go to Consent on their agenda or be accepted as the Charter renews.

## 10. Chairman Report

No Activity

## 11. Foundation Report

Jennifer Hoagland, Foundation Treasurer spoke on behalf of Gary Cerny, President.

**Grants Applications:** The first round of grants applications is complete and all four schools were represented.

**Grant Funding:** Chris Demoya was able to secure a Walmart \$500 grant which will go to Christa McAuliffe Elementary to purchase additional Chromebooks. There are additional outstanding grants we are trying to capture and will bring results back next meeting.

**The Lighthouse Awards:** Nomination(s) process was reviewed with some changes made in the process; hopefully this will help during observations, etc. Nomination news will go out on the public on our website very shortly.

**Rally on the Green:** Save the date - Saturday, February 29<sup>th</sup>. We plan to return to Royal Tee Golf Community and have a great time and charity drive. This year's theme is "Leap Year Rally at Cape Coral."

**Foundation President's Praise:** Gary Cerny wanted to give a big thanks and shout out to his board members and volunteers who always do such an amazing and selfless job supporting the schools and the Oasis community.



## 12. Staff Comment

Danielle Jensen, Director of Procurement and Food Service:

**Smart Snacks are Taking Over:** The CSA Wellness Policy includes completion of a Triannual Progress Assessment which requires food service staff to fill-out a "smarter lunchroom" scorecard which identifies ways to promote school lunches. CSA Food Service teams decided our focus was going to be on offering more healthy snacks to students, i.e., in prepared fruit cups/bowls, etc. as a la carte items. We are happy to report these wholesome fruit snacks have been selling out at both the middle and high schools! We are excited to see the success of our program and will monitor costs as the fresh fruits go in/out of their seasons.

**Anonymous Donations to Cover Outstanding Student Lunch Accounts:** In the past few weeks anonymous donations have been received to cover the cost of outstanding student lunch accounts. Most recently, one of our own Oasis staff members chipped in to help offset student lunch debt. Thank you one and all - especially one of the lunch account angels who doesn't even have a student at our schools!

Currently, our schools are at 33% participation for Free and Reduced Lunch Programs, which means 1 in 3 students actually qualify. Unfortunately, some families miss the cut-off by a little bit of the margin so they still can't qualify and still need assistance.

Parent Rep Jackson (CME/OES): Do these donations make us current or still outstanding?

Danielle Jensen: These donations cleared the accounts for that specific day. Otherwsie, we do have a general "Donations" account we can use to clear balances across the board during different times of the year. *Further Comment*

Member Minaya: Is there any relationship with LeeSar?

Jensen: They have visited our campus in the past (5/6 years ago) but there did not seem to be a benefit or cost savings due to our limited capacity.

Member Mitchell: What is the Lee County percentage threshold for families that qualify for free and reduced lunches that grandfather the whole school in? Do we qualify?

Jensen: It's 40% direct certified; this means they are certified through the State and on SNAP. Our families don't even come close to that cut off - we are 33% with either SNAP and/or applications.

**City Council Resolution 52-19:** This is a proposed resolution that City Council will bring forward during the November 18<sup>th</sup> meeting, and fully presented for a vote on December 2<sup>nd</sup>. The resolution is designed to change purchasing thresholds. Currently, if a purchase is above \$2500.00 you must have three quotes; the proposal would change the threshold to \$5000.00 and three quotes. Another change would be any purchase over \$50,000.00 and approved would move to \$100,000.00 with approvals. Once the Council makes their decision, it will be presented to our Governing Board.



Kevin Brown, Principal, Christa McAuliffe Elementary:

*[Please see the presentation or contact the school principal for more information.]*

November 19<sup>th</sup> is our school KINDERGARTEN OPEN HOUSE. Currently we already have 110 students for the 140 available seats - which puts us way ahead of last year which was about 60 or 70.

We use STAR Assessments to look at our baseline results including FSA results. At this time our projected 2019-2020 FSA score is 459 points; schools need 431 points to receive an "A" score.

