



AGENDA

REGULAR MEETING OF THE CAPE CORAL CHARTER SCHOOL GOVERNING BOARD

Tuesday, February 13, 2018

City of Cape Coral Council Chambers

9:00 AM

1. CALL TO ORDER

A. Chairman Robert Zivkovic

2. MOMENT OF SILENCE:

A. Chairman Zivkovic

3. PLEDGE OF ALLEGIANCE:

A. Chairman Zivkovic

4. ROLL CALL:

A. Boyer, Vice Chairman Campbell, Fisher, McMillian, Nelson, Ross,
Traiger, Winstead, Chairman Zivkovic

5. APPROVAL OF MINUTES:

A. Governing Board Meeting Minutes, January 09, 2018

B. Governing Board Special Meeting Minutes, January 18, 2018

6. APPROVAL OF AGENDA REGULAR MEETING:

A. Regular Governing Board Meeting February 13, 2018

7. PUBLIC COMMENT:

8. CONSENT AGENDA:

A. Approval of NEOLA POLICY 1122 - Change of Delegation of
Authority's Compliance Officer - Superintendent Collins

B. Approval of NEOLA POLICY 3122 - Change of Delegation of
Authority's Compliance Officer - Superintendent Collins

C. Approval of NEOLA POLICY 9160.01 - Change of Delegation of
Authority's Compliance Officer(s) - Superintendent Collins

9. SUPERINTENDENT REPORT:

- A. Quarter Statement of Net Position - Superintendent Collins

10. CHAIRMAN REPORT:

- A. Chairman Robert Zivkovic

11. FOUNDATION REPORT:

- A. Gary Cerny, Foundation President

12. STAFF COMMENT:

- A. Kevin Brown, Principal, Christa McAuliffe Elementary

13. UNFINISHED BUSINESS:

- A. Clarification of NEOLA POLICY 2340, Board Approval of School Field Trips - Superintendent Collins
- B. Schedule: Review and Progress Report of Strategic Plan 2017-2020 - Superintendent Collins
- C. Schedule: "Special Meeting: Chapter 26 Recommendations for Revisions and Modifications" - Chairman Zivkovic
- D. Schedule: Superintendent Evaluation Review, Modifications, and Adoption - Member Traiger

14. NEW BUSINESS:

- A. Approval of B&R Trucking and Mancon Purchase Order over \$50,000 - Danielle Jensen, Director Procurement/Food Services
- B. Approval of Changes to Charter School Secretary Job Description - Superintendent Collins
- C. Approval of Charter School Bookkeeper Job Description - Superintendent Collins
- D. Approval of Transportation Coordinator Contract to 12-month Employee (with Benefits) - Superintendent Collins
- E. Approval of Amended Language to NEOLA POLICY 3121.01: "Criminal Background and Employment History Checks" - Superintendent Collins
- F. Approval of Amended Language to NEOLA POLICY 3140: "Suspension or Dismissal of Instructional Staff" - Superintendent Collins
- G. Approval of Amended Language to NEOLA POLICY 6110 - "Grant Funds" - Superintendent 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, March 13, 2018 at 9:00 a.m. at City of Cape Coral Council Chambers.

- B. Budget Workshop I - Tuesday, March 27, 2018 at 9:00a.m. - 12:30p.m. at City of Cape Coral Nicholas Annex, Room A200-Green Room, 815 Nicholas Parkway, 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 S.S. 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:	2/13/2018
Item Type:	CALL TO ORDER

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Chairman Robert Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 2.A.

Meeting Date: 2/13/2018

Item Type: MOMENT OF SILENCE:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 3.A.

Meeting
Date: 2/13/2018

Item Type: PLEDGE OF
ALLEGIANCE:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Chairman Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	4.A.
Meeting Date:	2/13/2018
Item Type:	ROLL CALL:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Boyer, Vice Chairman Campbell, Fisher, McMillian, Nelson, Ross, Traiger, Winstead, Chairman Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 5.A.

Meeting Date: 2/13/2018

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Governing Board Meeting Minutes, January 09, 2018

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description

▢ GB Minutes January 09, 2018

Type

Backup Material



GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Governing Board Regular Meeting

Tuesday, January 09, 2018 at 6:00 p.m.
Christa McAuliffe Elementary - Cafeteria

1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, January 09, 2018 at Christa McAuliffe Elementary - Cafeteria. Chairman Robert Zivkovic called the meeting to order at 6:01 p.m.

2. Moment of Silence

Chairman Zivkovic

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

Chairman Zivkovic

4. Board Member Roll Call

Present: Boyer, Vice Chair Campbell, Nelson, McMillan, Ross, Traiger, Winstead, Chair Zivkovic

Absent Excused: Fisher, Ross

Also Present: Jacquelin Collins, Interim Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

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

Adam Nowicki, Network Analyst

Dolores Menendez, City Attorney, City of Cape Coral

Mark Moriarty, Assistant City Attorney, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Gary Cerny, President, Charter School Foundation

Kevin Brown, Principal, Christa McAuliffe Elementary

Kelly Weeks, Assistant Principal, Christa McAuliffe Elementary

Christopher Fennell, Principal, Oasis Elementary School

Donnie Hopper, Principal, Oasis Middle School

Amanda Sanford, Principal, Oasis Middle School

Marjorie Galyon, Transportation

Andrew Laflin, CPA Principal, CliftonLarsonAllen, LLP

Members of the General Public

5. Approval of Previous Minutes

Motion made by Vice Chair Campbell, Second by Member Boyer, to approve the Minutes of the December 12, 2017 Regular Governing Board Meeting. *Unanimous; Motion Carried*

6. Approval of Regular Meeting Agenda

Motion made by Member Boyer, Second by Vice Chair Campbell, to add CONSENT AGENDA Item 8D: "Approval of Oasis High School JROTC Coral Glades High School Excellence in Competition Invitational Marksmanship Competition Field Trip, Jan 19-20, 2018/Coral Glades, FL -Amanda Sanford (CSM Paul Pratt)" and approve the balance of the Agenda of the Regular Governing Board Meeting, January 09, 2018. *Unanimous; Motion Carried*

7. Public Comment

No Comments from the Public.

8. Consent Agenda

Motion made by Vice Chair Campbell, Second by Member Boyer to approve all Consent Agenda Items, and adopt the amended language of Section 5G: "Lost, Stolen or Missing Money," in the Internal Funds Standard Operating Guide, page 23. *Unanimous: Motion Carried*

8A. *Approved* Internal Funds Standard Operating Guide - Interim Superintendent Collins Language Amendment: Sec. 5G, page 23: *LOST, STOLEN, OR MISSING MONEY* change to "The Superintendent, Principal, Accountant, Bookkeeper, and Charter School Governing Board Chair shall be notified of any lost, missing, or stolen money valued over \$100.00, as well as any fraudulent activity that is related to the school's internal funds. For the procedures on how to handle lost or stolen property, *refer to City of Cape Coral Administrative Guidelines regarding lost or stolen funds.*"

8B. *Approved* Oasis High School Thespian State Competition Field Trip, March 15-17, 2018/Tampa, FL-Amanda Sanford (JaOmundsen)

8C. *Approved* Oasis Elementary School C'mon Museum Field Trip, April 12-13, 2018/Naples, FL-Christopher Fennell (Flynn)

8D. *Approved* Oasis High School JROTC Coral Glades High School Excellence in Competition Invitational Marksmanship Competition Field Trip, Jan 19-20, 2018/Coral Glades, FL-Amanda Sanford (CSM Paul Pratt)

9. Superintendent Report

MLK, Jr. Day Unity Celebration, Jan 15, 2018

Interim Superintendent Collins invited all Charter School Board members, community members, City of Cape Coral representatives, and all Charter School stakeholder's to attend the Charter School's Martin Luther King, Jr. Day Unity Celebration on Monday, January 15, 2018 at Oasis High School. The program will include student presentations of selected readings and music; it runs from 8:30-9:30 a.m. with a short unity walk around the school campus to follow. This is one of the City Manager's favorite events to attend. A big thank you to the City of Cape Coral Parks & Recreation for providing donuts and coffee. *Further Comments*

Budget Workshop Meeting(s)

Mrs. Collins reminded Charter School Board members that the first Budget Workshop meeting is scheduled for March 27th at City Hall in the Green Room at 9:00 a.m. *Further Explanation*

Large Projects Update (Danielle Jensen, Procurement will update)

There are three big projects we are working on with Procurement and the City: the AC project, custodial outsourcing, and the painting project. Danielle Jensen, Director Procurement/Food Service, met extensively with City representatives to better understand project timelines because it seems like quite a bit of time goes by without any status changes. Danielle will explain the process later in tonight's meeting.

FETC Conference - Orlando,

The Charter System is planning to send our technical team, some principals and administration to this conference in January. SmartBoards have been around for a long time but now they can do a lot more, and have many new features to access and navigate. There is also great new classroom technology to explore, so we are ready to go to this conference and learn some new things.

Teacher Recruitment/New Hires

March is the key month to recruit and hire the best teachers. All of Lee County and the state of Florida is having trouble hiring and retaining qualified people to teach, especially in critical areas like math, science and technology. Other school districts go to hiring fairs in several states and have started looking now; our system has to do the same thing. Looking at local jobs fairs we'd like to go to a few starting in February. Some of the prominent universities in Florida offer the Florida Teach Program which provides teaching certificates to graduates in critical subjects like math and science. For example, a Florida Teach graduate will know their particular discipline very well, plus they will also be available to teach immediately; we would like to pursue these types of candidates. *Further Explanation*

HR Research on CNAs for school clinics

Vicki McAtee, HR Liaison did some research on CNA salaries in several counties and especially in Lee County; they are typically between \$12.50 - \$15.00/hr. Therefore, we would like to adjust our job description and salary range to include "CNA preferred" and change the salary to \$13.00-\$15.00/hr. If they don't have a CAN, then the salary will be between \$12.00 to \$14.00/hr. *Further Discussion*

Overview of Internal Audit Findings and Reportable Conditions - Andrew Laflin, CPA Principle, CliftonAllenLarson, LLP

Mr. Laflin is a Principle CPA with CliftonAllenLarson (CLA), the agency that was hired to conduct and deliver the annual audit report on the Charter School System's Internal Funds procedures and status updates. CLA's final report addresses three key areas:

Why did CLA issue this report? In February CLA found a total of 18 findings and three reportable conditions. A lot of those findings centered around the need for a more robust set of procedures when trying to manage internal funds. *Further Explanation*

What were the procedures CLA performed?: They looked at documentation and global procedures that should be implemented and followed by the entire System. *Further Explanation*

What are the results? Some transactions were in violation of procedures and requirements, but all in all, since the auditor's report was delivered we have seen improvements throughout the System. Add to this there have been several comprehensive training sessions with school administrators and personnel since the audit, which will hopefully rectify these issues moving forward. *Further Explanation*

Our next step is to issue two reports: The first one will be an overall analysis of where things stand since the initial December report, and the other will be an official audit for 2018

including a report and opinion - that's a report on the Financial Statements, and a separate audit on the Internal Funds. Ultimately, it is fair to say Internal Funds are a risky area of business, and so it makes sense to engage consultancy to help clarify procedures and implementation of required practices. *Discussion Held*

10. Chairman Report

Chairman Zivkovic had nothing to report except to comment he hopes everyone had an enjoyable evening at the system holiday party, and wishes everyone a good and productive New Year.

11. Foundation Report

Gary Cerny, Foundation President:

The Rally is the Foundation's biggest fundraiser and it is set for April 7, 2018 at the German American Club. This year we have a very generous sponsor who has a condition before providing funds: She would like the Rally to be a more family oriented and a welcoming environment in terms of expenditures for the families, so food, beverages, and prize winnings will be offered more widely in a giveaway format. The day has also been moved from Sunday to Saturday. The goal is to bring the four schools and their families together to have fun and celebrate our charter system success. Of course, the Foundation wants to make money and they will, probably not a lot on this day, but it can make this up in other ways.

The Foundation has applied for several grants and currently, they are in the final running for a \$15,000 grant; hopefully there will be good news, soon. There is also an upcoming environmental education grant available and we are trying figure out how to approach this. *Discussion Held.*

The Foundation is asking for the support and input from the Governing Board to help them clarify and distribute grants and general monies to schools on an equal and strategically planned basis and not just *ad hoc*. *Discussion Held.*

Member Nelson said she could help the Foundation with environmental grants and promotion. She also asked about true fundraising targets for the Rally, and offered sponsorship leads. *Discussion Held.*

This year the Lighthouse Awards Dinner will be on May 4, 2018 at the Yacht Club. The Foundation had a record number of teacher nominations this year, and they just really want to take a moment to celebrate and appreciate teachers.

Member Traiger asked that the fall back for schools receiving less than the distribution they normally expect from Rally proceeds be eased this year so that our four schools have a chance to adjust to what could be considerably reduced proceeds in the future. Cerny said that he

recognizes this factor and his team is making sure the distributions are fair and as high as possible. *Discussion Held*

Chairman Zivkovic thanked the Foundation for all its support and collaboration with the Board. He also clarified the role of the Foundation as a separate entity from the Governing Board and the Charter Schools. “The Foundation does not answer to the Board or report to us,” said Chair Zivkovic, “They do this as a courtesy and support apparatus for us, and we are very grateful.”

12. Staff Comment

Danielle Jensen, Director of Procurement, Food Service: Update on projects to date includes: The System purchased of 180 Chromebooks with six docking stations that will be delivered to Oasis Middle School next week. Three major projects include: AC units, painting, and custodial outsourcing.

Danielle and Paul Pescatrice, Facilities Manager met with City agents to discuss concerns behind the delays in project approval and start dates, and to move forward and look at RFBs and timelines. Between the chaos of Hurricane Irma and new hires at the City, some of our project s got waylaid, however, moving forward Wanda Roop, Procurement, City Finance, will assign projects and be in constant contact with the appropriate charter school personnel going over specs and making sure everyone is on the same page.

The project timeline is as follows: A Request For Bids (RFB) and Invitation for Bids (IFB) package will take a minimum of three months up to six months to complete and starts with a legal compliance and engineering review period. It is then posted to the public who have a viewing period followed by a written question and answer period. The project is before the public for a minimum of 10 days as bids come in. Once the winning bid is announced lower bidders have the right to question and appeal. After a bid is won, specs are reviewed and costs audited before work can even begin. Then the project goes through a series of approvals and permitting. This process can take up to a year or more without delays. This process is mandatory and affects projects that are expected to exceed more than \$50,000. *Discussion Held*

Jensen said “The difficulties ahead are that since we have not replaced [stuff] before now, we will come to a point with all four schools needing something managed or replaced at almost the same time, which is why the costs are so large because we are doing a huge project all at once instead of school by school. However, once we get right-side up and moving forward we can deal directly with Wanda.” *Discussion Held*

Dolores Menendez, City Attorney reminded the Board they could always consider pursuing emergency purchases or other kinds of project waivers to move these projects ahead. Danielle said that she was aware of this but thought they could maybe only pull out one project for an emergency PO. *Discussion Held*

Motion made by Member Boyer, Second by Member Traiger to have facilities identify any AC issues with any of the schools AC systems, and have them replaced immediately through the emergency procurement process. *Unanimous; Motion Carried*

Custodial Outsourcing: The goal is bids out by January; submitted by March. Evaluations by late April; work on contracts and presentation to the Board in June so that it is ready for next year's budget. *Discussion Held*

Painting: The goal is RFB by end of January; bids submitted by end of February. Evaluation done by late April; work on contracts by May so they can start painting as soon school gets out by June 3rd -- it could be completed by June 30th. *Discussion Held*

Amanda Sanford, Principal Oasis High School (OHS):

JROTC went to Raiders National in December. The 8th Grade Open House was December 6th and very successful. Prospective students were able to meet teachers and hear about the AICE and SUMMIT programs. Boy's basketball is going very well; boys and girls soccer also on the run. Shortly before the Winter Break OHS had two News-Press Sports Student of the Week winners back-to-back. As far as the Arts go, some students are off to the State Thespian Competition, a trip you just approved. Thank you. The Thespians also have the Murder Mystery coming up on Feb 2; students present a mystery play while you dine. Model UN (MUN) competes at Cape High this weekend and we wish them luck. *Explanation Provided*

Scores for the Fall 2017 FSA Retakes, and 11th Grade Reading are in. Our school placed 2nd in the District behind Ft Myers. The SUMMIT learning program is a new platform just started this year with 9th graders. SUMMIT is a very comprehensive program and provides a lot of data that helps teachers identify exactly where students are struggling. Currently 73% of OHS students are at grade level, and 20% are still struggling in math but now with SUMMIT data we know exactly where they are challenged, and we plan to address this. *Explanation Continued*

We are looking for new hires and planning to attend job fairs in search of great teachers who are certified and excited to be with us. *Discussion Continued*

13. Unfinished Business

13A. Discussion of Superintendent's Contract: Motion made by Vice Chair Campbell, Second by Member Traiger to approve the contract appointing Mrs. Jacquelin Collins the Superintendent of the City of Cape Coral Charter School Authority. *Light Discussion Held. Appointment accepted effective January 15, 2018.*

13B. Discussion of Transportation Issues with the District: Member Nelson said she spoke with her contacts at the District. She also had an extensive conversation with Marilyn Rawlings and John Szerlag; they would like to develop a Best Practices and revisit of fleet repair and replacement, etc. Member Nelson would like to set up a meeting and allow the City and Charter School representatives to revisit issues or replace some of the fleet as they come of age and/or need repairs. *Discussion Held.*

Member Traiger cautioned and clarified with new Member Nelson that each engagement with City personnel is at cost, and so we need to be efficient and focused with our concerns and exactly how, and for how long the City assists and/or advises us regarding Best Practices, etc. *Discussion Held.*

14. New Business

14A. Motion made by Member Boyer, Second by Vice Chair Campbell to approve the City of Cape Coral Charter School System Strategic Plan 2017-2020. *Unanimous; Motion Carried*

14B. Superintendent Collins has a vision for the charter schools athletics programs that starts at the elementary level, and continues funneling our charter system students forward all the way to high school college recruitment. In order to realize this vision, she would like to hire a Supervisor of Athletics and Physical Education to oversee the Director of Athletics and build and promote a world-class athletics program for students K-12. *Discussion Held.*

Motion made by Member Winstead, Second by Vice Chair Campbell to hold a Special Governing Board Meeting on Thursday, January 18, 2018 at Oasis High School-Cafeteria, at 4:00 p.m. to review the job description and salary range for the position of the City of Cape Coral Charter School Supervisor of Athletics and Physical Education, and approve the Superintendent to immediately post the job to candidates. Unanimous; Motion Passed

14C. Discussion of Ordinance 56-17: Members of the Board and Dolores Menendez, City Attorney, debated over whether or not there is the possibility of aligning the City Council appointment and term schedule with the Charter Board appointment and term schedule. *Discussion Held.*

Motion made by Member Traiger, Second by Member Boyer to accept Ordinance 56-17 with the exception of Section 26-9E.: *Existing members whose terms are scheduled to expire... Majority; Motion Passed*

Board Votes Ayes: Zivkovic, Boyer, Nelson, Traiger, Winstead

Board Vote Nays: Campbell [*Majority*]

14D. Recommendations to Revise or Modify Chapter 26: Chair Zivkovic wants to address three issues before moving forward: 1. He would like all interested parties to look closely at the document and determine what works, what doesn't work, as well as what is workable. 2. The Board needs to get together and make a set of recommendations to deliver to City Council, and 3. Member Nelson, who is the City Council liaison, must communicate to the Council that the Governing Board wishes to be consulted or allowed input regarding the Council's recommendations or modifications to make sure that they truly work for our system.

