

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

**Tuesday, June 13, 2017**  
**Council Chambers**  
**9:00 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on June 13, 2017, at City of Cape Coral Council Chambers, a Regular Governing Board Meeting. Chair Cosden called the meeting to order at 9:00 a.m.

**1. MOMENT OF SILENCE:** Chair Cosden

**2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

All in attendance

**3. ROLL CALL:** Boyer, Campbell, Cosden, Fisher, McMillan, Winstead, Zivkovic  
Traiger arrived at 9:08 am  
Ross – Not Present

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Brian Bartos, Assistant City Attorney  
Danielle Jensen, Director of Procurement and Food Service  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Britt Martin, Accountant, Cape Coral Charter School Authority  
John Wilson, President, Oasis High School Booster Club  
Graham Morris

**4. APPROVAL OF MINUTES:**

There were no minutes to approve due to shifting of staff. All the missing minutes should be ready for approval at the August Governing Board meeting.

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

Chair Cosden requested a change to the agenda. She asks to switch items 13B and 13D on the agenda.

Motion was made by Member Boyer and seconded by Member Fisher to approve the change to the agenda.

**Board Vote:** Boyer, Campbell, Cosden, Fisher, Winstead, Zivkovic

**All “Aye’s,” motion carries.**

**6. PUBLIC COMMENT:**

None

**7. CONSENT AGENDA:**

None

**8. SUPERINTENDENT REPORT:**

Mrs. Collins states that there have been some interesting developments with transportation. She met with Director Marilyn Rollings, Marjorie Galyon, and Mary Anne Moniz to make sure that the Charter School Transportation Department doesn't financially go over budget. A ride study is being conducted to make sure the buses are at capacity and from what Mrs. Collins has seen so far, they are.

Mrs. Collins states that Director Marilyn Rollings, Marjorie Galyon, and Mary Anne Moniz are working on a way to piggy back off of the parts vendor for the City of Cape Coral. The Charter Schools are paying premium prices for items so if they can piggy back off of the City, the Charter Schools can save a significant amount of money.

Mrs. Collins states the next thing to do is review the bus routes, make sure the routes are sufficient, and talk with Lee County for assistance.

Mrs. Collins states that the Charter Schools will approach Lee County and see if they are willing to be responsible for the maintenance of our buses. They used to do it at one point for the Charter School System so maybe they'll do it again.

Mrs. Collins states that there is a large cost of about \$20,000.00 for a capacity study. The capacity is the most students a school can enroll. She recommends waiting until the Charter School System can afford to pay for the study.

Mrs. Collins states the projected enrollment for Christa McAuliffe is 746 and they currently have 746 students enrolled. The projected enrollment for Oasis Elementary is 855 and they currently have 855 students enrolled. The projected enrollment for Oasis Middle is 835 and they currently have 810 students enrolled. The projected enrollment for Oasis High is 715 and they currently have 744 students enrolled.

Mrs. Collins states the matriculation rate for students going from the middle school to the high school in 2016 was 211 students. In 2017 it was 180 students. This year, 2018, it was 200 students. The matriculation of students from Christa McAuliffe going into the middle school is about 83%. So out of 125 students, we have about 101 students entering the middle school from Christa McAuliffe.

Mrs. Collins states she was unable to get the matriculation rate for Oasis Elementary.

Mrs. Collins states test scores are in and there's nothing that shows a need for concern.

*Discussion held*

Mrs. Collins states she contacted Jeff McCullers our Lee County Liaison about the Charter School Volunteer Policy. There was a parent who went to McCullers and explained that they could not do their hours and should not have to pay for the hours they were unable to complete.

Mrs. Collins states the Volunteer Policy was approved by the Governing Board in 2013 but cannot find the policy in our Charter or the Neola Policy. She asks the Governing Board if they want her to enforce the Volunteer Policy.

Member Winstead states parent involvement is the Charter School's foundation and sets our system apart from the public schools. He agrees with staying strong on this issue.

Member Winstead states that parents are well aware of the 30 hour requirement when they sign up their child to attend our system.

Chair Cosden agrees with Member Winstead.

Member Winstead states there are many opportunities for parents to obtain the 30 hour parent involvement hours, the schools bend over backwards to help parents obtain these hours and give many opportunities to do things at home, weekends, or whenever it may be.

Member Winstead states the donations from parents who do not fulfill their 30 hours should be the last resort.

Vice-Chair Zivkovic states parent involvement effects the children's education. Many volunteer opportunities are available. Giving hours for water donations should not be allowed but he is comfortable with the way the Volunteer Policy is.

Vice-Chair Zivkovic states the volunteer policy is very liberal and you can have multiple family members attend an event and each person can get parent involvement hours. For example, a kindergarten show that lasts forty-five minutes to an hour can give a family five hours for five members of the family who attend.