*[See presentation. No questions from Board Members.]*

MaryBeth Grecsek, Interim Principal, Oasis Elementary:

*[Please see the presentation and/or contact the school principal for more information.]*

Last week we had two of our OES students place at the "Pride & Patriotism" writing and arts competition. The event is a county-wide appreciation and part of a greater effort to acknowledge our Veterans.

OES used the FSA results from last spring as their baseline when calculating this year's results and projections. As you can see our current scores put us very close to past levels at this same time frame and we are climbing. *[See presentation - No questions from Board Members.]*

**13. Unfinished Business**

SEE ITEM 6A

*Motion made by Member Traiger, Second by Member to withdraw Item 13A. Unfinished Business: Approval of Intent to Designate the City of Cape Coral Charter School Authority Superintendent position to the Local Agency Senior Management Service Class (SMSC) of the Florida Retirement System Division of Retirement - Leisa Orcutt, Human Resources Manager and approve the balance of the Agenda for the Regular Governing Board Meeting on November 12, 2019. Approved Unanimous.*

**14. New Business**

No Activity

**15. Final Board Comment and Discussion**

Chairman Campbell: No Comment

Vice-Chair Traiger: No Comment



**Member Metzger:** Complimented the superintendent and staff on always doing such remarkable jobs for the system. Believes we try our absolute best to accommodate parent/family concerns and hope that everyone eventually sees the (Christa McAuliffe) name change as a good thing for the entire school system.

**Member Minaya:** Praised the culinary students for their great job at the Taco-off and also mentioned a Lee County Schools initiative to get more students involved in the trades programs especially culinary, which has been funded to develop serviceable kitchens for student learning. He also congratulated both elementary schools on their great progress and data results, and encouraged them to keep information flowing between parents and communities. Dr. Minaya discussed the concept of offering more internal oversight on parent portals to help migrate the information so it is in alignment with the IT structures already in place; just a suggestion.

**Member Mitchell:** Congratulations on getting all those [school performance] "As," and the publicity was wonderful! She supports the renaming of Christa McAuliffe and noticed the acronym is "ONE," which is delightful. She also said the calls of "concern" from parents are really more comments that focus on how the process will unfold, what to do with uniforms, etc., but otherwise, people seem to accept the rename well. Mitchell commended the superintendent and her staff for all the great and hard work they have done.

**Member Nelson: (OMS):** During the next Council meeting on Monday, November 18<sup>th</sup> Nelson said a new Charter School Liaison will be appointed to our Governing Board. Nelson said she agreed to be appointed to our Board for two years which is now expired. Nelson agreed overtime there have been a lot of positive changes and successes especially in leadership, culture, fleet management, etc. Her expectation is a new liaison will be sent over; if this does not come to pass and she is reappointed, she will do so gladly. In the meanwhile, Nelson is always willing to help and support the charter schools. Ms Nelson also wanted to thank our OHS sculinary students for entering their vegan tacos at the 2<sup>nd</sup> Annual Taco-off; they were delicious and a creative alternative.

**Member Ticich:** Congratulated the student's who are recognized today for their achievements. She also is proud our culinary students are doing so well and offering alternative dishes and being recognized for their talent. Ticich is very proud of our schools and all that we accomplish on a daily basis.

**(Jackson)Parent Representative CME/OES:** Reiterated that he thought the "Charter Schools Rename" presentation Superintendent Collins provided the City Council members was very clear and eloquent and he would like to see the same type of information and sequencing shared with the general public.



(Miniaci) Parent Representative OMS: Thanked Member Nelson for her service. Congratulated both Superintendent Collins and Member Nelson for helping restore and cultivate a positive public image for our great school system in the last two years. Parent Miniaci's praise and thanks was seconded by Chairman Campbell.

(Hoagland) Parent Representative OHS/SAC: No Comment

**16. Time and Date of Next Regular Meeting**

The next Regular Governing Board Meeting will be held on Tuesday, December 10, 2019 at 5:30 p.m. in City Council Chambers.