Dolores Menendez, City Attorney recommended that first, the Board, just as the Council will be doing, needs to ask itself what's really working?

By the March meeting, Chair Zivkovic said he would like the Board to have a set of recommendations pulled together to offer the Council for their consideration. He would like the Board to be active participants in the process of any modifications to Chapter 26.

Member Nelson said that she believes Councilmember Marilyn Stout is in agreement with this process; the Governing Board should set a date and share something with the Council.

The Board agreed at their next meeting in February to establish a date for a "Special Meeting: Chapter 26 Recommendations for Revisions and Modifications" in early March. Eventually, they will share the recommendations with the City Council.

14D. Discussion of Media and Social Media Policy - Vice Chair Campbell: There needs to be a central media contact for the Board to manage media inquiries and public response.

Discussion Held

The Board agreed the Chairman will be the central hub for complaints or grievances both verified or anonymous, written or oral, and at [his] discretion [he] will share the information with other Board members.

Vice Chair Campbell wants Superintendent Collins to research other schools and see what their social media policies are for personnel, as well as administrators. He would like a new policy that addresses board members, the superintendent, and staff interaction on social media. Chair Zivkovic would like maximum restrictions on board members and the superintendent.

15. Final Board Comment and Discussion

Member Traiger would like board members to review the Superintendent's Evaluation forms and edit sections that are not relevant or can't be appropriately measured. She would like the Board to streamline the language to not only tie it to the job description, but to also align it with the Strategic Plan initiatives which the Board has already approved.

Superintendent Collins would like an evaluation that is tied to a rubric with measurable goals.

The Board agreed it should consider smaller agendas and time limits on discussions.

16. Time and Date of Next Regular Meeting

A Special Governing Board Meeting will be held on Thursday, January 18, 2018 at 4:00 p.m., at Oasis High School - Cafeteria.

The next Regular Governing Board Meeting will be held on Tuesday, February 13, 2018, at 9:00 a.m., in the Cape Coral City Council Chambers.

17. Adjournment

Motion made by Member Traiger, Second by Member Winstead there being no further business the meeting adjourned at 9:14p.m. *Unanimous*

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

Secretary

Date of approval

Item Number: 5.B.

Meeting
Date: 2/13/2018

Item Type: APPROVAL OF MINUTES:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Governing Board Special Meeting Minutes, January 18, 2018

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description

Type

▣ Special Board Meeting Minutes, January 18, 2018 Backup Material



SPECIAL MEETING

GOVERNING BOARD MINUTES

City of Cape Coral Charter School Authority

Thursday, January 18, 2018 at 4:00 p.m.
Oasis High School - Cafeteria

1. Call to Order

A Special Meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Thursday, January 18, 2018 at Oasis High School - Cafeteria.
Chairman Robert Zivkovic called the meeting to order at 4:02 p.m.

2. Moment of Silence

Chairman Zivkovic

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

Chairman Zivkovic

4. Board Member Roll Call

Present: Boyer, Vice Chair Campbell, Nelson, McMillan, Ross, Traiger, Winstead, Chair Zivkovic

Absent Excused: Nelson, McMillian

Absent Unexcused: Ross

Also Present: Jacquelin Collins, Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

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

Mark Moriarty, Assistant City Attorney, City of Cape Coral

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Kevin Brown, Principal, Christa McAuliffe Elementary

Brian Montag, Athletic Director

Frank Haba, Physical Education Teacher, Oasis High School

Jason Bowman, Physical Education Teacher, Oasis High School

Bridget Lukomski, Physical Education Teacher, Oasis High School

Sara Crane, Physical Education Teacher, Oasis High School

Members of the General Public

5. Approval of Agenda of Special Meeting

Motion made by Vice Chair Campbell, Second by Member Winsted to approve the Agenda of the Special Meeting, January 18, 2018. *Unanimous; Motion Passed*

6. Public Comment

7. Consent Agenda

Approved Christa McAuliffe Elementary Kindergarten Naples Zoo Field Trip, Feb 2, 2018/Naples, FL - Kevin Brown (Hoffmann). Motion made by Vice Chair Campbell, Second by Boyer. *Unanimous; Motion Passed*

Approved Oasis High School JROTC Lisa Pauchey Drill Meet Field Trip, February 2-3, 2018/Tampa, FL - Amanda Sanford (CSM Paul Pratt). Motion made by Member Fisher, Second by Member Boyer. *Unanimous; Motion Passed*

Approved Oasis High School JROTC Service Marksmanship Championship Field Trip, February 7-11, 2018/Anniston, AL - Amanda Sanford (LTC Terrell Morrow). Motion made by Vice Chair Campbell, Second by Member Fisher. *Unanimous; Motion Passed*

Approved Christa McAuliffe Elementary St. Augustine Field Trip, March 26-27, 2018/St. Augustine, FL-Kevin Brown (Scippo) Motion made by Member Fisher, Second by Member Boyer. *Unanimous; Motion Passed*

8. Superintendent Report

9. Chairman Report

10. Foundation Report

11. Staff Comment

12. Unfinished Business

Approved US Communities Contract Option to Piggyback AC Units for Christa McAuliffe Elementary, Oasis Elementary and Oasis Middle School-Daniel Jensen, Procurement Motion made by Vice Chair Campbell, Second member Fisher. *Unanimous; Motion Passed*

13. New Business

13A. *Approved* Charter School Athletic Director Salary Range. Motion made by Vice Chair Campbell, Second by Member Fisher. *Unanimous; Motion Passed*

13B. *Approved* Charter School Supervisor, Athletics and Physical Education, (1)job description, (2) salary range and (3) immediate posting for hire.

Discussion Held. Motion made by Member Traiger, Second by Vice Chair Campbell. *Unanimous; Motion Passed*

14. Final Board Comment and Discussion

Member Fisher recommended the Board makes a policy change to the field trip approval process. He would like to have the Board only approve field trips overnight or reaching a certain dollar value. Chairman Zivkovic asked Superintendent Collins to look into the matter and bring it before the Board at the next regular meeting.

15. Time and Date of Next Regular Meeting

The next Regular Governing Board Meeting will be held on Tuesday, February 13, 2018, at 9:00 a.m., in the Cape Coral City Council Chambers.

16. Adjournment

Motion made by Vice Chair Campbell, Second by Member Fisher there being no further business the meeting adjourns at 4:58 p.m. *Unanimous; Motion Passed*

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

Item Number:	6.A.
Meeting Date:	2/13/2018
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:
Regular Governing Board Meeting February 13, 2018

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 8.A.
Meeting Date: 2/13/2018
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of NEOLA POLICY 1122 - Change of Delegation of Authority's Compliance Officer - Superintendent Collins

SUMMARY:

NEOLA POLICY 1122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT
OPPORTUNITY

Change Delegation of Authority's Compliance Officer (CO) to :
Donnie Hopper, Principal, Oasis Middle School

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ NEOLA 1122	Backup Material

Cape Coral Charter School Authority
Bylaws & Policies

1122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The superintendent shall appoint compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the Authority's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

Compliance Officer

The following person is designated by the superintendent as the Compliance Officer (CO):

Name: ~~Keith Graham~~ Donnie Hopper

Title: Principal, Oasis Middle School

Phone: 239-945-1999

Address: 3519 Oasis Blvd.
Cape Coral, Florida 33914

E-mail: ~~keith.graham@capecharterschools.org~~ Donnie.Hopper@capecharterschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the Authority's web site.

Complaint Procedures

If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the compliance officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the compliance officer for good cause.
- C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The compliance officer shall maintain the Authority's files and records relating to the complaint.

- D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to unlawful discrimination, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Training

The compliance officers will also oversee the training of employees in the Authority so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's

policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the Authority, and published in the Authority's recruitment statements or general information publications as required by Federal and State law and this policy.

F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C. 2000e, et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12112, Americans with Disabilities Act of 1990

29 C.F.R. Part 1635

38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act

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Item Number: 8.B.
Meeting Date: 2/13/2018
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of NEOLA POLICY 3122 - Change of Delegation of Authority's Compliance Officer - Superintendent Collins

SUMMARY:

NEOLA 3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Change Delegation of Authority's Compliance Officer (CO) to :
Donnie Hopper, Principal, Oasis Middle School

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ NEOLA 3122	Backup Material

Cape Coral Charter School Authority

Bylaws & Policies

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the Authority's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

Compliance Officer

The following person is designated as the Compliance Officer (CO):

Name:	Keith Graham	Donnie Hopper
Title:	Principal, Oasis Middle School	
Phone:	239-945-1999	
Address:	3519 Oasis Blvd. Cape Coral, Florida 33914	
E-mail:	keith.graham@capecharterschools.org	Donnie.Hopper@capecharterschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the Authority's web site.

Complaint Procedures

If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the compliance officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the compliance officer for good cause.
- C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The compliance officer shall maintain the Authority's files and records relating to the complaint.

- D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to unlawful discrimination, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Training

The compliance officers will also oversee the training of employees in the Authority so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's

policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the Authority, and published in the Authority's recruitment statements or general information publications as required by Federal and State law and this policy.

F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05

20 U.S.C. 1681 et seq., Title IX

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C., 2000e, et seq., Civil Rights Act of 1964

42 U.S.C. 12112, Americans with Disabilities Act of 1990

29 C.F.R. Part 1635

38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act

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Item Number: 8.C.
Meeting Date: 2/13/2018
Item Type: CONSENT AGENDA:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of NEOLA POLICY 9160.01 - Change of Delegation of Authority's Compliance Officer(s) - Superintendent Collins

SUMMARY:

NEOLA POLICY 9160.01 - COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION REGARDING ACCESSIBILITY OF AUTHORITY FACILITIES

Change Delegation of Authority Compliance Officer(s) (DCO) to:

Donnie Hopper, Principal, Oasis Middle School

Kevin Brown, Principal, Christa McAuliffe Elementary

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ NEOLA 9160.01	Backup Material

**Cape Coral Charter School Authority
Bylaws & Policies**

**9160.01 - COMPLAINT PROCEDURES RELATED TO ALLEGED
DISCRIMINATION REGARDING ACCESSIBILITY OF AUTHORITY
FACILITIES**

If a volunteer, visitor or guest believes that s/he has been discriminated against on the basis of his/her disability regarding accessibility to Authority facilities, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the Authority's Compliance Officers ("DCO"):

~~Keith Graham, Principal~~

Donnie Hopper

3519 Oasis Blvd.
Cape Coral, Florida 33914

239-424-6100

239-541-1039

(Fax Number)

Donnie.Hopper@capecharterschools.org

~~keith.graham@capecharterschools.org~~

Kevin Brown, ~~Assistant~~ Principal

3519 Oasis Blvd.
Cape Coral, Florida 33914

239-424-6100

239-541-1039

(Fax Number)

kevin.brown@capecharterschools.org

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

A person who has a complaint about Authority facilities or services may register such complaint with the Building Compliance Officer and/or Authority Compliance Officer.

Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. The written complaint must contain the following information:

1. Name(s) of person(s) filing complaint.

2. Whether the person(s) represents an individual or group.
 3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the Authority Compliance Officer.
 4. A written summary of the complaint and a proposed solution.
- B. The Building Compliance Officer or the Authority Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.
- C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.
- D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Governing Board. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), and/or any other State or Federal agencies responsible for investigating complaints of discrimination.

The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 19T70
61 Forsyth Street S.W.
Atlanta, Georgia 30303-8909
FAX: (404) 562-7881
TDD: (404) 562-7884
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

The FCHR can be reached at:

Florida Commission on Human Relations

2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Phone: (850) 488-7082
Toll-Free: (800) 342-8170
Fax: (850) 488-5291
The Florida Relay Service Voice (statewide) 711
TDD ASCII: (800) 955-1339
TDD Baudot: (800) 955-8771
E-mail: fchrinfo@fchr.myflorida.com
Website: <http://fchr.state.fl.us>

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

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Item Number:	9.A.
Meeting Date:	2/13/2018
Item Type:	SUPERINTENDENT REPORT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Quarter Statement of Net Position - Superintendent Collins

SUMMARY:

Quarter Statement of Net Position - December 31, 2017.

This financial statement is a snapshot of our system's net position as of December 31, 2017, and is required by agreement with the Lee County School District.

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Quarter Statement of Net Position - December 31, 2017	Backup Material



To: Charter School Governing Board Members

From: Jacquelin Collins, Superintendent

Date: February 2, 2018

Subject: Financial Statements at December 31, 2017

At the end of each month, the City's Finance Department produces financial statements as required by our agreement with Lee County School District. These reports provide a snapshot of our system's net position at that point in time.

While the attached reports reflect our system's financial position through the end of December with \$9.1 million in cash, we must consider those items that will impact these numbers in future months. For example, we have several large expenditures anticipated over the next several months. These include:

- Moving the \$1.2 million from Fund Balance to Assigned Fund Balance for the air conditioning replacements which will be done through the Budget Amendment process.
- Deferred Fiscal Service Charges of \$315,000 – The City had opted not to charge our schools for fiscal services until a final determination of Discretionary Capital was received.
- Payment for summer payroll and close of school typically doubles in the month of June.
- Painting our Buildings - \$177,000
- Chromebook Lease All Schools - \$54,372
- Chromebook Purchase OMS - \$52,900
- CME Study - \$35,000
- CME Air Conditioner - \$73,000
- AICE Participation Fees - \$160,000

It should also be noted that we received the \$1,697,980 of Discretionary Capital Funding. When the budgets were developed we estimated \$739,045 to be conservative. Therefore, we will be adjusting the budget by \$958,935. The City has made the recommendation that we put this money in "Designated Fund Balance" due to the anticipated lawsuit.

It has also been recommended that we review our Reserve Policy. Currently, it states that we must strive to maintain 5% of our Revenues which is equal to \$1,218,833 (5% of \$24,376,655). If we were to be consistent with the City's Financial Policies, we would need 2 months of Operating Expenditures which is equal to \$4,026,653. This would put us in a better financial position in the event we had an emergency situation.

Finally, on page 12 of this report you will find a summary of Internal Funds by each school. In an effort to meet the required Redbook Guidelines, principals have been asked to begin reviewing these programs to develop a plan for spending these funds in the current fiscal year.

If you have any questions relating to this information please let me know.

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

STATEMENT OF NET POSITION DECEMBER 31, 2017

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 9,061,441.87
Receivables, net	1,156.70
Intergovernmental receivables	120,245.49
Prepaid expenses	56,325.32
Capital assets (net of accumulated depreciation)	
Equipment	331,783.36
Buildings	23,600.00
Vehicles	874,129.32
Leasehold Improvements	116,210.64
Total capital assets	<u>1,345,723.32</u>
Total assets	<u>10,584,892.70</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pension	<u>3,740,225.61</u>
 LIABILITIES	
Current liabilities:	
Accounts payable and other accrued liabilities	164,323.01
Accrued payroll	-
Due to City of Cape Coral	17,318.44
Unearned revenue	-
Noncurrent liabilities:	
Due within one year	267,062.66
Due in more than one year	10,795,656.28
Total liabilities	<u>11,244,360.39</u>
 DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pension	<u>350,309.00</u>
 NET POSITION	
Net investment of capital assets	630,002.64
Unrestricted	2,100,446.28
Total net position	<u>\$ 2,730,448.92</u>

The accompanying notes to the financial statements are an integral part of this statement.

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

STATEMENT OF ACTIVITIES FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

FUNCTIONS	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Instruction Basic (FEFP K-12)	\$ 5,028,516.22	\$ 55,659.62	\$ 682,737.96	\$ -	\$ (4,290,118.64)
Exceptional Education Services	107,847.25	-	-	-	(107,847.25)
Pupil Personnel Services	128,790.74	-	-	-	(128,790.74)
Health Services	34,294.23	-	-	-	(34,294.23)
Other Pupil Personnel Services	85,760.39	-	-	-	(85,760.39)
Instructional Media Services	61,800.12	-	-	-	(61,800.12)
Instructional Staff Training Services	2,702.28	-	-	-	(2,702.28)
Board	17,886.75	-	-	-	(17,886.75)
General Administration	209,372.81	8,604.35	-	-	(200,768.46)
School Administration	953,595.64	-	-	-	(953,595.64)
Facilities Acquisition & Construction	8,670.96	-	-	-	(8,670.96)
Fiscal Services	66,886.26	-	-	-	(66,886.26)
Food Services	508,132.53	252,872.19	368,430.51	-	113,170.17
Data Processing Services	160,163.84	-	-	-	(160,163.84)
Pupil Transportation Services	363,529.70	2,640.00	-	-	(360,889.70)
Operation of Plant	1,967,988.80	-	-	293,495.00	(1,674,493.80)
Maintenance of Plant	142,277.77	-	-	-	(142,277.77)
Voluntary Pre-Kindergarten Program	79,882.56	-	91,442.30	-	11,559.74
Debt service	116,510.82	-	-	-	(116,510.82)
Interest on Capital Lease	9,606.77	-	-	-	(9,606.77)
Totals	<u>\$ 10,054,216.44</u>	<u>\$ 319,776.16</u>	<u>\$ 1,142,610.77</u>	<u>\$ 293,495.00</u>	<u>\$ (8,298,334.51)</u>

General Revenues:

Florida Education Finance Program (State through Lee County School District)	\$ 10,756,411.10
Interest income	33,970.23
Miscellaneous	400.00
Total general revenues	<u>10,790,781.33</u>
Change in net position	<u>2,492,446.82</u>
Net position - beginning	<u>238,002.10</u>
Net position - ending	<u>\$ 2,730,448.92</u>

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

BALANCE SHEET DECEMBER 31, 2017

	<u>General Fund</u>
Assets	
Cash and cash equivalents	\$ 9,061,441.87
Receivables, net	1,156.70
Intergovernmental receivables	120,245.49
Prepaid expenses	56,325.32
Total assets	<u><u>\$ 9,239,169.38</u></u>
Liabilities and Fund Balances	
Liabilities:	
Accounts payable and other accrued liabilities	\$ 164,323.01
Accrued payroll	-
Due to City of Cape Coral	17,318.44
Unearned revenue	-
Total liabilities	<u>181,641.45</u>
Fund balances:	
Nonspendable	56,325.32
Committed	-
Assigned	1,338,063.26
Unassigned	7,663,139.35
Total fund balances	<u>9,057,527.93</u>
Total liabilities and fund balances	<u><u>\$ 9,239,169.38</u></u>
 Total fund balance - governmental funds	 \$ 9,057,527.93
 Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. These assets consist of:	
Capital assets	\$ 3,716,802.99
Accumulated depreciation	<u>(2,371,079.67)</u>
Total capital assets	1,345,723.32
Deferred outflows of resources related to pension liabilities are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting.	3,740,225.61
Long-term liabilities, including debt payable, are not due and payable in the current period and therefore are not reported in the fund statements.	
Compensated absences	(665,135.26)
Net pension liability	(9,681,863.00)
Capital leases payable	<u>(715,720.68)</u>
Total long-term liabilities	(11,062,718.94)
Deferred inflows of resources related to pension liabilities are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting.	(350,309.00)
 Net position of governmental funds	 <u><u>\$ 2,730,448.92</u></u>