Mrs. Collins states that the policy only allows parents to donate the last ten of the parent involvement thirty hour requirement.

Member Boyer states the parent involvement policy needs to be in our Neola Policies.

#### *Discussion Held*

Mrs. Collins states the e-rate funding came in and the system received \$245,202.33. This money came from the Maraki purchase made last year for the system and is part of the Use Act Funding from Century Link.

### **9. CHAIRMAN REPORT:**

Chair Cosden states that she and a couple of the other Board Members attended the Oasis High School Graduation.

Chair Cosden states the high school graduation was a really great ceremony and we have some really good kids at our school.

Chair Cosden states she will present the school's test scores to City Council.

**10. FOUNDATION REPORT:**

None

**11. STAFF COMMENT:**

None

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

**A. Oasis High School Booster Club – John Wilson, OHS Booster Club President**

John Wilson states the high school athletic department needs help. Lee County budgets about \$55,000.00 to their athletic department that our system does not get.

John Wilson states he is trying to focus on how to fundraise money for the athletic department.

John Wilson states that parents get parent involvement hours for attending their child's athletic games which is being removed for next year so how can parents obtain their 30 hour requirement at the high school level.

John Wilson states that he would like to request a Wish List or a list of needs from the athletic coaches for each sport and have parents sponsor those needs for volunteer involvement hours. For each ten dollars, the parent would get one hour for parent involvement.

Member Winstead thanks Mr. Wilson and states he supports the Booster Club's program.

Member Traiger states she thinks the Booster Club's program is a terrific idea and since it's a 501(c)(3), parent's can deduct their donation.

John Wilson states money collected for the Athletic Wish List will not go into the system's internal funds. The money will be kept in the Booster Club's account and will purchase the sponsored items.

Vice-Chair Zivkovic states that maybe the Booster Club Program can extend to other departments in the high school. For example, the Engineering department may need some machine and a parent can sponsor that purchase.

Vice-Chair Zivkovic likes Mr. Wilson's idea.

*Discussion Held*

**B. Approval of Job Descriptions – Jacquelin Collins**

Mrs. Collins states some existing employees are not doing what is in their job description so she would like to change their job title to fit the job they are doing.

Mrs. Collins states Marisol Rivera's job title is General Secretary and would like to change it to Accounts Payable Specialist I.

Mrs. Collins states the Assistant Principal position salary needs to be raised in order for our system to compete with the Lee County.

*Discussion Held*

Mrs. Collins states she would like to create a new Network Support Analyst position.

*Discussion Held*

Motion made by Member Boyer and seconded by Member Fisher to approve the job changes.

*Discussion Held*

**Board Vote:** Boyer, Campbell, Cosden. Fisher, Traiger, Winstead, Zivkovic

**All "Aye's," motion carries.**

**C. Approval of Annual Purchase Orders over \$50,000 – Danielle Jensen**

Ms. Jensen states there are ten purchase orders over \$50,000.00 that need approval by the Board.

*Discussion Held*

Motion made by Vice-Chair Zivkovic and seconded by Member Fisher to approve the Annual Purchase Orders for the 2017-18 school year.

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

**All "Aye's," motion carries.**

**D. Charter School Authority FY 2018 Tentative Operating Budget for Approval – Mary Anne Moniz**

Ms. Moniz presents the operating budget for FY 2018.

*Discussion Held*

Motion made by Member Boyer and seconded by Member Campbell to approve the FY 2018 Proposed Operating Budget.

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

**All “Aye’s,” motion carries**

**E. Vision Committee – Vice-Chair Zivkovic**

*Discussion Held*

**F. Review Charter School Superintendent Applications**

*Discussion Held*

Member Boyer left meeting at 12:05pm.

Member Cosden states there will be a tentative Special Board Meeting on July 11<sup>th</sup> or 13<sup>th</sup> to review the Superintendent applications.

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

Vice-Chair Zivkovic states there has to be a better job done with getting the minutes done for the Board Meetings and getting the back up material put on Novus.

Vice-Chair Zivkovic states Mr. Hopper has his hands full with getting the middle school seats filled.

Vice-Chair Zivkovic thanks the City Manager and Vicki Bateman for their help with the last Budget Workshop.

Member Fisher states the Board Meeting back up needs to be put on Novus beforehand.

Member Fisher congratulates the Oasis High School Class of 2017.

Chair Cosden states a student requested an Appeal Hearing and that Hearing is on June 16, 2017 in the Green Room. All Board members do not need to attend.

Chair Cosden states that there will be at least three Board Members attending the Special Hearing.

**Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Tuesday, August 8, 2017 at 9:00 A.M. in Council Chambers.

**Adjournment**

There being no further business, the meeting adjourned at 12:32 p.m.

Respectfully submitted,  
Sabrina Bendezu  
Interim Executive Assistant to the Superintendent  
Cape Coral Charter School Authority