**17. Adjournment**

The Governing Board adjourned at 6:41p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Charter School Authority Board Secretary

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Secretary

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Date of approval

Item Number:	6.A.
Meeting Date:	12/10/2019
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 of December 10, 2019

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number: 7.A.</b>
<b>Meeting Date: 12/10/2019</b>
<b>Item Type: PUBLIC COMMENT:</b>

**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:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 8.A. <b>Meeting Date:</b> 12/10/2019 <b>Item Type:</b> CONSENT AGENDA:
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**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of Adoption of Procurement Policy Thresholds Update, Ordinance #52-19 - Danielle Jensen, Director of Procurement

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ PROCUREMENT UPDATES - #52-19	Backup Material

Cape Coral Charter School Authority

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent  
FROM: Danielle Jensen, Director of Procurement and Food Services  
DATE: December 3, 2019  
SUBJECT: Procurement Policy Thresholds Update



Currently, the Charter School's procurement policies and procedures follow the city's procurement policies and procedures. On December 2, 2019, City Council approved a change to the City's Procurement Ordinance, Article VII: Purchase and Sale of Real and Personal Property via Resolution 52-19. The Charter School has modified its policy and procedure manual to reflect these changes. While the manual is 107 pages, it only affected 3 pages in the manual which have been highlighted for the governing board's benefit. Page 15 and 20 will change the threshold from \$50,000 to \$100,000. Page 23 already states that quotes will be within the thresholds determined by city council. Finally, page 94 changed the thresholds for internal funds quotes from \$2500 to \$5000 to be consistent with the general fund purchases. Below is a summary of the threshold changes that were approved by City Council.

The Charter School is requesting approval of the changes to the Procurement Policy and Procedures Manual to be in compliance with the City's updated procurement policy via changes made by Ordinance 52-19.

**Ordinance #52-19**  
**PROCUREMENT ORDINANCE 2019**

Adopted December 2, 2019

**Previous Ordinance**

*Approval limits:*

\$ 0 - \$ 2,499.99 one quote  
\$ 2,500 - \$ 19,999.99 three verbal/written  
\$ 20,000 - \$ 50,000 three written  
\$ 50,000.01 and higher – a formal bid  
Council approval: > \$ 50,000

Construction contract signatures:

> \$ 50,000 City Manager (Council auth)

**New Ordinance**

*Approval limits:*

\$ 0 - \$ 4,999.99 one quote  
\$ 5,000 - \$ 19,999.99 three written  
\$ 20,000 - \$ 100,000 three written (add'l reqs.)  
\$ 100,000.01 and higher – competitive solicitat'n  
Council approval: > \$ 100,000

Contract signatures:

> \$ 100,000 City Manager (Council auth)



## **DIFFICULTIES AFTER RECEIPT OF SERVICE OR ITEM**

Upon request from the user division, Procurement shall work with the vendor to resolve any problems or difficulties with orders or contracts.

## **PREPAYMENT PROCEDURES**

Purchase Orders may be issued with a prepayment request, after proper justification and approval from the Financial Services Director or the Procurement Manager. Pre-payments are only approved on a case by case and it is discouraged. After entering the Requisition, departments/divisions must send, separately, the *original* documents showing prepayment required to Procurement.

## **OPEN PURCHASE ORDER - DEFINITION**

An Open Purchase Order (OPO) is a Purchase Order issued for the purchase of indeterminable miscellaneous items or materials, supplies, parts, etc., over a certain period of time (not more than one fiscal year). Shipments are made, as requested by the user division, against the Open Purchase Order number for the term of the OPO. The OPO generally establishes a maximum dollar limit, the period covered, the authorized purchasers, terms and conditions. However, since the specific items to be purchased are often unknown at the time of issuance of the OPO, no line item pricing is generally shown.

### **A. How an Open Purchase Order is prepared:**

Requests for an Open Purchase Order shall be made on a Requisition that indicates the general types of items to be purchased and total amount to be encumbered for the term of the OPO. Quotes are obtained by the user department, for items less than \$100,000 Or utilize the contract amount if over \$100,000 and a competitive solicitation was issued.