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GENERAL FUND

FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

	Original Budget	Amended Budget	Actual	Encumbrances	Variance with Budget - Positive (Negative)	% of Budget	Variance with Budget without Encumbrances - Positive (Negative)	% of Budget
Revenues								
Federal Direct Sources								
JROTC reimbursable charges	\$ 102,094.00	\$ 102,094.00	\$ 41,474.35	\$ -	\$ (60,619.65)	40.62%	\$ (60,619.65)	40.62%
Other federal grants	-	-	-	-	-	0.00%	-	0.00%
Federal through State Sources	-	-	-	-	-	-	-	-
NSLP Lunch Reimbursement	437,750.00	437,750.00	312,148.34	-	(125,601.66)	71.31%	(125,601.66)	71.31%
NSLP Breakfast Reimbursement	66,950.00	66,950.00	56,282.17	-	(10,667.83)	84.07%	(10,667.83)	84.07%
Federal through Local Sources	-	-	-	-	-	-	-	-
Title II-A Funding	34,691.00	34,691.00	-	-	(34,691.00)	0.00%	(34,691.00)	0.00%
State through Local Sources	-	-	-	-	-	-	-	-
Florida Education Finance Program	20,670,372.00	20,670,372.00	10,756,411.10	-	(9,913,960.90)	52.04%	(9,913,960.90)	52.04%
FEFP Teacher Salary Allocation	-	-	-	-	-	0.00%	-	0.00%
Florida Teachers Classroom Supply Assistance Program	47,656.00	47,656.00	45,722.41	-	(1,933.59)	95.94%	(1,933.59)	95.94%
School recognition funds	-	-	-	-	-	0.00%	-	0.00%
VPK Program	212,052.00	212,052.00	91,442.30	-	(120,609.70)	43.12%	(120,609.70)	43.12%
Public Education Capital Outlay	582,762.00	582,762.00	293,495.00	-	(289,267.00)	50.36%	(289,267.00)	50.36%
Discretionary Capital	739,045.00	739,045.00	-	-	(739,045.00)	0.00%	(739,045.00)	0.00%
Advanced International Certificate of Education	627,100.00	627,100.00	540,068.52	-	(87,031.48)	86.12%	(87,031.48)	86.12%
Best and Brightest Scholarship	-	-	-	-	-	0.00%	-	0.00%
Local Sources	-	-	-	-	-	-	-	-
Food service sales	654,050.00	654,050.00	252,872.19	-	(401,177.81)	38.66%	(401,177.81)	38.66%
Intergovernmental revenue	35,938.00	35,938.00	42,520.16	-	6,582.16	118.32%	6,582.16	118.32%
Charges for services	-	-	13,139.46	-	13,139.46	0.00%	13,139.46	0.00%
Transportation service charges	12,400.00	12,400.00	2,640.00	-	(9,760.00)	21.29%	(9,760.00)	21.29%
Contributions and donations	80,520.00	80,520.00	55,472.68	-	(25,047.32)	68.89%	(25,047.32)	68.89%
Insurance proceeds	-	-	-	-	-	0.00%	-	0.00%
Interest income	24,775.00	24,775.00	33,970.23	-	9,195.23	137.11%	9,195.23	137.11%
Other income	48,500.00	48,500.00	9,004.35	-	(39,495.65)	18.57%	(39,495.65)	18.57%
Assigned balances	253,779.00	253,779.00	-	-	(253,779.00)	0.00%	(253,779.00)	0.00%
Cash balances brought forward	6,334,137.00	6,334,137.00	-	-	(6,334,137.00)	0.00%	(6,334,137.00)	0.00%
Total Revenues	30,964,571.00	30,964,571.00	12,546,663.26	-	(18,417,907.74)	40.52%	(18,417,907.74)	40.52%

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GENERAL FUND

FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

	Original Budget	Amended Budget	Actual	Encumbrances	Variance with Budget - Positive (Negative)	% of Budget	Variance with Budget without Encumbrances - Positive (Negative)	% of Budget
Expenditures								
Instruction Basic (FEFP K-12)	12,222,719.00	12,238,802.00	5,065,399.48	61,408.43	7,111,994.09	41.89%	7,173,402.52	41.39%
Exceptional Education	270,795.00	270,795.00	107,847.25	-	162,947.75	39.83%	162,947.75	39.83%
Guidance Services	381,919.00	381,919.00	128,790.74	-	253,128.26	33.72%	253,128.26	33.72%
Health Services	137,985.00	138,780.00	34,294.23	-	104,485.77	24.71%	104,485.77	24.71%
Other Pupil Personnel Services	214,032.00	217,032.00	85,760.39	22,896.11	108,375.50	50.06%	131,271.61	39.52%
Instructional Media Services	169,680.00	172,180.00	61,596.42	3,386.41	107,197.17	37.74%	110,583.58	35.77%
Instructional Staff Training Services	34,701.00	34,701.00	2,702.28	-	31,998.72	7.79%	31,998.72	7.79%
Board	43,799.00	43,799.00	17,886.75	22,950.00	2,962.25	93.24%	25,912.25	40.84%
School Administration	2,017,261.00	2,014,883.00	948,573.63	98,367.75	967,941.62	51.96%	1,066,309.37	47.08%
General Administration	529,300.00	529,300.00	209,372.81	7,847.02	312,080.17	41.04%	319,927.19	39.56%
Fiscal Services	416,013.00	416,013.00	87,234.20	-	328,778.80	20.97%	328,778.80	20.97%
Food Services	1,063,620.00	1,063,620.00	502,019.56	337,426.78	224,173.66	78.92%	561,600.44	47.20%
Data Processing Services	283,467.00	283,467.00	133,219.50	901.13	149,346.37	47.31%	150,247.50	47.00%
Pupil Transportation Services	808,399.00	808,399.00	391,427.59	85,529.05	331,442.36	59.00%	416,971.41	48.42%
Operation of Plant	4,425,444.00	4,425,444.00	1,967,988.80	455,400.32	2,002,054.88	54.76%	2,457,455.20	44.47%
Maintenance of Plant	645,929.00	645,929.00	139,728.85	96,744.43	409,455.72	36.61%	506,200.15	21.63%
Facilities Acquisition & Construction	-	-	-	-	-	0.00%	-	0.00%
Capital Outlay	242,642.00	115,370.00	19,000.00	90,833.83	5,536.17	95.20%	96,370.00	16.47%
Debt Service:	-	-	-	-	-	-	-	-
Principal	233,532.00	340,804.00	116,510.82	54,372.00	169,921.18	50.14%	224,293.18	34.19%
Interest and fiscal charges	18,679.00	18,679.00	9,606.77	-	9,072.23	51.43%	9,072.23	51.43%
Subtotal Expenditures	24,159,916.00	24,159,916.00	10,028,960.07	1,338,063.26	12,792,892.67	47.05%	\$ 14,130,955.93	41.51%
Budget Reserves	6,804,655.00	6,804,655.00	-	-	6,804,655.00			
Total Expenditures	30,964,571.00	30,964,571.00	10,028,960.07	1,338,063.26	19,597,547.67			
Net Change in Fund Balance		\$ -	2,517,703.19	\$ (1,338,063.26)	\$ 1,179,639.93			
Fund Balance - Beginning			6,539,824.74					
Fund Balance - Ending			\$ 9,057,527.93					

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

Net change in fund balance - governmental funds		\$	2,517,703.19
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their useful lives and recorded as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.

Capital outlay	\$	5,000.00	
Depreciation		(149,750.22)	(144,750.22)

Changes to long-term compensated absences

-

The issuance of leases provides current financial resources to governmental funds, while the repayment of the principal of the lease consumes the current financial resources of the governmental funds.

Capital lease proceeds	\$	-	
Principal on capital lease		116,510.82	
Amortization of premium		2,983.03	119,493.85

Net effect of pension related expenses which increase net position:

Contribution subsequent to measurement date	-
Authority's share of collective pension amounts for the measurement period	-

Change in net position - governmental activities		\$	2,492,446.82
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CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

STATEMENT OF CASH FLOW FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received from governmental entities	\$ 12,115,110.19
Cash received from customers	369,810.15
Cash payments to or on behalf of employees	(7,259,365.98)
Cash payments to suppliers	(2,835,538.19)
Cash payments to the City of Cape Coral	(13,654.67)
Net cash provided (used) by operating activities	<u>2,376,361.50</u>

CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES

Acquisition of capital assets	(19,000.00)
Principal payments on capital lease	(116,510.82)
Interest paid on capital lease	(9,606.77)
Capital lease proceeds	-
Net cash provided (used) by capital and related financing activities	<u>(145,117.59)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest earnings	33,970.23
Net cash provided (used) by investing activities	<u>33,970.23</u>
Net increase (decrease) in cash and cash equivalents	2,265,214.14
Cash and investments - beginning	6,796,227.73
Cash and investments - ending	<u>\$ 9,061,441.87</u>

CLASSIFIED AS:

Cash and investments	<u>\$ 9,061,441.87</u>
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CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

INTERNAL FUNDS BALANCE SHEET DECEMBER 31, 2017

	<u>Agency Fund</u>	
Assets		
Cash and cash equivalents	\$	671,684.11
Accounts receivable		4,108.90
Total assets	\$	<u>675,793.01</u>
Liabilities		
Accounts payable and other accrued liabilities	\$	2,770.22
Due to others		673,022.79
Total liabilities	\$	<u>675,793.01</u>

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

INTERNAL FUND BALANCES FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

<i>School</i>	<i>Beginning Balance</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>Less: Encumbrances</i>	<i>Available Balance</i>	<i>%</i>
OASIS ELEMENTARY	\$ 165,698.35	\$ 94,792.21	\$ (114,004.35)	\$ 146,486.21	\$ (1,843.09)	\$ 144,643.12	22.19%
CHRISTA MCAULIFFE ELEMENTARY	138,236.14	71,246.02	(62,672.86)	146,809.30	(1,598.57)	145,210.73	22.27%
OASIS MIDDLE	167,081.45	87,029.91	(41,055.56)	213,055.80	(1,433.26)	211,622.54	32.46%
OASIS HIGH	171,123.59	132,429.65	(136,881.76)	166,671.48	(16,237.05)	150,434.43	23.08%
Total	\$ 642,139.53	\$ 385,497.79	\$ (354,614.53)	\$ 673,022.79	\$ (21,111.97)	\$ 651,910.82	100.00%

OASIS ELEMENTARY

<i>Internal Fund Description</i>	<i>Subledger</i>	<i>Beginning Balance</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>Less: Encumbrances</i>	<i>Available Balance</i>
OCES Staff Fund	00000101	\$ 5,416.27	\$ 4,647.56	\$ (3,135.58)	\$ 6,928.25	\$ (175.00)	\$ 6,753.25
OCES Drama Club	00000102	5,769.84	1,646.00	(1,944.95)	5,470.89	-	5,470.89
OCES Yearbook Sales	00000103	2,065.15	935.00	-	3,000.15	-	3,000.15
OCES Gifted Program	00000104	636.66	800.00	(149.03)	1,287.63	-	1,287.63
OCES ESE Fund	00000105	1,873.87	-	(130.72)	1,743.15	-	1,743.15
OCES Foreign Language Club	00000106	-	-	-	-	-	-
OCES Music Department	00000107	1,465.58	663.15	(421.39)	1,707.34	-	1,707.34
OCES Art Department	00000108	9,177.88	5,376.53	(751.46)	13,802.95	(442.11)	13,360.84
OCES Athletics Department	00000109	544.23	800.00	(95.93)	1,248.30	(95.93)	1,152.37
OCES Marine Lab Field Trip	00000110	1,855.14	-	(156.96)	1,698.18	-	1,698.18
OCES VPK Program	00000111	61.73	400.00	(96.86)	364.87	-	364.87
OCES Guidance	00000112	76.55	-	-	76.55	-	76.55
OCES School Nurse	00000113	377.07	-	-	377.07	-	377.07
OCES Kindergarten	00000114	6,531.50	5,692.21	(7,576.99)	4,646.72	(231.53)	4,415.19
OCES 1st Grade	00000115	8,875.26	8,222.68	(11,006.48)	6,091.46	(688.94)	5,402.52
OCES 2nd Grade	00000116	7,889.29	4,715.98	(8,453.50)	4,151.77	-	4,151.77
OCES 3rd Grade	00000117	5,172.61	4,359.30	(8,726.11)	805.80	(29.99)	775.81
OCES 4th Grade	00000118	4,373.19	18,285.55	(17,766.24)	4,892.50	-	4,892.50
OCES 5th Grade	00000119	7,517.50	10,471.69	(13,867.01)	4,122.18	-	4,122.18
OCES Reading / Literacy Club	00000121	8,227.27	2,046.93	(1,509.07)	8,765.13	-	8,765.13
OCES Odyssey of the Mind Club	00000122	700.70	1,161.17	(368.50)	1,493.37	-	1,493.37
OCES Core Knowledge Fund	00000123	30.00	7,415.00	(4,000.00)	3,445.00	-	3,445.00
OCES K-Kids Club	00000124	452.80	609.00	-	1,061.80	-	1,061.80
OCES Student Council	00000128	1,271.43	158.87	(245.79)	1,184.51	(22.47)	1,162.04
OCES Relay for Life	00000129	-	-	-	-	-	-
OCES Charity Fund	00000130	-	-	-	-	-	-
OCES POSITIVE BEHAVIOR SUPPORT	00000131	5,991.29	5,820.00	(40.75)	11,770.54	-	11,770.54
OCES STEM	00000132	867.04	1,787.06	(1,146.66)	1,507.44	(157.12)	1,350.32
ACADEMIC SUPPORT FUND	00000133	78,478.50	8,533.55	(32,235.84)	54,776.21	-	54,776.21
Total - OASIS ELEMENTARY		\$ 165,698.35	\$ 94,792.21	\$ (114,004.35)	\$ 146,486.21	\$ (1,843.09)	\$ 144,643.12

CHRISTA MCAULIFFE ELEMENTARY

<i>Internal Fund Description</i>	<i>Subledger</i>	<i>Beginning Balance</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>Less: Encumbrances</i>	<i>Available Balance</i>
CMES Staff Fund	00000201	\$ 2,355.03	\$ 2,903.41	\$ (854.86)	\$ 4,403.58	\$ (175.00)	\$ 4,228.58
CMES Social Committee	00000202	1,608.67	-	(110.48)	1,498.19	-	1,498.19
CMES Yearbook Sales Fund	00000203	4,771.72	1,880.00	(118.00)	6,533.72	-	6,533.72
CMES Gifted Program Fund	00000204	337.85	-	(46.90)	290.95	-	290.95
CMES Odyssey of the Mind Fund	00000205	0.95	-	-	0.95	-	0.95
CMES Science Dept Fund	00000206	1,185.09	-	-	1,185.09	-	1,185.09
CMES Music Dept Fund	00000207	245.99	2,525.01	(798.54)	1,972.46	-	1,972.46
CMES Art Dept Fund	00000208	294.06	-	(47.90)	246.16	-	246.16
CMES Athletics Dept Fund	00000209	1,162.92	-	-	1,162.92	-	1,162.92
CMES Media Center Fund	00000210	1,233.37	-	-	1,233.37	-	1,233.37
CMES Volunteer Hours Fund	00000211	16,973.28	180.00	(16,863.28)	290.00	-	290.00
CMES Math Dept Fund	00000212	447.80	-	-	447.80	-	447.80
CMES VPK Program Fund	00000213	163.40	-	(75.37)	88.03	-	88.03
CMES Kindergarten Fund	00000214	3,701.51	5,870.66	(7,277.34)	2,294.83	-	2,294.83
CMES 1st Grade Fund	00000215	2,505.04	1,658.20	(849.54)	3,313.70	-	3,313.70
CMES 2nd Grade Fund	00000216	1,297.32	2,385.63	(1,807.14)	1,875.81	-	1,875.81
CMES 3rd Grade Fund	00000217	620.53	3,501.06	(3,401.27)	720.32	-	720.32
CMES 4th Grade Fund	00000218	1,333.56	15,523.96	(11,600.00)	5,257.52	(1,295.32)	3,962.20
CMES 5th Grade Fund	00000219	4,813.58	8,481.31	(8,394.70)	4,900.19	-	4,900.19
CMES Garden Club Fund	00000221	1,993.76	-	-	1,993.76	-	1,993.76

<i>Internal Fund Description</i>	<i>Subledger</i>	<i>Beginning Balance</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>Less: Encumbrances</i>	<i>Available Balance</i>
CMES Drama Club Fund	00000222	7,233.80	2,127.55	(2,427.16)	6,934.19	-	6,934.19
CMES Core Knowledge Fund	00000225	23,588.35	7,163.31	(2,027.09)	28,724.57	-	28,724.57
CMES News Crew Club Fund	00000226	1,337.61	32.00	-	1,369.61	-	1,369.61
CMES ESE Fund	00000227	717.39	-	-	717.39	-	717.39
CMES - K-Kids Club	00000231	1,244.86	-	-	1,244.86	-	1,244.86
CMES - SABERS Club	00000232	1,354.27	-	-	1,354.27	(128.25)	1,226.02
CMES - WATCHDOGS	00000233	245.49	-	-	245.49	-	245.49
CMES - TECHNOLOGY FUND	00000234	55,429.57	15,153.07	(5,885.81)	64,696.83	-	64,696.83
CMES - ROBOTICS CLUB	00000235	39.37	-	-	39.37	-	39.37
CMES - BOOKWORMS CLUB	00000236	-	-	-	-	-	-
CMES - PBIS	00000237	-	1,753.14	(87.48)	1,665.66	-	1,665.66
CMES - PRINCIPAL'S DISCRETIONARY FUND	00000238	-	107.71	-	107.71	-	107.71
		\$ 138,236.14	\$ 71,246.02	\$ (62,672.86)	\$ 146,809.30	\$ (1,598.57)	\$ 145,210.73