1. Open Purchase Orders shall be entered into the financial system and contain the following information:

- a) Description and types of items to be purchased; i.e., miscellaneous hardware items.
- b) The period of time the order will remain valid. NOTE: The OPO term may not extend beyond the end of the fiscal year in which it is created.
- c) The maximum total dollar amount may not be exceeded for the term of

approval limit). A contract is then executed with the vendor(s).

Once a contract is established, divisions are notified of the awarded vendor(s) and line-item pricing or percentage discount off a specified price list. The divisions may then order from the contract via issuance of a Purchase Order directly to the awarded vendor for the item required unless specifically prohibited by the contract. Divisions are cautioned not to order any items other than those awarded for the specific contract. Procurement is responsible for ensuring the authorized signer executes the contracts by obtaining the Corporate Resolution or a letter from the contractor/proposer naming the authorized personnel. The State of Florida Division of Corporation (Sunbiz) will be verified, if a Florida vendor.

A. Who executes Contracts:

City of Cape Coral

1. *The Procurement Manager shall have the authority to approve and execute all procurement related Purchase Orders, Contracts, Contract Amendments and Options for renewal in the amount of \$50,000 or less.*
2. *The City Manager has the same authority and approval level in the amount of \$100,000 or less; and, for amounts exceeding \$100,000 upon City Council approval.*

Charter School Authority

1. *The Superintendent shall have the authority to approve and execute all procurement related Purchase Orders, Contracts, Contract Amendments and Options for renewal in the amount of \$100,000 or less and for amounts exceeding \$100,000 upon School Governing Board approval.*

## **CONTRACT ADMINISTRATOR**

For each contract, the Contract Administrator's file must be maintained from the time it is awarded until contract closeout, and should include:

1. Copy of signed contract and any amendments or renewals;



Procurement or the user department/division will seek a source of supply and enter into transactions for the purchase of the commodity or service in accordance with the provisions of the City Procurement Ordinance.

Quotes for purchases may be either written or oral (with proper documentation) that is within the thresholds determined by City Council. When written and oral quotations are received, documentation including the firm(s) contacted, contact person's name and phone number, and the date and price(s) quoted shall be noted. Every effort will be made to obtain a minimum of three (3) quotations for each item or group of items required.

Written Requests for Quotations (**RFQ**) may be mailed, emailed or faxed to prospective bidders, as feasible and such RFQ's shall indicate the deadline for receipt of the quote. No quote will be considered if it is received after the deadline for receipt without authorization from the Procurement Manager or his/her designee. Emergency purchases are exempted from competition with prior approval of the Procurement Manager. RFQ's shall be maintained with the Purchase Order. User divisions are responsible for ensuring that adequate descriptions and specifications are provided to the Procurement Division, including manufacturer brand and part numbers.

The user division may obtain quotes, for commodities and services up to the mandatory bid limit, from at least three (3) vendors independent of the Procurement Division when the names of the vendors, vendor number, date of quote, quotes per item, quote number, individuals submitting such quotes, and total pricing from each vendor are provided to the Procurement Division, and such quotes are verifiable. **Procurement reserves the right to verify such quotes or to obtain additional quotes at its discretion.** The user division will be contacted if the vendor or product is changed. The user division is to obtain the necessary licenses and insurance from the successful quoter.

The Procurement Division shall be responsible for all purchases over the mandatory bid limit. Although the user divisions are not to obtain quotes for these procurements, they should focus on the development of adequate purchase descriptions and specifications. When a purchase or contract (including leases) may extend over multiple periods or years, the maximum amount to be paid for the original term of the contract is the amount that determines if formal competitive solicitation is required. The Procurement Division shall solicit bids/RFPs from responsible prospective vendors obtained from publications and catalogues, suggestions from the user department/division, previous vendors, internet, etc. Advertisement of formal sealed bids or proposals shall be in accordance with the City Procurement Ordinance and all solicitations shall be made available on the City's internet site and outside internet site. These same bidding requirements apply to all purchases, including leases, non-professional services, general consulting, etc.