OASIS MIDDLE

<i>Internal Fund Description</i>	<i>Subledger</i>	<i>Beginning Balance</i>	<i>Inflows</i>	<i>Outflows</i>	<i>Ending Balance</i>	<i>Less: Encumbrances</i>	<i>Available Balance</i>
OCMS Staff Fund	00000301	\$ (784.51)	\$ 2,391.44	\$ (619.89)	\$ 987.04	\$ -	\$ 987.04
OCMS Social Committee	00000302	237.06	198.01	(117.91)	317.16	(126.05)	191.11
OCMS Yearbook Sales	00000303	2,955.79	608.00	-	3,563.79	-	3,563.79
OCMS Gifted Program	00000304	483.02	-	-	483.02	-	483.02
OCMS Uniform Sales	00000305	790.35	10,102.26	(2,404.32)	8,488.29	-	8,488.29
OCMS Science Department	00000306	4,167.59	2,599.05	(1,541.74)	5,224.90	(102.68)	5,122.22
OCMS STEM Program	00000307	3,107.80	2,745.00	(3,445.29)	2,407.51	(699.95)	1,707.56
OCMS Art Department	00000308	109.69	600.00	(418.76)	290.93	-	290.93
OCMS Athletics Department	00000309	2,463.34	3,096.46	(1,673.62)	3,886.18	(100.00)	3,786.18
OCMS Media Center	00000310	6.89	-	-	6.89	-	6.89
OCMS Volunteer Hours	00000311	6,351.44	5,747.17	(1,111.30)	10,987.31	(366.00)	10,621.31
OCMS Guidance	00000312	751.02	-	-	751.02	-	751.02
OCMS 6th Grade	00000313	1,325.89	2,820.00	-	4,145.89	-	4,145.89
OCMS Student Planner Sales	00000314	760.15	-	-	760.15	-	760.15
OCMS Jeans Day	00000315	11,012.65	9,401.49	(11,423.08)	8,991.06	-	8,991.06
OCMS 7th Grade	00000316	8,284.58	5,075.00	(2,200.00)	11,159.58	-	11,159.58
OCMS 8th Grade	00000317	6,149.66	15,450.00	(2,300.00)	19,299.66	-	19,299.66
OCMS Student Council	00000318	2,844.50	-	(249.29)	2,595.21	-	2,595.21
OCMS After School Program	00000319	27,773.42	6,129.40	(660.86)	33,241.96	-	33,241.96
OCMS Foreign Language Club	00000320	158.16	-	-	158.16	-	158.16
OCMS Reading / Literacy Club	00000321	(8.76)	8.76	-	-	-	-
OCMS Drama Club	00000322	4,114.14	1,544.00	(685.00)	4,973.14	-	4,973.14
OCMS Cheerleading Club	00000323	2,194.88	8,247.30	(1,904.80)	8,537.38	-	8,537.38
OCMS Oasis Explorers Club	00000324	875.00	353.77	(562.08)	666.69	-	666.69
OCMS Nationa Junior Honor Society	00000325	4,714.55	-	(385.00)	4,329.55	-	4,329.55
OCMS Music	00000326	3,917.50	-	-	3,917.50	-	3,917.50
OCMS Misc Clubs	00000327	1,780.87	347.06	(1,023.08)	1,104.85	-	1,104.85
OCMS Mini Grant Fund	00000328	30.50	-	-	30.50	-	30.50
OCMS Oasis Aerospace Club	00000329	274.14	-	-	274.14	-	274.14
OCMS Relay for Life	00000330	3,566.48	-	-	3,566.48	-	3,566.48
OCMS Volleyball	00000331	2,398.57	-	(581.00)	1,817.57	-	1,817.57
OCMS Cross Country & Track	00000332	372.53	580.19	(563.72)	389.00	-	389.00
OCMS Golf	00000333	30.25	-	-	30.25	-	30.25
OCMS Boys Basketball	00000334	223.77	217.92	(52.00)	389.69	-	389.69
OCMS Girls Basketball	00000335	382.05	-	-	382.05	-	382.05
OCMS Boys Soccer	00000336	6.03	-	-	6.03	-	6.03
OCMS Girls Soccer	00000337	0.51	-	-	0.51	-	0.51
OCMS Video Production	00000339	3,532.00	180.00	(39.94)	3,672.06	-	3,672.06
OCMS Dance Club	00000340	125.01	-	-	125.01	-	125.01
OCMS Math Department	00000341	918.10	-	-	918.10	-	918.10
OCMS Social Studies Dept	00000343	150.07	1,832.00	(1,586.37)	395.70	-	395.70
OCMS Spirit Shirt Sales	00000344	104.60	250.00	(164.00)	190.60	-	190.60
OCMS Technology Fund	00000345	53,841.40	(629.17)	(3,256.15)	49,956.08	-	49,956.08
OCMS Youth In Government Club	00000346	852.18	-	(29.90)	822.28	-	822.28
OCMS Technology Club	00000347	2,502.61	272.00	(594.86)	2,179.75	-	2,179.75
OCMS Odyssey of the Mind	00000348	1,233.98	-	-	1,233.98	-	1,233.98
OCMS Technology Class	00000349	-	575.00	(256.74)	318.26	-	318.26
OCMS GATE program	00000350	-	4,527.80	(873.56)	3,654.24	(38.58)	3,615.66
OCMS FORENSICS	00000351	-	420.00	-	420.00	-	420.00
OCMS PHOTOGRAPHY CLUB	00000352	-	1,340.00	(331.30)	1,008.70	-	1,008.70
Total - OASIS MIDDLE		\$ 167,081.45	\$ 87,029.91	\$ (41,055.56)	\$ 213,055.80	\$ (1,433.26)	\$ 211,622.54

OASIS HIGH

Internal Fund Description	Subledger	Beginning Balance	Inflows	Outflows	Ending Balance	Less: Encumbrances	Available Balance
Internal Fund Description	Subledger	Beginning Balance	Inflows	Outflows	Ending Balance	Less: Encumbrances	Available Balance
OCHS Staff Fund	00000401	\$ (403.63)	\$ 2,651.12	\$ (15.00)	\$ 2,232.49	\$ -	\$ 2,232.49
OCHS Social Committee	00000402	33,513.11	5,084.21	(29,776.45)	8,820.87	-	8,820.87
OCHS Yearbook Sales	00000403	18,202.92	3,473.00	(15,546.12)	6,129.80	(231.65)	5,898.15
OCHS JROTC Program	00000404	1,469.77	27,768.04	(22,112.69)	7,125.12	(3,626.79)	3,498.33
OCHS Uniform Sales	00000405	3,845.90	4,362.28	(3,870.00)	4,338.18	-	4,338.18
OCHS Science Department	00000406	810.75	2,125.00	(38.26)	2,897.49	-	2,897.49
OCHS Music Department	00000407	102.76	-	-	102.76	-	102.76
OCHS Art Department	00000408	88.96	-	-	88.96	-	88.96
OCHS Athletics	00000409	985.78	17,439.89	(10,662.43)	7,763.24	(539.08)	7,224.16
OCHS Media Center	00000410	736.10	100.50	(100.50)	736.10	-	736.10
OCHS Volunteer Hours	00000411	11,680.23	458.47	(4,209.69)	7,929.01	(968.10)	6,960.91
OCHS Volleyball	00000412	11,860.65	6,937.31	(11,286.95)	7,511.01	-	7,511.01
OCHS Football	00000413	2,353.49	5,084.90	(7,323.75)	114.64	-	114.64
OCHS Girls Basketball	00000414	2,555.30	1,295.00	(1,027.59)	2,822.71	(1,584.44)	1,238.27
OCHS Spirit Club	00000415	29,023.19	10,071.00	(3,603.68)	35,490.51	-	35,490.51
OCHS Golf Club	00000416	-	-	-	-	-	-
OCHS Girls Soccer Club	00000417	1,528.82	-	(1,528.82)	-	-	-
OCHS 12th Grade	00000418	2,479.53	841.57	(37.62)	3,283.48	(155.82)	3,127.66
OCHS Boys Basketball	00000419	2,244.37	2,811.50	(1,032.00)	4,023.87	(2,386.15)	1,637.72
OCHS Wrestling	00000420	52.94	630.00	-	682.94	-	682.94
OCHS Key Club	00000421	771.55	1,385.00	(812.50)	1,344.05	-	1,344.05
OCHS Drama Club	00000422	2,626.71	1,207.68	(1,272.31)	2,562.08	-	2,562.08
OCHS Track & Cross Country	00000423	277.53	-	(183.62)	93.91	-	93.91
OCHS Model UN Club	00000424	2,022.15	60.00	(150.00)	1,932.15	-	1,932.15
OCHS National Honor Society	00000425	1,612.90	840.00	-	2,452.90	-	2,452.90
OCHS Softball	00000426	735.21	156.60	-	891.81	-	891.81
OCHS Baseball	00000427	8,705.64	7,927.00	(2,210.75)	14,421.89	(6,745.02)	7,676.87
OCHS Culinary	00000428	5,871.45	3,795.34	(3,989.99)	5,676.80	-	5,676.80
OCHS Cheer Club	00000429	2,256.82	4,907.70	(5,081.60)	2,082.92	-	2,082.92
OCHS Giving Tree	00000430	368.72	-	-	368.72	-	368.72
OCHS PE Uniform Sales	00000431	1,839.26	3,677.58	(2,328.91)	3,187.93	-	3,187.93
OCHS Tennis	00000432	453.48	80.00	-	533.48	-	533.48
OCHS Band	00000433	5,976.49	-	(345.00)	5,631.49	-	5,631.49
OCHS Art Club	00000434	3,384.86	326.92	(1,558.05)	2,153.73	-	2,153.73
OCHS Boys Soccer	00000435	780.99	-	(780.99)	-	-	-
OCHS Computer Science Club	00000436	551.82	330.00	-	881.82	-	881.82
OCHS Special Fundraiser	00000437	227.00	-	-	227.00	-	227.00
OCHS Swim Team	00000439	1,430.27	-	(375.00)	1,055.27	-	1,055.27
OCHS 10th Grade Club	00000440	884.22	953.12	(1,472.03)	365.31	-	365.31
OCHS Supper Club	00000441	121.64	-	-	121.64	-	121.64
OCHS Junior Class	00000442	634.02	1,082.33	(916.74)	799.61	-	799.61
OCHS Freshman Class	00000443	283.12	-	(283.12)	-	-	-
OCHS Spanish Exam Club	00000444	58.55	-	-	58.55	-	58.55
OCHS Environmental Club	00000445	182.00	-	-	182.00	-	182.00
OCHS Marine Science Club	00000446	42.00	-	-	42.00	-	42.00
OCHS Culture Club	00000447	1,808.58	771.74	(272.80)	2,307.52	-	2,307.52
OCHS Cross Country	00000448	823.52	-	-	823.52	-	823.52
OCHS ENGINEERING & INNOVATION LAB	00000449	1,941.37	820.00	(416.97)	2,344.40	-	2,344.40
OCHS DRONE ACADEMY	00000450	288.00	-	-	288.00	-	288.00
OCHS CHEMISTRY CLUB	00000451	93.33	139.00	-	232.33	-	232.33
OCHS FRENCH CLUB	00000452	74.00	-	-	74.00	-	74.00
OCHS FISHING CLUB	00000453	865.45	-	(214.07)	651.38	-	651.38
OCHS TECHNOLOGY FUND	00000454	-	10,508.68	-	10,508.68	-	10,508.68
OCHS ASL CLUB	00000455	-	2,327.17	(2,045.76)	281.41	-	281.41
OCHS PBIS	00000456	-	-	-	-	-	-
		\$ 171,123.59	\$ 132,429.65	\$ (136,881.76)	\$ 166,671.48	\$ (16,237.05)	\$ 150,434.43

CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, TRANSFERS, AND BALANCES - CASH BASIS OF THE INTERNAL FUND ACCOUNTS FISCAL YEAR TO DATE THROUGH DECEMBER 31, 2017

	OCES	CMES	OCMS	OCHS	TOTAL
CASH AND CASH EQUIVALENTS - JULY 1, 2017	\$165,787.10	\$138,682.43	\$173,338.76	\$178,963.11	\$ 656,771.40
RECEIPTS					
Athletics	-	-	798.11	42,116.39	42,914.50
Music	-	-	-	-	-
Classes, Clubs & Departments	64,069.12	42,055.18	49,364.64	48,612.75	204,101.69
Trust Funds	244.98	-	-	-	244.98
General	24,368.63	10,646.36	32,289.42	16,967.34	84,271.75
Total Receipts	88,682.73	52,701.54	82,452.17	107,696.48	331,532.92
DISBURSEMENTS					
Athletics	-	-	1,196.72	29,778.77	30,975.49
Music	-	-	-	345.00	345.00
Classes, Clubs & Departments	74,413.65	36,803.86	16,508.53	54,519.77	182,245.81
Trust Funds	178.53	-	-	-	178.53
General	34,319.08	8,206.74	25,422.79	34,926.77	102,875.38
Total Disbursements	108,911.26	45,010.60	43,128.04	119,570.31	316,620.21
TRANSFERS to (from)					
Athletics	-	-	-	1,528.82	1,528.82
Music	-	-	-	-	-
Classes, Clubs & Departments	4,000.00	1,890.20	8.76	471.18	6,370.14
Trust Funds	-	-	-	-	-
General	(3,952.52)	(1,937.68)	(8.76)	(2,000.00)	(7,898.96)
Total Transfers	47.48 **	(47.48) **	0.00	-	-
CASH AND CASH EQUIVALENTS - DECEMBER 31, 2017	\$145,606.05	\$146,325.89	\$212,662.89	\$167,089.28	\$ 671,684.11
CASH AND CASH EQUIVALENTS - CONSISTING OF:					
Checking Account	\$145,606.05	\$146,325.89	\$212,662.89	\$167,089.28	\$ 671,684.11

** Note transfer for the payment of bereavement flowers.

Item Number: 10.A.

Meeting Date: 2/13/2018

Item Type: CHAIRMAN REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Chairman Robert Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 11.A.

Meeting Date: 2/13/2018

Item Type: FOUNDATION REPORT:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Gary Cerny, Foundation President

SUMMARY:

ADDITIONAL INFORMATION:

Item Number: 12.A.
Meeting Date: 2/13/2018
Item Type: STAFF COMMENT:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Kevin Brown, Principal, Christa McAuliffe Elementary

SUMMARY:

Christa McAuliffe Elementary recognized as a School of Excellence 2016-2017.

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ CME School of Excellence 2016=17	Backup Material

From: Kevin Brown
Sent: Tuesday, January 23, 2018 2:47 PM
To: Jacquelin Collins
Subject: CME- School of Excellence

<http://www.fldoe.org/core/fileparse.php/18543/urlt/SchoolsofExcellence-Elementary.pdf>

2016-17 Schools of Excellence - Elementary Schools

CME recognized as a school of excellence. Have to score over 80%, two out of the last three years. 2015 - 91%, 2016 - 87%, 2017 - 72%

Kevin

District Number	District Name	School Number	School Name	Percent of Total Possible Points 2017	Grade 2017	Final Percentile Rank 2017	School Type 2017	Percent of Total Possible Points 2016	Grade 2016	Final Percentile Rank 2016	School Type 2016	Percent of Total Possible Points 2015	Informational Baseline Grade 2015	Final Percentile Baseline Grade	School Type 2015
29	HILLSBOROUGH	0102	HAMMOND ELEMENTARY SCHOOL	76	A	97	01	72	A	95	01	80	A	95	01
29	HILLSBOROUGH	0141	APOLLO BEACH ELEMENTARY SCHOOL	60	B	66	01	64	A	85	01	71	A	85	01
29	HILLSBOROUGH	0361	BEVIS ELEMENTARY SCHOOL	87	A	100	01	79	A	99	01	90	A	100	01
29	HILLSBOROUGH	0527	BRYANT ELEMENTARY SCHOOL	76	A	97	01	69	A	93	01	84	A	98	01
29	HILLSBOROUGH	0772	CHILES ELEMENTARY SCHOOL	69	A	88	01	68	A	92	01	76	A	91	01
29	HILLSBOROUGH	0851	CLARK ELEMENTARY SCHOOL	63	A	75	01	68	A	92	01	75	A	90	01
29	HILLSBOROUGH	1681	GORRIE ELEMENTARY SCHOOL	69	A	88	01	70	A	93	01	84	A	98	01
29	HILLSBOROUGH	1721	GRADY ELEMENTARY SCHOOL	76	A	97	01	76	A	97	01	78	A	93	01
29	HILLSBOROUGH	2461	LITHIA SPRINGS ELEMENTARY SCHOOL	72	A	93	01	74	A	96	01	85	A	98	01
29	HILLSBOROUGH	2601	MABRY ELEMENTARY SCHOOL	79	A	98	01	75	A	97	01	83	A	97	01
29	HILLSBOROUGH	2771	MANISCALCO ELEMENTARY SCHOOL	70	A	90	01	61	B	79	01	70	A	84	01
29	HILLSBOROUGH	3081	MITCHELL ELEMENTARY SCHOOL	77	A	97	01	71	A	94	01	84	A	98	01
29	HILLSBOROUGH	3082	MCKITRICK ELEMENTARY SCHOOL	68	A	87	01	71	A	94	01	83	A	97	01
29	HILLSBOROUGH	3151	NORTHWEST ELEMENTARY SCHOOL	68	A	87	01	63	A	84	01	75	A	90	01
29	HILLSBOROUGH	3441	PRIDE ELEMENTARY SCHOOL	67	A	85	01	70	A	93	01	77	A	92	01
29	HILLSBOROUGH	3801	ROOSEVELT ELEMENTARY SCHOOL	76	A	97	01	70	A	93	01	86	A	99	01
29	HILLSBOROUGH	3861	SCHWARZKOPF ELEMENTARY SCHOOL	72	A	93	01	67	A	90	01	75	A	90	01
29	HILLSBOROUGH	4651	WESTCHASE ELEMENTARY SCHOOL	71	A	92	01	70	A	93	01	84	A	98	01
29	HILLSBOROUGH	6649	VALRICO LAKE ADVANTAGE ACADEMY	73	A	94	01	63	A	84	01	75	A	90	01
31	INDIAN RIVER	0041	ROSEWOOD MAGNET SCHOOL	68	A	87	01	60	B	76	01	74	A	89	01
31	INDIAN RIVER	0051	OSCEOLA MAGNET SCHOOL	62	A	72	01	62	A	81	01	78	A	93	01
31	INDIAN RIVER	0301	LIBERTY MAGNET SCHOOL	60	B	66	01	62	A	81	01	71	A	85	01
31	INDIAN RIVER	5003	NORTH COUNTY CHARTER SCHOOL	60	B	66	01	66	A	89	01	75	A	90	01
32	JACKSON	0171	SNEADS ELEMENTARY SCHOOL	68	A	87	01	73	A	96	01	78	A	93	01
36	LEE	0201	FORT MYERS BEACH ELEMENTARY SCHOOL	66	A	83	01	68	A	92	01	75	A	90	01
36	LEE	0341	PINE ISLAND ELEMENTARY SCHOOL	64	A	78	01	71	A	94	01	72	A	86	01
36	LEE	0734	RAYMA C. PAGE ELEMENTARY SCHOOL	71	A	92	01	63	A	84	01	73	A	88	01
36	LEE	0741	THREE OAKS ELEMENTARY SCHOOL	64	A	78	01	64	A	85	01	73	A	88	01
36	LEE	0762	TRAFALGAR ELEMENTARY SCHOOL	66	A	83	01	64	A	85	01	72	A	86	01
36	LEE	4151	CHRISTA MCAULIFFE CHARTER ELEMENTARY SCHOOL	62	A	72	01	65	A	87	01	76	A	91	01
37	LEON	0381	GILCHRIST ELEMENTARY SCHOOL	71	A	92	01	72	A	95	01	85	A	98	01
37	LEON	0481	KILLEARN LAKES ELEMENTARY SCHOOL	77	A	97	01	78	A	98	01	87	A	99	01
37	LEON	0511	DESOTO TRAIL ELEMENTARY SCHOOL	80	A	99	01	76	A	97	01	79	A	94	01
37	LEON	0521	BUCK LAKE ELEMENTARY SCHOOL	74	A	95	01	78	A	98	01	81	A	95	01
37	LEON	1131	HAWKS RISE ELEMENTARY SCHOOL	75	A	96	01	76	A	97	01	91	A	100	01
37	LEON	1171	ROBERTS ELEMENTARY SCHOOL	64	A	78	01	69	A	93	01	79	A	94	01
41	MANATEE	0031	ANNA MARIA ELEMENTARY SCHOOL	65	A	81	01	63	A	84	01	80	A	95	01
41	MANATEE	0701	GENE WITT ELEMENTARY SCHOOL	67	A	85	01	61	B	79	01	76	A	91	01
41	MANATEE	0771	GILBERT W MCNEAL ELEMENTARY SCHOOL	62	A	72	01	63	A	84	01	74	A	89	01

Item Number: 13.A.
Meeting Date: 2/13/2018
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Clarification of NEOLA POLICY 2340, Board Approval of School Field Trips - Superintendent Collins

SUMMARY:

NEOLA POLICY 2340 - FIELD AND OTHER AUTHORITY-SPONSORED TRIPS

Clarification

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ NEOLA 2340	Backup Material

Cape Coral Charter School Authority Bylaws & Policies

2340 - FIELD AND OTHER AUTHORITY-SPONSORED TRIPS

The Governing Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from Authority premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

Other Authority-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the Authority's total educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other Authority-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other Authority-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other Authority-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other Authority-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall approve all proposed field trips and/or consider field trips which are included in curriculum guides to have been approved in advance.