All bids and proposals received and accepted shall be available for public inspection by appointment in the main offices of the Procurement Division during regular business hours ten (10) calendar days after



## CHARTER SCHOOL INTERNAL FUNDS

### SECTION 17

1. All purchases need to be pre-approved by building principal prior to being made. Purchases made prior to receiving approval will not be reimbursed or paid. The following forms must be completed and approved based on the type of purchase.
  - Purchase Order Request Form
  - Amazon Pre-Approval Form
  - Internal Funds CC Pre-Approval Form

**Per Red Book, chapter 8, sec III, 3.2. a.** The school principal is fully responsible for all purchases and purchase commitments requiring present or future disbursements of internal fund monies. A signed commitment from the principal or designee(s) must be on file before any purchase is made. No purchase shall be made unless sufficient resources are available, except for inventory items that will be held for resale.

2. Purchases under \$500 may be purchased using the schools internal funds credit card.
3. Purchases over \$500 need to be made by a purchase order, unless a better price can be obtained from Amazon.
4. Requests **over \$5,000** (\$500 if purchasing from Amazon) must be accompanied by three quotes. When purchasing from Amazon and an item total, not the overall total, is over \$500 (example, 1 at \$550 ea. or 4 at \$150 ea.) then three quotes are required.

#### **Restricted Expenditures (Items which cannot be purchased thru Internal Funds)**

**Per Red Book, chapter 8, sec III, 3.5. 1-7.** The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose.

1. Equipment, supplies, forms and postage for curricular or classroom use. The exception is for revenues derived from career education production shops, which may be used for these purposes.
2. Curricular-related travel; professional, technical or consultant services. The exception is for revenues derived from career education production shops, which may be used for these purposes.
3. Articles for the personal use of any student, employee or other person, except those items that are identifiable as being in recognition of service or promotion of school activities and those items identified under rule 6A-1.0143, F.A.C., Promotion and Public Relations Funding.

<b>Item Number: 8.B.</b>
<b>Meeting Date: 12/10/2019</b>
<b>Item Type: CONSENT AGENDA:</b>

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

**TITLE:**

Approval of the City of Cape Coral Charter School Authority Instructional Calendar School Year 2020-2021 - Superintendent Jacquelin Collins

**SUMMARY:**

Approval is requested to authorize the Superintendent to amend the Lee County School District Instructional Calendar, School Year 2020-2021, as needed including in the event of a declared emergency. Approval of this amended calendar will help students, parents and staff meet and balance students' instructional needs over the course of the school year.

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Proposed Instruc CSA Calendar 2020-21	Backup Material





# CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY 2020-2021

4 Independence Day

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-3 Winter Break  
4 End Q2  
4 Hurricane Makeup Day  
5 Professional Duty Day  
18 M.L. King, Jr Day

3,6,7 Teachers' First Days  
4,5 Teacher In-Service  
10 Student's First Day

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

8 Teacher In-Service  
15 Presidents' Day

7 Labor Day  
19-20 Rosh Hashanah  
23 PD/Early Release Day  
28 Yom Kippur

All Jewish Holidays begin at sundown the day before listed.

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 End Q3  
12 Professional Duty  
15-19 Spring Break  
27-April 3 Passover

All Jewish Holidays begin at sundown the day before listed.

9 End Q1  
12 Professional Duty Day  
21 PD/Early Release Day

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Good Friday  
4 Easter Sunday  
5 Easter Monday

11 Veterans Day  
11 Hurricane Make Up Day  
23-27 Thanksgiving Break

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Early Dismissal Day  
31 Memorial Day

10-18 Hanukkah  
18 Early Dismissal Day  
21-JAN 1 Winter Break

All Jewish Holidays begin at sundown the day before listed.