Students may be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for Authority-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all Authority-sponsored trips remain under the supervision of this Board and are subject to the Authority's administrative procedures.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Authority who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Authority for such trips within the facilities or on the school grounds of the Authority without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Authority's administrative procedures for extended trips.

The Superintendent shall prepare administrative procedures for the operation of both field and other Authority-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Authority on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the instructional staff member in charge shall notify the administrative superior immediately.

F.S. 1001.43

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Item Number: 13.B.
Meeting Date: 2/13/2018
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Schedule: Review and Progress Report of Strategic Plan 2017-2020 - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ CALENDARS 2017-2018, 2018-2019	Backup Material
▣ Strategic Plan 2017-2020 SUMMARY	Backup Material
▣ Strategic Plan 2017-2020 Goals	Backup Material



CITY OF CAPE CORAL CHARTER SCHOOL AUTHORITY 2017-2018

JUL 4- Independence Day

JULY 2017						
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					

3 Teachers' First Day
3, 4, 9 Professional Dev./
 Early Release
7, 8 Teacher In-Service
 Days
10 Students' First Day

AUGUST 2017						
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		

4 Labor Day
13 Professional Dev./
 Early Release
21-22 Rosh Hashanah

SEPTEMBER 2017						
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

11 Professional Dev./
 Early Release
13 End of 1st Quarter-45
 Days

OCTOBER 2017						
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				

8 Professional Dev./
 Early Release
11 Veterans Day
21 Early Dismissal
22-24 Thanksgiving Break

NOVEMBER 2017						
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		

12-20 Hanukkah
21 End of 2nd Quarter-45
 Days
22 Early Dismissal Day
25 Christmas Day
25-29 Winter Break

DECEMBER 2017						
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						

JANUARY 2018						
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 New Year's Day
1-5 Winter Break
15 M.L. King Day

FEBRUARY 2018						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
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7 Professional Dev./
 Early Release
19 Presidents' Day
20 Teacher In-Service
 Day

MARCH 2018						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 End of 3rd Quarter-45
 Days
19-23 Spring Break
29 Early Dismissal
30 Good Friday

APRIL 2018						
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29	30					

1 Easter Sunday

MAY 2018						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

29-30 Early Dismissal Days
28 Memorial's Day
30 Last Day for Students
30 End of 4th Quarter-45
 Days
31 Professional Duty Day

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
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	Open House
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher In-Service Day
	Early Dismissal
	Holiday-Schools Closed



City of Cape Coral Charter School Authority 2018 - 2019

JULY

4 Independence Day

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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JANUARY 2019

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27	28	29	30	31		

JANUARY

1 New Year's Day
1-4 Winter Break
7 Hurricane Make-Up Day
8 Professional Duty Day
21 Martin Luther King Jr. Day

AUGUST

3 Teachers' First Day
3, 6, 9 Professional Duty Day
7, 8 Teacher In-Service Day
10 Students' First Day

AUGUST 2018						
S	M	T	W	Th	F	S
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FEBRUARY 2019

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FEBRUARY

18 President's Day
19 Teacher In-Service Day

SEPTEMBER

3 Labor Day
10 Rosh Hashanah

PD Early Release Day
19

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
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23	24	25	26	27	28	29
30						

MARCH 2019

S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
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MARCH

14 End 3rd Quarter-44 Days
15 Professional Duty Day
18-22 Spring Break

OCTOBER

12 End 1st Quarter-45 Days
15 Professional Duty Day

PD Early Release Day
24

OCTOBER 2018						
S	M	T	W	Th	F	S
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APRIL 2019

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APRIL

19 Good Friday
22 Easter Monday

PD Early Release Day
10

NOVEMBER

20 Early Dismissal
21-23 Thanksgiving Break

NOVEMBER 2018						
S	M	T	W	Th	F	S
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MAY 2019

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26	27	28	29	30	31	

MAY

27 Memorial Day
29 Early Dismissal
30 Early Dismissal
30 End 4th Quarter-46 Days
30 Students' Last Day
31 Professional Duty Day

DECEMBER

20 Early Dismissal
21 Early Dismissal
21 End 2nd Quarter-46 Days
24-31 Winter Break

DECEMBER 2018						
S	M	T	W	Th	F	S
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JUNE 2019

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30						

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

October 10, 2017

City of Cape Coral Charter School Authority

BOARD
APPROVED
NOV 14 2017

CITY OF CAPE CORAL
CHARTER SCHOOL AUTHORITY

Strategic Planning Retreat 2017-2020 Summary

PARTICIPANTS

Jacquelin Collins, Interim Superintendent, Jessica Cosden, Odette Boyer, Michael Campbell, Kristin McMillian, Robert Ross, Tamisen Traiger, Russell Winstead, Robert Zivkovic, Danielle Jensen, Director of Procurement and Food Services, MaryAnne Moniz, Business Manager, Vicki McAtee, City of Cape Coral HR, Liaison to the Charter Schools, Paul Pescatrice, Facilities Manager, Gary Cerny, Foundation President. Absent: Sam Fisher.

Dolores Menendez, City Attorney, City of Cape Coral, Mark Moriarty, Assistant City Attorney, City of Cape Coral, Victoria Bateman, Financial Services Director, City of Cape Coral, Britt Martin, Senior Accountant, City of Cape Coral.

Amanda Sanford, Principal, Oasis High School (OHS), Tod Baldwin, Assistant Principal, OHS, Keith Graham, Assistant Principal, OHS, Donnie Hopper, Principal, Oasis Middle School (OMS), Elisa Collins, Assistant Principal, OMS, Christopher Fennell, Interim Principal, Oasis Elementary School, Kevin Brown, Principal, Christa McAuliffe Elementary, (CME), Kelly Weeks, Assistant Principal, CME, Dr. John Omundsen, Ed.D, Mathematics Curriculum Specialist (K-12), Adam Nowicki Network Support Analyst, Marjorie Galyon, Transportation, Kathleen Paul-Evans, Executive Assistant to the Interim Superintendent.

Lisa Cannon, Teacher, OHS, Nancy Oukasse, Teacher, OHS, Jennifer Hattemer, Teacher, OMS, Kristen Totten, Teacher, OMS, Brenda Emer, Teacher, OES, Crystal Martin, Teacher, OES, Dana Scrippo, Teacher CME, Amy Harrington, Teacher, CME, Jennifer Hoagland, PTO Co-President, OES, Jenn-Hope Bellis, PTO Vice President, OES, Marie Scott, Parent, OHS.

INTRODUCTION

Jacquelin Collins, Interim Superintendent

Welcome to the Strategic Planning Retreat 2017-2020. Our goal today is to map out a three year plan to guide us so that we can operate efficiently and progressively as a school system. We have three main goals in this year's Strategic Plan that either (a) carry over from the Strategic Plan document that we addressed last year; (b) they are AdvancEd Final Report recommendations we need to achieve before reaccreditation in the next two years; and (c) goals the Administrative Team developed to meet our needs.

The overall format of this year's planning document has changed from a checklist into more of a document with measurable targets, strategies, and objectives to meet those targets. These

objectives are not quite as specific as the objectives we had last year, therefore, we can encompass a wide variety of needs that must be addressed. Designated teams will present each goal; they have already brainstormed objectives they can accomplish to meet these targets. Some objectives will be implemented immediately, and some will take several years before they are achieved. Right now we want to decide which objectives to focus on immediately.

Today our working document is divided into three main areas: System Statements, System-wide Achievements, and System Goals. Regarding System-wide Achievements, graphs are used to illustrate how well our students do compared to Lee County Schools, and among our schools as a whole. As you can see, our students have done better than District schools since 2014.

There are multiple ways to provide feedback to us which will help us determine which are the priority goals we need to try to accomplish immediately. The three ways to provide feedback are (1) Simply raise your hand and share with everyone your ideas. We are hoping the majority of today's communication is done in this way. (2) There is a Chromebook on everyone's table so you can view the electronic version of the planning sheets. Again, simply log-on your comments at the bottom of the pages and once compiled, they will be addressed. And finally, (3) Dashboards with sticky notes for any afterthoughts or post-presentation ideas you may have, and still want to share. No matter the source origination, all input will be noted and used to generate ideas into strategies that will help us achieve each goal.

During this session each team will present a strategy and objective, and ideas as to how they want to meet these objectives. We are asking for input from attendees as to whether or not these ideas are likeable, doable immediately, or within the next three years. Your input for this Planning Retreat is vital, valued, and welcomed. Thank you for participating in this session.

OUR SYSTEM VISION AND MISSION STATEMENTS

Jacquelin Collins, Interim Superintendent

On the advisement of AdvancEd, vision and mission statements need to be updated periodically in relation to our Plan and further success with our students. Administrators and others are still attempting to collaborate on a final tag line for the Mission Statement. However, today we are asking planners to refer and reflect on these two statements as they relate to what we are trying to accomplish with the Plan, and how we intend to help students achieve success.

Our Vision:

"FOUR SCHOOLS, ONE VISION"

We believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, schools, and the community.

Our Mission:

Our Mission is to create a K-12 system that strives to empower students to be independent, responsible life-long learners who value personal integrity, academic achievement, and have a global impact.

GOAL #1: INCREASE STUDENT ACHIEVEMENT

Strategy 1: Student milestones will continue to increase within the next three years.

Objectives 1-4 : Amanda Sanford and Kevin Brown

Strategy 2: Increase Teacher effectiveness.

Objectives 1-3 : Kelly Weeks

Strategy 3: Enrich curriculum development to improve achievement.

Objectives 1-5: Christopher Fennell and Dr. John Omundsen, Ed.D,

- Kevin Brown and Amanda Sanford discussed increasing student achievement. They focused primarily on Strategy 1, Objective 1. Their conclusion is that although our teachers are very competent at collecting and monitoring good data, we most often struggle with the interpretation and application of the data, and how it can relate to re-teaching the material so that students can meet learning standards and improve performance. Our system needs to do a better job of training teachers so that they can interpret data with greater understanding of how they can apply the information and use it to improve student performance. By the end of November all schools will have data available to evaluate and interpret. We are trying to push teachers into using this information for more formative assessments, and use tools that are already on their Chromebooks as outside applications that can help. Teachers need to be trained on data analysis and interpretation, and there are a lot of outside applications that can help them. Our goal is to train our teachers to become comfortable looking at and interpreting data so that our learning environments are more effective.
- The Khan Academy (which is endorsed by our Curriculum Specialist), and Performance Matters, a District application that specifically targets a student's progress and areas of deficiency are just a few tools that can help. The other forms of data tracking of student performance include Teo3000, which is used in the high school. Also, M-A-T-H is something we'd like to implement in the high school this coming year. We use STAR, Dibbles, and other assorted assessment tools to assess student needs and gains. Schoology is another management tool teachers have been using in the middle school where students can engage with their teachers and fellow students in discussion boards, etc. and build assessments from there. SUMMIT is the newest application we are trying at the high school level. It is a self-sustained curriculum that includes all learning materials and tools a student needs directly from their Chromebooks. This platform also has a tracking and assessment formula so that teachers can stay on top of student needs and performance over the course of the year.
- One of the greatest advantages we have at our disposal is the ability to make interventions or program progressions at each of our schools as necessary, to sort of customize our course selections, progression plans, interventions etc., . We obviously want to be a K-12 system but

there are times we want to individually, as a school, do what is best for our students. This is an unusually nice position to be in because most schools have to follow the Lee County progression plan no matter what. This year we are lucky because we now have Dr. John Omundsen, who is going to be our Math Curriculum Specialist K-12. He will help us look at all the School Improvement Plans especially in the area of math progression plans.

- Board Member Traiger commented on individual school learning gains. If schools are to be aligned how can we accomplish this with such vast differences between the schools? Christopher Fennell said these numbers are based on attempting to raise the overall school grades. For example, OES was rated “B.” two years in a row, and in order to try and change that it has to be a larger movement as a whole system. It’s just not a goal – we have a strategy and plan to raise the school grade and student learning gains with it. Kevin Brown shared that attainable goals are usually set around 3%, which is why his numbers reflect a three-year increase at that rate. Although our schools learning gains Plan goals may be lower than we want, still in the long run over three years hopefully the will be sustainable, too. This is why we have brought Dr. Omundsen on board with his K-12 approach so he can align schools, and make sure that we don’t have any comprehension gaps from K through 12.
- Looking at learning gains and the adjustments we’ve made this year we should see greater growth because we have expanded the tools we are already using. For example, . Performance Matters is an excellent program the District already uses and we plan to implement this year. Helping raise our lowest 25% is our goal, and if we can get teachers to identify those students early on, we can start to immediately help them. Board Vice Chair Zivkovic expressed concern we are focusing on the lowest 25% and not focusing on all students. Amanda Sanford clarified that technically, a student in the 25% range is really a Level 3 student, and already performing at a high level, which is why it’s sometimes more difficult to see movement at this level as opposed to moving a lower level higher. Obviously, it depends on each level of students capabilities; we have co-teaching and accelerated classes so everyone is assessed.
- We are giving as much flexibility to our students and staff as we can to make sure we are reaching everyone – and yes, more resources would be wonderful whether it’s curriculum or more teachers this is always welcome. Board Member Ross commented some areas are declining year after year. Have we defined these areas of need? Interim Superintendent emphasized we are adjusting the system and how we educate each year’s students accordingly. We have identified math needs and are working with Dr. Omundsen to make needed changes. Donnie Hopper explained Oasis Middle School math data and clarified “accelerated” referred to students who are taking Algebra-I; last year Oasis Middle students passed at 77% with a Level 3 average.

STAFF PROFESSIONAL DEVELOPMENT AND LEADERSHIP MENTORING

- Kelly Weeks emphasized the goal of increasing student achievement is connected to increasing teacher achievement, effectiveness, and refinement . Our first goal is a new teacher induction with an emphasis on encouraging team leaders to be more observational

and available. We also plan more emphasis on teacher leaders to not only observe, but also provide input and strategies to fellow teachers in real-time. Finally, we want to identify lead teachers who are ready for a Lead Program that will encourage teachers with Masters who are interested in leadership opportunities to better understand administrative procedures and operations. We also want to make sure all of our teachers have continuous opportunities for professional development that will align teachers across all schools with similar methods of grading, etc. A new process includes teacher observations and walk-throughs using iPads as immediate communication tools to reach teachers and let them know how they are doing. Here again, we are going to ask Lead teachers to visit classrooms more frequently to make sure teachers are developing and to give input of any kind.

- Areas where we believe teachers need expanded and specific professional development include school-wide procedures, consistent grading, class room management, Project Based Learning (PBL), differentiated learning, cooperative learning, small group instruction, and data analysis, among other leadership courses. Although principals will still do observations three times a year, having team leads go into classrooms with a specified schedule and help teammates develop is very effective, and helps guide teachers by leaders who know what they are doing, and have an interest in their teammate and student's success.

ENRICHING THE CURRICULUM TO IMPROVE STUDENT ACADEMIC ACHIEVEMENT

- Christopher Fennell addressed enriching the curriculum development to improve academic achievement. The goal is for horizontal coherence especially concerning grading and reporting policies, and providing learning support services. Besides utilizing curriculum management tools like Khan Academy to help students perform better, we have also created a strategy to help overcome our greatest deficiency, math. Moving Dr. Omundsen into the slot of Math Curriculum Specialist K-12 is going to tremendously assist teachers identifying and working with students who are struggling in this area. Currently he is running a pilot with Eureka Math that has a standard-based approach to math that is receiving a positive response from teachers and students. Dr Omundsen admitted the program allows teachers to assess where students are learning most, or struggling most, differentiate the instructions, then apply standards necessary to reach student gains. This is a program that will be developed over time and should be very successful because many teachers and students who have already been exposed to the program are responding favorably.
- If we continue to see success in the pilots we will roll it out next year to the other elementary and middle school. However, sometimes it's difficult to apply this type of programming to high schoolers because there are more standards to teach at that level, but this would be our goal. Ultimately, we will move away from textbooks but still keep mastery and standards-based coursework as our foundation. This kind of flexibility allows teachers to give students more chances to actually apply mathematical skills, and teacher s more opportunities to apply differentiated teaching methods per student needs. For student s who get the curriculum right away, they can do enrichment projects to curve them from other classmates who may be getting remedial services.

- Besides student engagement in new mathematics instruction, we also need all teachers to buy into the new methodology of working without textbooks. For those teachers who are used to being tied to their textbooks, this is going to be a big change but we need the teachers to be just as excited as the students are about this new learning environment.
- Board Member Traiger commented that although we have realized we need to focus on math skills, and we are doing this in the elementary and high school levels, do we have a revised Progression Plan for middle school students who will be involved in Algebra-Honors or Algebra-I? What are we doing to make sure that we align our curriculum so that we match the District in some way? At the middle school level what are we doing to make sure that our students are prepared and competitive? Donnie Hopper responded in the past some students were moved forward before they were fully ready, and this practice is going to stop. From now on students entering Algebra-Honors and Algebra-I have scored a level 3, 4 or 5 on their 7th grade FSA math and are fully prepared to take – and pass – the course and move ahead because they have showed they are more than ready. If you are a GAT and Accelerated student you have a different section of Algebra-I. There is an area that is different between the Honors and the regular course that the District is still looking at and deciding whether or not to include it. Our goal is we want our students to be successful in learning Algebra, be able to pass the EOC, and move onto Geometry at the high school level.