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1,2 Early Dismissal Days  
2 Last Student Day, End Q4  
3 Professional Duty Day

	Teacher First Days
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher In-Service Day
	Student First/Last Day
	Holiday-Schools Closed
	Early Dismissal Day





PROGRESSIVE  
PROGRESSIVE

# The School District of Lee County

## 2020 -2021

### Instructional Calendar

July 2020							January 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11		3	4	5	6	7	8
12	13	14	15	16	17	18		10	11	12	13	14	15
19	20	21	22	23	24	25		17	18	19	20	21	22
26	27	28	29	30	31			24	25	26	27	28	29
								31					
August 2020							February 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8		7	8	9	10	11	12
9	10	11	12	13	14	15		14	15	16	17	18	19
16	17	18	19	20	21	22		21	22	23	24	25	26
23	24	25	26	27	28	29		28					
30	31												
September 2020							March 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12		7	8	9	10	11	12
13	14	15	16	17	18	19		14	15	16	17	18	19
20	21	22	23	24	25	26		21	22	23	24	25	26
27	28	29	30					28	29	30	31		
October 2020							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10		4	5	6	7	8	9
11	12	13	14	15	16	17		11	12	13	14	15	16
18	19	20	21	22	23	24		18	19	20	21	22	23
25	26	27	28	29	30	31		25	26	27	28	29	30
November 2020							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14		2	3	4	5	6	7
15	16	17	18	19	20	21		9	10	11	12	13	14
22	23	24	25	26	27	28		16	17	18	19	20	21
29	30							23	24	25	26	27	28
								30	31				
December 2020							June 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12		6	7	8	9	10	11
13	14	15	16	17	18	19		13	14	15	16	17	18
20	21	22	23	24	25	26		20	21	22	23	24	25
27	28	29	30	31				27	28	29	30		

- Holiday - Schools Closed
- Professional Duty Day - No School For Students
- Preschool Days - No School For Students
- First and Last Student Day
- Early Dismissal Days - Students
- Hurricane Make-Up Day
- Teacher In-Service Day - No School For Students

*Special Notes*

- All Jewish Holidays begin at sundown the day before they are listed

Board Approved 11/5/2019

<b>Item Number:</b> 8.C. <b>Meeting Date:</b> 12/10/2019 <b>Item Type:</b> CONSENT AGENDA:
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**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Approval of the City of Cape Coral Charter School Authority Budget Workshops 2020 - MaryAnne Moniz, Business Manager

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

	<b>Description</b>	<b>Type</b>
▣	PROPOSED BUDGET WORKSHOPS 2021-2023	Backup Material

**Consent Agenda Item for  
Mary Anne Moniz, Business Manager  
City of Cape Coral Charter School Authority  
Governing Board Meeting of December 10, 2019**

Approval of the FY 2021-2023 Budget Workshop Dates:

Budget Workshop No. 1  
Nicholas Annex/Green Room A-200  
815 Nicholas Parkway  
Cape Coral, FL 33990  
Thursday, April 16, 2020  
8:00 am - 1:00pm

Budget Workshop No. 2  
Nicholas Annex/Green Room A-200  
815 Nicholas Parkway  
Cape Coral, FL 33990  
Thursday, May 14, 2020  
8:00 am - 1:00pm

**Item Number: 8.D.**  
**Meeting Date: 12/10/2019**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Approval of the City of Cape Coral Charter School Authority Balance of Governing Board Meeting  
Dates Years 2020/2021 - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▯ BOARD MEETING DATES 2020/2021	Backup Material





Jacquelin Collins, Superintendent

**City of Cape Coral Charter School Authority**  
**GOVERNING BOARD MEETINGS**  
**2020/2021**

**All meetings will be held on the second Tuesday of  
the month at 5:30p.m. in City Council Chambers, 1015  
Cultural Park Blvd., Cape Coral, Florida 33990**

**Balance of 2020 Calendar**

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020

**2021**

January 12, 2021



**Item Number: 8.E.**  
**Meeting Date: 12/10/2019**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Approval of the City of Cape Coral Charter School Authority General Personnel  
Recommendations including Administrative, Certificated, Support, Substitute Staff and Out-of-  
Field Appointments for the Period of September - December 2019 - Superintendent Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
PERSONNEL MOVES SEP-DEC 2019	Backup Material