GOAL # 2: BECOME AN ORGANIZATION OF CONTINUOUS IMPROVEMENT

Target 1, Strategy 1: Develop and monitor accurate reporting systems.

Objectives 1-3: Paul Pescatrice

Strategy 2: Engage in system-wide cost savings initiative plan.

Objective 1: Marjorie Galyon

Target 2, Strategy 1: Increase teacher/employee retention by 10% per year.

Objectives 1-5: Elisa Collins and Tod Baldwin

Target 3, Strategy 1: Develop a comprehensive technology budget.

Objectives 1-2: Donnie Hopper

Objectives 3-5: Adam Nowicki

Target 4, Strategy 1: Increase outreach opportunities to support educational outcomes.

Objectives 1-2: Jacquelin Collins

Target 5: Ensure all schools are safe and secure.

Objectives 1-3: Keith Graham

OPERATIONAL EFFICIENCIES AND REDUCTION OF OPERATIONAL COSTS

- Paul Pescatrice and Marjorie Galyon addressed ways in which we can maintain our aging school, and at the same time keep costs at a minimum. Regarding transparency issues there will be training of the entire staff, anyone who wants or needs to better understand where

the money is, where it goes, and how to spend it. The goal is to work with finance to help make some of the line items better understood and forms more user-friendly. Asset Management is undergoing the development of a new system, with Cleve Grable, that will manage inventory for custodial, maintenance, and buses. This will make it easier for Maintenance to forecast future needs. We also want to start providing more storage on site for supplies so that we don't have to spend more money storing items at city facilities and incur pickup charges, etc. If our teams are not driving every couple of days to pick-up supplies, etc., this is going to save us time, money, and worker efficiency. So if we can do it, we really need on the premises storage. We are also looking at new ways to streamline ways of getting new vendors into the system. Often we are told the City has the best vendor price but we have found this is not always the case, and if we develop a system where we approach vendors on our own we may get a better or similar cost. In the case of where we can only use specific vendors this is understandable, but in most cases we can beat the City bids, so we will start the process of seriously looking at other ways of attracting and contracting vendors.

- As far as reducing operational costs in transportation, without knowing what the cost of fuel will be in the next three years our focus is going to be on keeping routes and the system as tight as we can. Oasis Middle School has implemented a new process this year to help reduce some of the field trip fuel expenses by having teachers ask parents to pay a small extra cost that will be turned over to the transportation department's budget.
- One of the largest areas of our focus to reduce operational costs is in energy. We are going to save quite a bit of money and bring our facilities up to new power generation of energy. We will start with our air conditioning systems replacements, but the biggest part is that we are going to train our entire staff on ways to be more efficient and still comfortable in all our buildings. For example, little things like consistently turning lights off/on when exiting and entering rooms (the timer costs and additional \$3.00), eliminating the mini personal refrigerators in individual classrooms (each one costs \$30-\$80 a year to operate which would give the system an extra \$12,000 to use elsewhere). And there is more.
- We need to convert the entire system with LED. Although it's a costly project to implement, about \$260,000, but the estimated costs savings is roughly \$6,000 a month or \$73,000 a year. Overall, the estimated electric and maintenance LED savings would be somewhere around \$129,000 per year across the system. We have a test classroom that has proven with LED usage we are saving money, becoming more efficient, and staff responds well.
- Board Member Winstead and Danielle Jensen agreed some project we have to look at with the City and our budgets because it may be a lease issue. Danielle reminded the group that there are certain issues with leasing, and with large projects with this kind of scope, we will have to go to open bidding.

INCREASING TEACHER AND EMPLOYEE RETENTION

- Tod Baldwin and Elisa Collins discussed teacher recruitment opportunities such as the Teach-In, which is next Spring in Tampa. The massive job fair attracts teachers from all over the country. They also want to canvas the FGCU Teacher Fair, and expand our relationship with FSW teaching students and have them do both internships and observations so they can see how the Charter Schools are different from the District schools. There is a plan to develop state-wide lists of “High Qualified” and “Highly Effective” teachers and approach them about perhaps switching schools and giving our Charter Schools a try. Finally, let’s start offering a hiring bonus for critical subject areas such as math and science in small denominations of \$500-\$1,000 and see if this is an incentive to join our teams.
- Another way we can create and maintain worker stability and build a culture of family atmosphere is consider paying a longevity bonus for personnel who elect to stay over a period of years, for example 5-10, 10-20, etc. Implement a new teacher certification bonus in small amounts of \$500 or less for teachers in critical areas. Targeting potential candidates currently on staff who are already taking classes in education leadership or demonstrate leadership and have them sub for administrators. Our goal is to start training teachers to become mentors. Ultimately, there will be the creation and continuous development of a prospective administrator class that is part of the LEAD Program that Kelly Weeks spoke about.
- The development of a Substitute Orientation Program is something all the schools need. We can do this once at the beginning of the year or at each semester. Many teacher-teacher relationships are cultivated in this atmosphere and some substitutes move on into full-time teaching. We also want to fully develop a New Teacher Orientation Program and assign specific mentors and “teacher buddies” or those colleagues who are outside of your subject area team but can offer encouragement and guidance, as well. Starting salaries are very competitive but we need to market a “salary package” and post it on our websites so that potential employees can look it over and become excited about what we have to offer in terms of salary and benefits.
- Board Member Traiger suggested we need to have a Recruitment Committee that targets and develops recruitment, vetting of candidates, and follow up with our orientation programs. The FSW/FGCU Job Fairs are in the near future and a recruitment team from CCCCSA plans to be there. The goal is to find and investigate candidates that will fit into the system, and not necessarily just one of our schools.

DEVELOPMENT OF A COMPREHENSIVE TECHNOLOGY BUDGET

- OneCall replaced the K-12 ALERT system and it is a powerful tool for communication between the schools and parents. We also use Schoology in the 6-12 levels and again, it's a powerful, widely used tool for grading, assessing, student engagement ,etc., In the elementary schools we have Friday Flyers, planners, etc there are many ways we try to get information out to parents.
- We currently have CSADS in place. Although we want to see K.I.D.S. to be successful and work for us, as a back-up plan we are also looking at other programs so that we can make the best decision for our entire system's needs.
- Adam Nowicki emphasized the biggest task right now is cleaning up data and looking at inventory and replacement schedules based on a three-five year technology plan. Currently we are moving system-wide into Office365 and working on the one-to-one implementation of Chromebooks.
- Donnie Hopper reiterated CME and OES have 175 Chromebooks on lease – they still need about 250-275 computers each in order to get their 3rd and 4th Graders up to speed which is the goal. Recently, a \$52,000 budget has been approved for OMS to purchase 250 more Chromebooks with warranties and carts, which would bring us to about 525 machines , but still 200 short. Most Oasis High 9th students have Chromebooks which is nice because some of them need it for the SUMMIT courses, but the high school is still short by about 200 machines. Our bandwidth or data that comes into our network needs to be strengthened along with our wifi and access points. Although we need a proper and stable system for testing we also need the capability to keep strong during normal phasing when students have so much work and data to pull from the platforms. This is an issue we have to work on with CenturyLink to develop a more substantial network.
- In house experts have been training staff and are considering webinars so that teachers can access the information when they have a chance to do so. This is the Professional Development side of our technology plan: To have everyone onboard, and able to comfortably use all the programs and applications that are supposed to make our jobs easier.

INCREASING OPPORTUNITIES TO SUPPORT EDUCATIONAL OUTCOMES

- Increasing educational support outcomes by \$25,000 each year may sound like a lot but consider last year CME got a \$15,000 grant from Sam's Club, and OES brought in \$12,000 from Kohl's, which is \$27,000 right there, so we can do this. However, the biggest strategy that we have to investigate and pursue is grant opportunities. As far as scholarships, we have a great Foundation that is more than willing to provide us with support, but where we are looking is in our instructional areas, and this is the kind of need found in big grant opportunities. The City has a grant writing company they use and they have contacted me about using them, too, but when you talk about big grants in the \$125,000 range and over – which we need for instructional support programs – it is an entire team that completes the

application. We need to come up with a Grants Committee filled with people who are good writers, know about our system, have financial skills including budgeting and planning, and anyone else who has the skills to help put a grant package together. Therefore, one of our goals this year is to come up with a Grants Writing Team within our system who can pinpoint some of the grants we need. For example, a security and surveillance camera system that services that entire school system. Also, our football/soccer field needs to be revamped. The bottom line is, we need to find local people who are already in our system to help build a team that actively pursues grants and wins them.

- Development of a system-wide Business Directory of parent-owned or stakeholder businesses that support CCCCSA is vital. Jen Hope-Bellis and the Foundation has already put something together that is posted on all the school websites and the Foundation website, as well as on Google Docs. We need to promote this so that we can get parents and associates involved so that we can see what they are doing and use this information for special programs mentorships and in many other ways.

ENSURING THAT ALL SCHOOLS ARE SAFE AND SECURE

- Keith Graham spoke about keeping our school system a safe place. Our appointed safety inspectors have been crucial in keeping us on task for compliance. For the most part, our safety inspections have been without significant issues. However, when it comes to consistency across the system, and how teacher-room compliance, there needs to be some adjustments. Paul Pescatrice is working on creating room “safety centers” where teachers can always find emergency information no matter if they have transferred rooms, or if they are with students in an entirely different area of a building. Vicon is the current camera surveillance company we have had since the beginning. However, the equipment and data branches it supports are outdated. If we want to replace equipment capabilities and do upgrades this would be very expensive, so we are looking for a grant we can win, and then work with the City of Cape Coral Parks & Recreation department to replace the entire system with either Vicon updated materials or go with another company.
- Implementing the KRONOS time management program system-wide has been a Best Practices recommendation from the City. KRONOS would cost us about \$90,000 plus, so we have looked into other options including BioMetric Clocks and TimePilot School which can give us more consistent recordings of internal/external traffic from our staff and employees.
- Other safety strategies include a certain amount of fire drills, lock down drills, etc. ensuring that we are providing a safe and secure environment for our students and faculty. There are some little things we can do to improve our readiness but overall, we are a secure campus. Regarding fencing off the entire school areas we are trying diligently to reflect on who and why someone is on campus, and track this information. The addition of fencing around the schools is something to consider for next year.

Goal # 3: INCREASE COMMUNITY ENGAGEMENT

Jacquelin Collins

Target 1: Engage families in meaningful ways and keep them informed.

Strategy 1: Develop a system-wide purpose that communicates a common direction.

Strategy 2: Periodically inform all stakeholders about student goals and achievements.

- In order to increase community engagement in our system we need to make sure we have a clear, system-wide purpose, and make sure this purpose is developed and communicated to stakeholders and the like. We need good public relations to help us increase the community's awareness, increase student enrollment, and attract interest groups. This requires a tag line, something that is always said or seen which identifies our system to the public. For example, "*Four Schools, One Vision*" is a template that should be put on everything.
- We have been discussing this with Jenn Hope-Bellis and Christina DeMoya and their PR firms to help us create a revised logo that will go on everything from hats and shirts to stationary and marketing flyers. It would be ideal if we could develop a campus-wide brochure that also reflects on our system as a whole, as well as individual efforts. It's important that both users of the system and the general public has knowledge of some of the projects and things we have going on so they can support the system as a whole unit, rather than a particular school. We are also proposing a bi-annual magazine with contributions from all four schools and including administration to communicate movement and talent in our system. However, this must be a unified effort from all schools, and all sectors, to work for our system to be highlighted and visible in order to garner true support from the greater community. Board Member Winstead advocated for investing in a professional marketing firm to handle this strategy for us so that we have a team dedicated to improving our advertising and public relations image and foster relations with the greater community.

CONCLUSION

Today was about coming together and collaborating on ways to optimize our system, as well as take a hard look at the future. It's clear we want to build a sustainable educational system that has as its foundation a rigorous and progressive academic plan, and a faculty and staff that is highly qualified, well-educated, and supported. We are planning and prepared to develop and maintain a state-of-the-art facility and a community outreach campaign that effectively communicates our purpose and value. Based on your participation today and the coming days after, it's fair to say, "We Can Do This." Thank you for your taking the time from your busy schedules to share your valuable input.

OUR VISION

“Four Schools, One Vision”

We believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, schools, and the community.

OUR MISSION

Our mission is to create a K-12 system that strives to empower students to be independent, responsible life-long learners who value personal integrity, academic achievement, and have a global impact.

CORE VALUES

The schools in the Cape Charter School Systems believe:

- That school should teach knowledge and cultural literacy within a rigorous curriculum that is relevant to students' needs, and stimulates their natural curiosity, imagination, and thinking skills.
- That student achievement is a result of high staff expectations, quality lessons, challenging curricula, and differentiation in teaching and learning.
- That our schools have created a unique environment and family atmosphere where a sense of community and citizenship are valued, and a collective responsibility is created to promote student success.
- That by focusing on our true customers- the student, we are able to infuse the character traits of love, kindness, respect, teamwork, compassion, and cooperation into their daily lives, making our schools the happy and positive environments for which they are recognized.



Student Learning and Achievement

Initiative 1.1: Provide highly effective instruction in every classroom that ensures consistent delivery of quality curriculum using strategies that address the learning needs of all students and provides real world applications

Initiative 1.2: Foster a quality environment where every student will achieve personal and academic growth.

A Healthy and Safe Environment

Initiative 2.1: Provide a healthy environment conducive to teaching and learning.

Stakeholder Involvement

Initiative 3.1: Actively pursue and cultivate parents, community and business relationships with the Cape Coral Municipal Charter School System.

Objectives	Activities for Accomplishing Each Goal	Responsibility (who will carry out this goal)	Timeline (When will this be accomplished)	Measures
GOAL #1: INCREASE STUDENT ACHIEVEMENT				
Target 1: Student achievement milestones will continue to increase within the next three years (achievement scores, learning gains in ELA, math and 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.				
Objective 1: Train staff in the collection, application and monitoring of useful data	<p>Administration of math quarterly assessments and interpretation workshops of assessment data</p> <p>Interpretation of STAR ELA data</p> <p>MTSS screening data and appropriate program implementation</p> <p>Generalized data interpretation workshops</p>	<p>Administration Mathematics Curriculum Specialist,</p> <p>MTSS Intervention specialists for ELA</p> <p>outside professional development organizations</p>	Beginning 10/2017 On-going each year	<p>Improved FSA scores in mathematics grades K - 12</p> <p>Improved FSA scores in ELA grades K - 12</p> <p>Improved FSA scores in Science grades 5+</p> <p>Increased performance in STAR reading and math performance assessments</p>
Objective 2: Staff will implement and monitor the use of system wide tools and procedures to include formative	Khan Academy - Implementation of software with data feedback Math Quarterly	Administration and Math Curriculum Specialist MTSS/REading Interventionists	Beninning 10/2017 On-going each year	Khan Academy STAR System Wide Quarterly Assessments (mathematics)

assessments and collaborative analysis of data to provide targeted instructional support and to enhance instruction.	Assessments - Data analysis quarterly meetings - for standards based curriculum planning DIBLES - screening data analyzation trainings to determine customized remediation programs Summit - MAP analysis of tracking and assessment data in high school IMplementation of STAR grades K - 12	Classroom teachers		Data team meetings quarterly DIBLES data MAP data
Objective 3: Ensure that curriculum, instruction and assessments throughout the system are monitored and adjusted systematically in response to data.	Grade level meetings - focus on data review with input from administration MTSS data training and interpretation at elementary level	Administration, Mathematics Curriculum Specialist MTSS intervention specialists Classrooms teachers	Quarterly	MTSS goals are appropriate and met with 80% accuracy within a reasonable observation period of 8 - 12 weeks.
Objective 4: Staff continuously collects, analyzes and applies learning from a variety of data sources	See above	All teaching staff	Every 8 - 12 weeks on-going throughout each school year	MTSS process For ELA and math every 8 - 12 weeks STAR reading and math quarterly Khan Academy - per skill set
Strategy 2: Increase teacher effectiveness by the acquisition, development and refinement of teacher's pedagogical skills.				
Objective 1: Identify mentors, coaches and	Development of L.E.A.D. program for	Administrators (Kelly Weeks- administrative	Implementation year: 2018	Development

Induction programs that support instructional improvement consistent with the system's values and culture concerning teacher instruction and learning.	aspiring administrators	lead person) team leaders at each school, Aspiring administrators Carrie Abes (Ed Leadership intern) - development of New Teacher Induction Program and Orientation Program for Substitute Teachers	Implementation year: 2018	
Objective 2: Ensure all staff participates in continuous professional development program that is aligned with the system's needs	Curriculum Specialist to provide all math data training Differentiation in classroom training New teacher training MTSS data analysis training	Administrators - PBL and grading practices Internal and external professional development: PD Topics: Curriculum differentiation Lead teachers - APPLES MTSS Interventionists - differentiation in remediation Mathematics Curriculum Specialist - standards based curriculum	<u>Math PD Schedule:</u> 1 1/8 Eight Effective Math Teaching Practices On-going MTSS Intervention scheduled for 11/15 and on-going	Observation by administration via: Continuing Title II supporting projects by all participants PBL group discussions and curriculum plans Implementation in lesson plans Book study discussions Grading practices in FOCUS
Objective 3: Appoint system administrators and school leaders to continuously monitor, assess, support and modify system specific	STAR data analyzation for ELA and Math MTSS strategies Effectiveness and appropriateness of remediation Program	Administration	A.P.P.L.E.S. requirements by LCSD Administrative Walk-throughs and evaluations	on-going

Instructional practice to ensure student success				
Strategy 3: Enhance curricular development to improve academic achievement.				
Develop and quantify with specific expectations a system wide collaborative process to horizontally and vertically align the curriculum across subject areas.	Math is our focus for vertical and horizontal alignment Add additional learning support services Implementation of Math Curriculum Specialist Pilot Math standards based programs at elementary levels Revision of mathematics progression plan at middle school level and high school level	Administrators Curriculum Specialist Classroom Teachers	Grade level meetings will be on-going throughout the school year (organized and scheduled by Dr. Omundsen)	By year's-end grade levels will have met with previous and post grades to define areas of need. Dr. Omundsen will develop and schedule outline for curricular alignment for 2018 - 2019 year
Objective 2: Align student learning with system's vision which will be supported and acknowledged by internal and external stakeholders.	Develop focus groups (professional expertise) for PBL and other curricular needs Communicate student learning with families	Administrators Marketing Campaign	2017 - 2020	Survey results from stakeholders Focus Group Feedback
Objective 3: Ensure the system develops, coordinates, employs and modifies learning support services to differentiate curriculum to meet the fluid and unique needs of students.	Differentiation of curriculum workshops in grades K - 12 KHAN Academy STAR Reading Mastery of Learning Goal	Administrators External Professional Development Services Lee County Services	Beginning 2017 On-going each year	Improved FSA/EOC and AICE exam scores Demonstrated growth in yearly STAR progress monitoring reports Increase in students exiting MTSS process or those demonstrating MTSS gains on SIP

				plans
Objective 4: Increase the use of digital learning to research; evaluate and problem solve to effectively communicate and engage collaboratively with educator pods for deeper learning and growth expectations.	Use of Chromebooks - every day application with in-house training and outside training	MaryAnne Moniz Administration IT Network Analyst Curriculum Specialists Internal staff for Google Trainings at school level UPgrade to Microsoft 365	On-going.	In-depth lesson planning involving google applications and chromebook usage in daily classroom activities PBL implementation using technology
Objective 5: Ensure that grading and reporting are based on clearly defined criteria that represent the attainment of content knowledge and skills across grade levels and subject areas.	Consistency in weighting of grade categories Consistent grading across grade levels Workshops for secondary in assessment of content knowledge	Administration (responsible for proper implementation of grading procedures, rubrics, weighting and timely communication to parents.) Teachers	Each year	Administrators will check grades bi-weekly Quarterly checks on gradebooks, appropriate weighting Inservice and trainings as needed at all school levels.

Objectives	Activities for Accomplishing Each Goal	Responsibility (who will carry out this goal)	Timeline (when will this be accomplished)	Measures
GAOL # 2: BECOME AN ORGANIZATION OF CONTINUOUS IMPROVEMENT				
Target 1: The Authority will create operational efficiencies that will reduce operational costs by 10% within the next three years.				
Strategy :1 System departments will develop and monitor accurate reporting systems to optimize operational efficiency.				
Objective #1: Create and maintain a transparent resource-allocation system. The system will promote and monitor transparency in the budget process so that the system is held accountable and allows everyone to understand how and why resources are being allocated.	MaryAnne will provide staff trainings as necessary for admin and staff on proper identification of line items and assignments of line items.	All departments	on-going	Improved tracking of items within line items will help make improve budgetary decisions making.
Objective #2: Transportation/ Maintenance/Custodial/ IT Departments will efficiently update and maintain inventories (parts, materials, equipment) and will make three to five year projections of anticipated needs from specific inventories.	Implementation of Asset Management System (Grable) Additional storage on site Consistent use of City Vendors Field Trip fees per student to offset transportation expenses	Transportation Maintenance Custodial IT	2018	Implementation of Asset Management System (Grable) Additional storage on site Consistent use of City Vendors Field Trip fees per student to offset transportation expenses
Objective #3:	Continue Procurement	Procurement	on-going	Measured by cost

Departments and schools will consistently prefer Lee County vendors/contract agreements or other city approved vendors whenever possible for cost savings and operational efficiency.	Training	Maintenance IT Transportation School Secretaries		savings Measured by time efficiency
Strategy #2: Engage in a system-wide cost savings initiative plan.				
Objective #1: Each school will establish a cost savings plan using 2017 as a baseline year and will establish reportable findings to the Board.	Energy Management training for all staff Conversion to LED Lighting System for all 4 schools	Maintenance Supervisor	on-going	Energy Management training for all staff Conversion to LED Lighting System for all 4 schools
Target #2: Increase teacher/employee retention by 10% per year over the next three years.				
Strategy #2: Engage in a systematic process to recruit, employ and retain a sufficient number of qualified professional and support staff to fulfil responsibilities and support the purpose and direction of the educational programs of the system.				
Objective #1: The system will optimize research tools; and consistently monitor and employ nationwide professional search engines for the recruitment of exemplary administrators, educators and support staff.	Attendance at the Florida Teach-In - Recruitment Fair in Orlando - Spring 2018 for secondary teachers and those in critical area shortage areas Expand relationships with FGCU and FSW Education/Internship Programs Contact prospective teachers from FLDOE generated lists of Highly	Administrators Superintendent Business Director Governing Board	Spring 2018 Every year	Increased retention numbers for teachers.

	Effective Teachers within the State of Florida			
Objective #2: The system will offer hiring incentives to those identified as highly qualified or qualified teachers in areas of critical shortage (secondary teachers in math and science).	Hiring bonus for those teacher in the range of \$500.00 - \$1000.00 per teacher in specific areas	Business Director Superintendent	2018 On-going as budget permits	Longevity student to see if teacher retention improves
Objective #3: The system will develop a succession management program for existing administrators, administrators seeking alternative executive positions and those identified as potential administrators.	Development and implementation of an administrator class for existing staff pursuing Ed-Leadership degrees entitled LEAD Program (Leadership Exploration and Development)	Assistant Principals - Kelly Weeks (lead) Principals Superintendent	2018	
Objective #4: On an annual basis the system will attach predetermined monetary dedication bonuses to teachers and support staff who have demonstrated devotion to the system, the students and parents and the school community.	Longevity Bonus for teachers based on number of years employed beginning at 5 years, 10 - 20 years, etc.	Business Director Superintendent	2018	Longevity studyt to see if teacher retention improves

<p>Objective #5: The system will develop, implement and monitor a new teacher and substitute teacher orientation program that is in addition to the programs offered by Lee County District Schools.</p>	<p>New Teacher Orientation Program (½ day workshop before in-service week)</p> <p>Substitute teacher orientation program -run by designee from each school (½ day workshop before in-service week).</p> <p>Assignment of specific mentors to teachers outside of subject area team</p> <p>Development of "salary Package" that lists benefit value and total compensation package for prospective teachers.</p>	<p>Carrie Abes - Ed Leadership Intern Superintendent Administrators</p>	<p>Implementation: August 2018 On-going each year</p>	<p>Satisfaction Survey - Substitute teacher</p> <p>Satisfaction Survey - New Staff</p> <p>Increase in number and quality of applicants</p>
<p>Target #3: By July 1, 2018 the system will develop a comprehensive technology budget with a five year forecast of capabilities and future expectations.</p>				
<p>Strategy #1: Establish a system-wide standard for an autonomous driven technology platform and develop a plan to ensure these standards are achieved maintained and updated.</p>				
<p>Objective #1: Implement system-wide communicative software programs.</p>	<p>Implementation of <i>One Call Now</i> communicative platform for Charter School families Schology</p>	<p>Superintendent</p> <p>Secondary teachers Secondary Administrators</p>	<p>September 2017 Annual contract renewal necessary</p> <p>August 2017 Annual contract renewal necessary</p>	<p>Increase in efficiency in communicating to all families</p>
<p>Objective #2:</p>	<p>Replacement of CSADS</p>	<p>All staff</p>	<p>January 2018</p>	<p>Staff survey for</p>

Implement system-wide Student Information System	database with K.I.D.S. program	KIDS support systems for training		efficiency in operations system wide
Objective #3: Establish a 3 to 5 year projection for hardware and software needs.	Asset Management Program for IT inventory (Grable)	Network Analyst IT personnel	2018	Efficiency in proactively updating equipment on a yearly basis
Objective #4: Develop 1-1 device implementation	Implementation of ChromeBooks for students: Middle school: \$50,000.00 2017 High School: \$50,000.00 2018 Elementary Schools \$50,000.00 2019	Administrators Procurement Business Manager Superintendent	Ongoing - completion date 2019	One to One student to computer ratio by 2019
Objective #5: Professional Development for administrators, educators and support staff	Internal training: Google Classroom and basic operations	Internal Staff Experts	On-going each year	2020 all staff proficient in basic Google operations
Target #4: Increase system resource out-reach opportunities to support educational outcomes by \$25,000.00 each year for the next three years.				
Strategy #1: Investigate and pursue grant opportunities, scholarships, endowments and partnerships to supplement and enhance existing fiscal resources which support instructional programs.				
Objective #1: Establish new business partnerships and convene with area leaders for out-reach opportunities.	CCCCM Foundation grants for teachers Foundation sponsored grant writing for system wide projects	Teaching Staff Administrators Superintendent	On-going beginning 2018	Administrators will report on number and amount of grants written and monies awarded in June each year.

	<p>Contact with City's grant writing firm for educational grant listings</p> <p>Develop in-house grant writing committee</p> <p>Marketing Firms for branding purposes</p>			
Objective #2: Publish System-wide directory of local businesses owned by parents, stakeholders and interest groups encouraging dual patronage.	Family directory participation as resource base	Foundation	On-going	Report by Foundation on number of referrals to parents from list each year.
Target #5: Ensure that all schools are safe and secure and conducive to learning.				
Objective # 1: Train administrators, teachers and support staff on proper room safety compliance regulations in order to analyze and monitor safety compliance violations on health, fire and safety inspection reports.	<p>Safety Centers for teachers to store required safety documentation that does not leave the classroom if a teacher switches rooms</p> <p>Inspection storehouse (housed by Maintenance Supervisor of all inspection documents from all schools).</p>	Maintenance Supervisor	2018	

Objective # 2: Design and employ state of the art system-wide digital security platform to include internal and exterior cameras and IP surveillance	Update VICON system as equipment and branches it supports are outdated.	Network Analyst IT techs Maintenance Supervisor Superintendent	2019 On-going	
Objective #3 Implement a system wide time-keeping system that tracks internal and external traffic	Research KRONOS and potential other options for cost effectiveness for our needs	Network Analyst Maintenance Supervisor	2019 - 2020	

Objectives	Activities for Accomplishing Each Goal	Responsibility (who will carry out this goal)	Timeline (when will this be accomplished)	Measures
GOAL # 3: INCREASE COMMUNITY ENGAGEMENT				
Target 1: Engage families in meaningful ways and keep them informed.				
Strategy 1: Develop a system wide purpose that communicates a common direction of the organization that will be communicated to all stakeholders.				
Objective #1: Open stakeholder involvement in the process of creating and developing a vision and mission statement, specific goal setting and outreach opportunities with interest groups.	Development at Strategic Plan meeting SAC Committees PTO Committees Booster Club Town Hall meetings	Superintendent Administrators	2017	Parent/stakeholder survey
Objective #2: Branding of all four schools with a revised tagline that crystallizes the identity of the schools and the system.	Consistent Logo development between all four schools Consistent use of tag line for all four schools Development of consistent marketing plan for all for schools	Superintendent Administrators Stakeholders	2017 and ongoing	
Objective #3: Open PBL focus groups of local stakeholders to guide projects and outcomes	Development of stakeholder list (local environmental, business, medical, etc.) as reference for curricular projects	Superintendent Administrators Teachers	2018	B 2019 reference list of local contributors to our PBL projects

Strategy #2: All stakeholders will be periodically informed of student achievement goals, performance and expectations				
Objective #1: ensure school report cards and online summaries of each school's performance in relationship to the LCSD and national standards is accessible and user-friendly.	School report cards posted on websites to include test scores, school grades	Administrators Web-site Manager	2018	
Objective #2: Streamline social media interaction with parents and interest groups.	Social Media page owned and operated on behalf of system sends out general messages only Schools individual social media pages run and operated by principal only PTO pages with Administration permission	Superintendent Administrators PTO	2017	
Objective #3: Streamline Open House strategies to be in line with LCSD	Schedule Welcome Nights at same time or before LCSD to stay in competition and timely with school choice efforts	Administrators	2017	

Objective #4: Issue semi-annual publications to stakeholders that highlight achievements, modifications and future expectations.	Articles about what great things we are going in each schools Photos Letters from parents and students about schools also to use as marketing piece What's Cool in School - Breeze City of Cape Coral quarterly publication Superintendent Publication	Superintendent Administrators	2017	
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Item Number: 13.C.

Meeting Date: 2/13/2018

Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Schedule: "Special Meeting: Chapter 26 Recommendations for Revisions and Modifications" -
Chairman Zivkovic

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ Cape Coral Charter School Authority Chapter 26	Backup Material

CHAPTER 26: - CAPE CORAL CHARTER SCHOOL AUTHORITY

CHAPTER 26: CAPE CORAL CHARTER SCHOOL AUTHORITY

Section

§ 26-1 - Purpose.

The purpose of this chapter is to effectuate and to implement the charter school contract (the "Charter") that has been entered into between the City of Cape Coral and the Lee County School District, as same may hereafter be amended.

(Ord. 41-04, 4-12-2004)

§ 26-2 - Creation of Charter School Authority and Board.

There is hereby established the Cape Coral Charter School Authority (the "Authority"), which is created for the purpose of operating and managing, on behalf of the City of Cape Coral, all charter schools for which a charter is held by the city (the "Cape Coral Charter Schools"). The powers of the Authority shall be exercised through a governing board, which shall be known as the Cape Coral Charter School Authority Board (the "Board") and which shall provide governance of the charter schools.

(Ord. 41-04, 4-12-2004)

§ 26-3 - Geographic boundaries.

The geographic boundary of the Authority shall be coterminous with the municipal boundaries of the City of Cape Coral as they presently exist and as they may be changed from time to time. The delineation of the aforementioned boundaries shall not be construed as prohibiting the enrollment of students who, though they may reside outside the municipal boundaries of the city, are otherwise members of one of the groups of students permitted to enroll in the charter school specified in § 26-4 below.

(Ord. 41-04, 4-12-2004)

§ 26-4 - Student community.

- (a) The student community to be served by the Cape Coral charter school(s) shall consist of all students residing within the municipal boundaries of the City of Cape Coral; students who are siblings of a student enrolled in a charter school; and students who are children of an employee of the Authority or of a Board member.
- (b) Each student shall complete an application to be considered for enrollment. In order to be considered to be eligible for enrollment, a student's application shall be submitted during the time period established by the Charter for accepting applications. The Charter School shall enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. If the number of applications exceeds the capacity of a program, class, grade level or building, then all the applicants who timely submitted an application shall have an equal chance of being admitted through a random selection process. Preference shall be given to siblings of a student already enrolled in the Cape Coral charter school(s) and to the children of a member of the Board or of an employee of the Authority.

(Ord. 41-04, 4-12-2004)

§ 26-5 - Composition of Authority Board.

The Board shall be composed of no less than seven and no more than 11 members as follows:

- (a) One City Council member;
- (b) One member from the business community;
- (c) One member from the education community;
- (d) Four members from the community at large;
- (e) One parent of an elementary school student (of a city operated charter school);
- (f) One parent of a middle school student (of a city operated charter school);
- (g) One parent of a high school student (of a city operated charter school).

(Ord. 41-04, 4-12-2004; Ord. 71-05, 5-9-2005; Ord. 109-06, 8-14-2006; Ord. 2-08, 1-28-2008)

§ 26-6 - Board appointments and participation.

The members of the Board shall be appointed and participate as follows.

- (a) The City Council member, the member from the business community, the member from the education community and the four members from the community at large shall be appointed by the City Council. All of the aforesaid members shall be residents of the City of Cape Coral both at the time of their appointment and at all times during their membership on the Board. Any member of the City Council, including the Mayor, shall be eligible for appointment by the City Council to the "City Council member" position on the Board, which shall be considered to be an "ex-officio" position. The City Council member who serves as a member of the Board, the member from the business community, the member from the education community and the four members from the community at large shall each have the right to participate and to vote on all decisions of the Board.
- (b) The parent member(s) from each charter school level, i.e. elementary, middle and high school, shall be chosen by and from the parent organization(s) from each school level (elementary, middle and high school) and shall be the parent, legal guardian or legal custodian of a student enrolled in the Cape Coral Charter Schools at the school level (elementary, middle or high school) the parent member represents. The parent member(s) of the Board shall be residents of the City of Cape Coral, both at the time of their appointment and at all times during their membership on the Board. Prior to the enrollment of students at any charter school level, the parent position(s) on the Board for the charter school level shall remain vacant. The positions on the Board for parents from each charter school level shall be considered to be "ex-officio" positions. The parent member(s) of the Board shall have the right to participate in all discussions of the Board, but not to vote on any matter. If, for any reason, the parent organization is unable or unwilling to select a parent member of the Board, absence of the parent member from the Board shall not affect the right of the Board to meet or to take any action it may otherwise lawfully undertake.
- (c) No member of the Board will be an employee of the Authority or receive any financial benefit from the operation of the charter school(s).

(Ord. 71-05, 5-9-2005)

- (d) No more than one parent, legal guardian or legal custodian of any student shall serve on the Board at any given time, regardless of whether the parent, legal guardian or legal custodian is serving as a parent member, as a member from the education community, business community or community at large, or as a member from any other segment of the community.

(Ord. 41-04, 4-12-2004; Ord. 109-2006, 8-14-2006; Ord. 2-08, 1-28-2008)

§ 26-7 - Ex-officio Board members.

Service on the Authority Board by any ex-officio member shall be an additional duty to any and all other duties and responsibilities already exercised by the ex-officio officer, official or member. If, after the appointment of any ex-officio member to the Authority Board, a court of competent jurisdiction should determine that the appointment is an additional office, such as might be construed to violate the Cape Coral City Charter or the Florida Constitutional provision against dual office holding, the appointment shall be deemed void ab initio and automatically rescinded as of the date of the original appointment so as to avoid any forfeiture of other office for the ex-officio appointee and the city shall promptly take all steps reasonably necessary to amend the charter between the city and the Lee County School District and all ordinances, resolutions or other regulations necessary to address the rescission. Rescission of a Board member's appointment shall not call into question or invalidate any action or decision voted on by any member subject to the above provision.

(Ord. 41-04, 4-12-2004; Ord. 2-08, 1-28-2008)

§ 26-8 - Initial Authority Board.

- (a) The previous appointments by the City Council of the City Council member, the member from the business community, the member from the education community and the members from the community at large to the initial Board as well as the City Manager are hereby ratified and confirmed upon the adoption of this chapter as the initial Board, which shall hold an organizational meeting as soon as practicable after the adoption of this section. At the organizational meeting, the members shall appoint a member to serve as chair and a member to serve as vice-chair of the Board until the next organizational meeting of the Board pursuant to § 26-10 below. The City Clerk shall provide a recording secretary to serve as secretary to the Board and keep minutes and records of all Board proceedings until a Superintendent is appointed.
- (b) For purposes of this section, the initial terms of the members of the initial Board appointed by the City Council shall be deemed to have begun on April 1, 2004. The term of the Council member appointed by the City Council to the initial Board shall expire on March 31, 2005. With respect to the terms of the five remaining initial Board members (representing the business community, the educational community, and the community at large), and in order to provide for staggering of the terms of the members hereafter, two members shall serve a term of three years; two members shall serve a term of two years; and one member shall serve a term of one year. The initial Board shall, at its initial organization meeting, utilize a random selection process to determine which of the members shall serve a term of one year, two years or three years as provided herein. The one-year term identified in this section shall expire on March 31, 2005; the two terms of two years shall expire on March 31, 2006; and the two terms of three years shall expire on March 31, 2007. Thereafter, the terms of the Board members shall be as provided in § 26-9 below. Members of the initial Board are eligible for reappointment in accordance with the provisions of this chapter.

(Ord. 109-06, 8-13-2006)

- (c) Upon the expiration of the term of an initial Board member as provided herein, the City Council shall appoint a replacement member from the same membership class as the predecessor member to fill the vacant Board position in accordance with § 26-9(d) so that upon the expiration of the term of a member from the educational community, the business community, or the community at large, the City Council will appoint a member from the educational community, business community or community at large, respectively.
- (d) In the event a position on the initial Board becomes vacant due to the resignation, removal, death or forfeiture of a member, the City Council shall appoint a person to fill the vacancy for the remainder of the unexpired term in accordance with § 26-9(d).

(Ord. 41-04, 4-12-2004; Ord. 2-08, 1-28-2008; Ord. 2-15, 1-26-2015)

§ 26-9 - Terms of Board members.