STATUS	NAME	LOCATION/ POSITION	TO/ POSITION	REASON	EFFECTIVE DATE
Change of Assignment	Gibson, Edward D.	Sub Teacher	Oasis Middle STEM Teacher	Promotion	10/22/2019
Change of Assignment	Souffront-Pacheco, Diana K.	Sub Teacher	Oasis Middle Science Teacher	Promotion	10/28/2019
Change of Assignment	Sheffield, Lauren	Teacher Oasis Elem.	Teacher Oasis Middle	Transfer	8/2/2019
Change of Assignment	Longo-Berge, Katrina	Teacher Oasis Elem.	Teacher Oasis Middle	Transfer	8/2/2019
Change of Assignment	Hendershot, Katie	Teacher Oasis Elem.	Teacher Oasis Middle	Transfer	8/2/2019
Change of Assignment	Rozum, Julie	Teacher Oasis Elem.	Teacher Oasis Middle	Transfer	8/2/2019
Change of Assignment	Ferreiro Flores, Maida	Substitute FSW	Oasis Elem. FSW	Promotion	9/16/2019
Change of Assignment	Cooper, Jamie	Substitute Teacher	School Bus Driver	Promotion	10/15/2019
New Hire	Duhaime, Jason Jon	STEM Teacher	Oasis High	New Hire	9/23/2019
New Hire	Cameron, Allison	Oasis Elementary	Teacher	New Hire	10/23/2019
New Hire	Aguilera, Viviana L.	Oasis Elementary	Teacher	New Hire	11/1/2019
New Hire	Santana, Heather M.	Oasis Elementary	Teacher	New Hire	10/23/2019
New Hire	Ford, Katherine M.	Oasis Middle	Language Arts Teacher	Rehire	11/12/2019
New Hire	Nicole Kerns	Christa McAuliffe	Receptionist	Rehire	11/4/2019
Certified - Separated	Cameron, Gary	Oasis Middle	Science Teacher	Terminated	10/1/2019
Certified - Separated	Picklesimer, Stacy	Oasis Middle	STEM Teacher	Terminated	9/27/2019
Certified - Separated	Frances, Allison	Oasis Middle	Language Arts	Moving out of area	11/4/2019
Certified - Separated	Swearingen, Abigail	Oasis Elementary	Teacher	Stay at home Mom	11/1/2019
Separated	Collier, Kelly	Christa McAuliffe	Receptionist	took another position - not lo.	11/1/2019
Separated	Sanchez Alba, Nieves	Oasis Elementary	Food Service Worker	Resignation	9/17/2019
Separated	Braun, Gerhard		Substitute Teacher	Resignation	9/6/2019
Separated	Hulet, Stephanie		Substitute Teacher	Had not been working	9/6/2019
Separated	Orengo, Mariel		Substitute Teacher	Had not been working	9/6/2019
Separated	Bangasser, Ashley		Substitute Teacher	Resignation	10/30/2019
Separated	Dimmyer, Patricia		Substitute Paraprofessional	Had not been working	9/6/2019
Separated	George, Melissa		Substitute Paraprofessional	Had not been working	9/6/2019

Separated	Slagle, Jennifer		Substitute Paraprofessional	Had not been working	9/6/2019
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Item Number:	9.A.
Meeting Date:	12/10/2019
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**

Jacquelin Collins, Superintendent

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number: 10.A.</b> <b>Meeting Date: 12/10/2019</b> <b>Item Type: CHAIRMAN REPORT:</b>
--

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

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 11.A.**

**Meeting Date: 12/10/2019**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

<b>Item Number:</b> 12.A.
<b>Meeting Date:</b> 12/10/2019
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Donnie Hopper, Principal, Oasis Middle School

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

**Item Number: 13.A.**

**Meeting Date: 12/10/2019**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

No Activity

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**



<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>12/10/2019</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

No Activity

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**

Item Number:	16.A.
Meeting Date:	12/10/2019
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 14, 2020 at 5:30p.m. in Cape Coral City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33990

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**RECOMMENDED ACTION:**