- (a) The City Council member Board member shall serve a one-year term commencing on April 1, and terminating on March 31, of the next calendar year. If he or she is otherwise qualified, the City Council member may be reappointed by the City Council for additional one-year terms with no limitation on the number of terms the member may serve on the Board.
- (b) The member from the business community, the member from the education community and the four members from the community at large who are appointed by the City Council shall each serve a three year term with no limitation on the number of terms any member may serve on the Board.
- (c) The parent Board member(s) shall serve one-year terms commencing on October 1, and terminating September 30, of the next calendar year. If they are otherwise qualified, parents may be reappointed by the parent organization(s) of the charter school(s) for additional one year terms with no limitation on the number of terms the member may serve on the Board.
- (d) Members shall serve until the expiration of their term, resignation, death, removal or until a successor is appointed. Vacancies shall occur upon the death, resignation, removal, inability of a member to serve, or if a member no longer meets the requirements for a particular class of membership. When a vacancy on the Board occurs, the City Council, or the appointing authority or entity if the City Council did not originally appoint the member, shall appoint a replacement from the same membership class as the predecessor member. Persons appointed to fill a vacant position shall fill only the remainder of the term. All Board members, except the City Council member, shall be governed by the provisions of §§ 2-57 and 2-58 of the Cape Coral code of ordinances as they may be amended from time to time, at the time of their appointment and while serving as members of the Board.

(Ord. 41-04, 4-12-2004; Ord. 71-05; 5-9-2005; Ord. 109-06, 8-14-2006; Ord. 2-08, 1-28-2008)

§ 26-10 - Organization of Board.

Beginning in April 2005, an annual organizational meeting of the Authority Board shall be held at the first meeting of the Board that is held during the month of April, or as soon thereafter as practicable, for the purpose of electing officers for the ensuing calendar year. The annual organizational meeting of the Board may be either a regular or special meeting of the Board. A chair and vice-chair shall be elected by the Board from its voting membership for terms of one year, beginning on April 1 and expiring on March 31 of the following calendar year. Non-voting members shall not be eligible to hold any officer position. Officers will holdover until new officers are elected.

(Ord. 41-04, 4-12-2004)

§ 26-11 - Conduct of Board.

- (a) From September through June of each school year, the Board shall hold at least 1 regular meeting quarterly, or more frequently if the Board deems necessary, at a time and date to be determined by the Board. Special meetings may be called at any time by the chair or any 4 voting members of the Board. The Board may adopt reasonable procedural rules and regulations governing the conduct of its business. All meetings, records and files of the Board are subject to F.S. Chapters 119 and 286 as well as all other applicable local state or federal statutes, rules, regulations or ordinances.
- (b) The Superintendent, or his or her designee (if the Superintendent delegates this task), shall serve as Secretary to the Board and keep minutes and records of all Board proceedings. The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regular meeting, provided that this action may be taken at an intervening special meeting if the Board desires. The minutes shall be kept as a public record in a permanent location.

(Ord. 41-04, 4-12-2004; Ord. 2-15, 1-26-2015)

§ 26-12 - Quorum.

Four voting members of the Board in attendance shall constitute a quorum of the Board. The non-voting members of the Authority Board shall not be counted for purposes of a quorum.

(Ord. 41-04, 4-12-2004)

§ 26-13 - Appointment of committees.

The Board may form committees to consider various aspects of charter school operations, or to comply with the provisions of the charter, and may appoint parents, members of the community, or experts in a particular field to serve on any created committee and make reports and recommendations to the Board on a committee's findings. Committee members need not be residents of the City of Cape Coral.

(Ord. 41-04, 4-12-2004)

§ 26-14 - Adoption of regulations, rules and resolutions.

- (a) The Authority Board may adopt rules, regulations and resolutions to memorialize its actions. As used in this section the following words and terms shall have the following meanings unless some other meaning is plainly indicated.

REGULATION. An official legislative action by the Authority Board, which action is a regulation of a general and permanent nature and enforceable by the Authority Board.

RESOLUTION. An expression by the Authority Board concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the Board.

RULE. A statement of action or procedure governing, but not limited to matters such as conduct of employees or students, procedures for purchasing or expense reimbursement or for any other matter for which procedures need to be developed.

- (b) The regular enactment procedure for a regulation shall allow the Board at any regular or special meeting to enact or amend any regulation, if notice of intent to consider the regulation is given at least ten days prior to the meeting by publication in a newspaper of general circulation in the city or county. A copy of the notice shall be kept available for public inspection during the regular business hours of the office of the Clerk of the Board and/or at other convenient locations designated in the notice.
- (c) The notice of proposed enactment shall state the date, time and place of the meeting; the title or titles of proposed regulations; and the place or places within the city where the proposed regulations may be inspected by the public. The public shall have the right to appear and be heard prior to the adoption of any regulation except as otherwise provided herein, and the proposed notice shall so state this.
- (d) Regulations shall be consecutively numbered for each calendar year with the last two digits of the calendar year appearing first followed by a hyphen with the number of the Regulation following the hyphen. Thus the first regulation adopted during the 2004 calendar year would be designated "04-01".
- (e) Resolutions and rules may be adopted at any regular or special meeting of the Board provided that the proposed resolution or rule appears on the printed agenda, except as otherwise may be provided herein, for that meeting and is not added to the agenda at a meeting. Resolutions shall be numbered similar to regulations; rules shall be designated using numerals or letters as appropriate. The public shall have the right to appear and be heard prior to the adoption of any resolution or rule.
- (f) Notwithstanding the above, the Board may adopt any regulation, resolution or rule by the emergency enactment

procedure as follows: The Board at any regular or special meeting may enact or amend any regulation, resolution or rule with a waiver of the notice or agenda requirements herein by the number required for a quorum plus one vote of the Board, declaring that an emergency exists and that the immediate enactment of the regulation, resolution or rule is necessary. All regulations, resolutions or rules adopted by the regular or emergency enactment procedures shall take effect upon adoption unless a later date is specified.

(Ord. 41-04, 4-12-2004)

§ 26-15 - Powers and duties of Charter School Authority, Superintendent and city.

- (a) *Powers and duties of authority*. The powers and/or duties granted by this chapter to the Authority are declared to be public and governmental functions, exercised for public purposes, and are matters of public necessity. Any list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the Authority. The Authority is a public body corporate and shall have the right and responsibility to exercise the following powers and/or duties:
- (1) Establish positions, duties and a pay plan, and employ, pay and provide benefits for personnel as well as establish personnel policies. All personnel shall be at will employees with no property rights whatsoever in their employment with the Board whether employed by contract or otherwise. The Board shall have no authority whatsoever to grant any property rights in employment to any person employed by the Authority and any attempt to do so shall be null and void. Authority employees are not employees of the City of Cape Coral, but they are public employees. Authority employees are subject only to the rules, regulations, policies and authority of the Cape Coral Charter School Authority;
 - (2) Fix and prescribe bonds, and pay the premium on all those bonds, of all school employees who are responsible for school funds in order to provide reasonable safeguards for all the funds or property;
 - (3) Reimburse for all travel expenses incurred while on business for the Authority, any member, officer, the Superintendent or any employee of the Authority traveling under the direction of the Board or Superintendent or their designee in accordance with regulations, resolutions or rules adopted by the Authority;
 - (4) Sue and be sued. However, the Authority shall obtain the approval of the Cape Coral City Council prior to filing suit;
 - (5) Adopt, use and alter a corporate seal;
 - (6) Negotiate and enter into contracts, agreements, exclusive or limited agreements, and cooperation agreements of any kind necessary for the Authority to fulfill the purposes of this chapter including, but not limited to, contracts with technical or professional experts necessary to assist the Authority in carrying out or exercising any powers granted to it by the charter or this chapter, provided that all the contracts and agreements are in accordance with procedures established by the city, with state law, and with the Charter, and further provided that any contract entered into between the Authority and a third-party shall provide that the third party is not entering into a contract with the Lee County School District, and, when the third party is not an employee of the Authority and no employment relationship is intended, shall provide that the third-party is not a public employee;
 - (7) Determine, prescribe, and adopt rules, policies, standards, and programs that are consistent with state law and rule and that are deemed necessary and/or desirable by it for the efficient operation and general improvement of the charter school system;
 - (8) Appoint advisory committees, whose members may include parents of charter school students and/or other persons, to provide advice and input to the Board regarding specialized matters or issues. Members of advisory committees need not be residents of the City of Cape Coral;

- (9) Adopt rules to implement provisions of state law;
- (10) Assign students to schools;
- (11) Adopt a school program for all charter schools under the control of the Authority;
- (12) Adopt and provide for the execution of plans for the establishment, organization and operation of charter schools under the Authority's control;
- (13) Establish schools and adopt enrollment plans that may include school attendance areas and open enrollment provisions;
- (14) Provide adequate educational facilities for the student community without payment of tuition;
- (15) Cooperate with the sponsoring school district as well as adjoining school districts, other agencies or entities, in joint projects or where otherwise applicable;
- (16) Provide for the classification and standardization of schools;
- (17) Adopt policies for the opening and closing of schools, fix uniform dates and designate the observance of school holidays and vacation periods;
- (18) Provide for the establishment and maintenance of public evening schools, career and technical schools, departments or classes, in accordance with charter(s) approved by the Lee County School District;
- (19) Cooperate with other agencies or entities in joint projects;
- (20) Adopt rules for planning time for teachers;
- (21) Provide for an appropriate program of special instruction, facilities and services for exceptional students. In addition, the Board shall coordinate with the Lee County School District for the provision of services to charter school students who require the services of a visiting teacher (due to illness or incapacitation), who reside in residential care facilities, and/or who are in detention facilities;
- (22) Provide for the proper accounting for all school age children in the school community, for the attendance and control of students at school, and for proper attention to health, safety and other matters relating to the welfare of children;
- (23) Provide adequate instructional materials for all charter school students in accordance with Florida Statutes and the charter(s) between the city and the Lee County School District;
- (24) Make provision, in accordance with the Charter, for the transportation of students to the charter school or to school activities they are required or expected to attend; ensure that transportation routes are arranged efficiently and economically; provide necessary transportation facilities; and adopt the necessary rules and regulations to ensure safety, economy and efficiency in the operation of all buses or other vehicles used to transport students;
- (25) Provide for adequate educational facilities and the proper maintenance and upkeep of school plants, so that students may attend school without sanitary or physical hazards, and provide for the necessary heating, cooling, lights, water, power and other supplies and utilities necessary for the operation of the schools;
- (26) Provide for the operation of all charter schools as free public schools for a term in accordance with Florida Statutes and State Board of Education rules;
- (27) Cause to be prepared, adopt and have submitted to the appropriate agencies or authorities, as may be required, an annual charter school budget, with the budget designed to promote the improvement of the charter school system. After approval by the Board, the budget shall be submitted to City Council which shall have the power to add, delete, amend or modify the Authority's charter school budget. The budget, as approved by City Council, shall be the budget that is implemented for the fiscal year;
- (28) Provide for keeping accurate records of all financial transactions, and implement a system of accounting and budgetary control to ensure that payments do not exceed amounts budgeted, as required by law;

- make available all records for proper audit by state officials or independent certified public accountants; and have prepared required periodic statements to be filed with the Lee County School District or Department of Education as provided by law;
- (29) Provide for the keeping of all necessary records and the making of all needed or required reports and require at periodic intervals reports by assistant principals and teachers of the charter school(s) to parents apprising them of the progress being made by students in their studies and other useful information;
- (30) Establish and participate in educational consortia with school districts and other charter schools as may be allowed by law;
- (31) Enforce all laws and rules of the State Board of Education that are applicable to charter school(s);
- (32) Adopt programs and policies to ensure the safety and welfare of individuals, the student body and school personnel, which programs and policies without limitation may include:
- a. Prohibit the possession of weapons and drugs on campus, student hazing and other activities that could threaten the operation of a school or schools or the safety and welfare of the student body or school personnel;
 - b. Require uniforms to be worn by the student body and/or by school personnel, or impose other dress-related requirements, if the Board finds that those requirements are in the best interests of the student body or school personnel;
 - c. Provide procedures for student dismissal precautions and for granting permission for students to leave school grounds during school hours, including releasing a student from school upon request by a parent or for public appearances of school groups;
 - d. Provide procedures for managing protests, demonstrations, sit-ins, walk-outs or other acts of civil disobedience;
 - e. Provide procedures for detaining students and for readmission of students after expulsion; and
 - f. Regulate student automobile use and parking.
- (33) In accordance with policies and procedures established by the city and in accordance with the Florida Statutes, adopt policies providing for fiscal management of charter schools with respect to purchasing, facilities, non-state revenue sources, budgeting, fundraising and other activities relating to fiscal management of Authority resources, including but not limited to the policies governing:
- a. Sales calls and demonstrations by agents, solicitors, salespersons and vendors on campus; local preference criteria for vendors, if any; specifications for quantity purchasing; prioritization of awards for bids; declining bid awards; and purchase requisitions, approvals and routing;
 - b. Sales by booster clubs; marathon fundraisers; and student sales of candy, paper products or other goods authorized by the Charter Authority;
 - c. Inventory and disposal of Authority property as may be otherwise provided for herein and/or by state law; use of safe-deposit boxes; and selection of real estate appraisers;
 - d. Payment of contractors and other service providers;
 - e. Accounting systems; petty cash accounts procedures and reporting; school activities funds procedures and reporting; management and reporting of grants from private sources; and management of funds; and
 - f. Budgeting system, including setting budget deadlines and schedules, budget planning, and implementation and determination of budget priorities.
- (34) The Authority may adopt policies providing for innovative teaching techniques, teaching programs and methods, instructional aids and objectives, extracurricular and interscholastic activities and supplemental

programs including, but not limited to, policies providing for:

- a. Use of technology, including appropriate use of the Internet as a tool for learning;
- b. Instructional priorities and objectives, pilot projects and evaluations, curriculum adoption and design, and lesson planning;
- c. Extracurricular and inter scholastic activities, including field trips, publishing a student newspaper and other publications, and special programs relating to the arts, music or other topics of current interest; and
- d. Participation in physical education programs, including appropriate physical education attire and protective gear; programs for exceptional students; summer school; and the Title I program, including comparability procedure

- (35) The Authority may adopt policies providing for management of the physical campus and its environs, including but not limited to, energy conservation measures; building and ground maintenance; fencing, landscaping and other property improvements; site acquisition; new construction and renovation; dedication and rededication of charter school buildings and other charter school facilities; and development of facilities management planning and priorities;
- (36) The Authority may adopt policies governing public gifts and donations to schools; input from the community concerning instruction resources; advertising in schools; participation in community affairs, including coordination with local governments and planning authorities; protocols for interagency agreements with local governments and planning authorities; protocols for interagency agreements; business community partnerships; community use of school facilities; public solicitations in schools, including the distribution and posting of promotional materials and literature; visitors to school campus; school advisory councils; and parent volunteers and chaperones;
- (37) The Authority may adopt policies and procedures necessary to implement federal mandates and programs, court orders and other legal requirements of the state;
- (38) The Authority may adopt programs and policies to ensure appropriate response in emergency situations; the provision of first aid to individuals, the student body and school personnel; and the effective management of student illness, which programs and policies may include, but are not limited to:
- a. The provision of first aid and emergency medical care and the provision of school health care facilities and services;
 - b. The provision of school safety patrol;
 - c. Procedures for reporting hazards, including threats of nature, bomb threats, threatening messages and similar occurrences, and the provision of warning systems including alarm systems and other technical devices;
 - d. Procedures for evacuating the classrooms, playground or any other charter school facility;
 - e. Procedures for reporting accidents, including traffic accidents and traffic violations involving Authority-owned vehicles;
 - f. Student insurance programs; and
 - g. Procedures for administering medications to students when prescribed by a health care provider authorized by Florida law to prescribe medications and/or when authorized by a parent.
- (39) The Authority may adopt policies and procedures governing attendance monitoring and checks; truancy; graduation requirements and graduation exercises; fees, fines and charges imposed on students; evaluation of student records and transcripts; transfer of student records; grading and academic

evaluation of students; tests and examinations, including early examinations; guidance and counseling; and student participation in competitions, student performances and exhibitions, contests for students and social events;

- (40) The Authority may adopt policies and procedures governing transportation of students for extracurricular activities and special events, including transportation of students in privately owned vehicles; transportation of Authority and other personnel, including personal use of Authority owned vehicles; computer security and computer room access and computer database resources; mail and delivery services, including use of couriers; copyright compliance; and computerized data systems, including computer use, transmission of data, access to the Internet and other technology based services;
- (41) The Authority may adopt policies and procedures necessary for the daily business operation of the Authority Board, including but not limited to, conducting an Authority legislative program; Authority Board member participation at conferences, conventions and workshops, including reimbursement for Board member expenses; Authority policy development, adoption and repeal; Authority Board meeting procedures, including participation via telecommunications networks, use of technology at meetings, and presentations by non-Authority personnel; citizen communications with the Authority Board and with individual Board members; collaboration with local government and other entities as may be required by law; and organization of the Board, including special committees and advisory committees;
- (42) The Authority may adopt policies and procedures necessary for the management of all personnel under the control of the Authority;
- (43) Appoint an individual who shall be known as the Superintendent of Charter Schools (Superintendent) who shall be the Secretary and executive officer of the Authority Board. The Superintendent shall serve at the pleasure of the Board and be appointed by a vote of four voting members of the Board and may only be removed by a vote of at least four voting members. The Board shall establish a salary and benefit package for the Superintendent from budgeted funds appropriated therefor. The Superintendent shall be in charge of the day to day operations of the charter schools with powers as may be otherwise established herein. The Superintendent shall be hired by contract prescribing the Superintendent's compensation, benefits and other appropriate matters. By regulation, resolution or rule the Authority may authorize the Superintendent to perform any of the powers of the Authority in whole or in part and with whatever other limitations it may find appropriate, provided that the authorization does not result in an invalid exercise of delegated legislative authority or is otherwise prohibited by law;
- (44) Perform duties and exercise those responsibilities that are assigned to it by law or by rules of the State Board of Education, the Commissioner of Education, the school district sponsor, and the City of Cape Coral, and in addition thereto, those that the Board may find to be necessary for the improvement of the charter school system; and
- (45) Lease real and/or personal property for the use of charter school(s) and charter school facilities, if the lease is first approved by the city.

(b) *Powers and duties of Superintendent* . The following list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the Superintendent. In addition to other duties as may, from time to time, be assigned to the Superintendent by the Board or by statute, the Superintendent shall have the right and responsibility to exercise the following powers and/or duties:

- (1) The Superintendent shall exercise all powers and perform all duties listed in this chapter and otherwise required by charter, law or rule, provided that, in so doing, he or she shall advise and counsel with the Board. The Superintendent shall perform all tasks necessary to make sound recommendations, nominations, proposals and reports required by law to be acted upon by the Authority. All those

recommendations, nominations, proposals and reports by the Superintendent shall be either recorded in the minutes or shall be made in writing, noted in the minutes and filed in the public records of the Authority. It shall be presumed that, in the absence of the record required in this section, the recommendations, nominations and proposals required of the Superintendent were not contrary to the action taken by the Board in those matters;

- (2) The Superintendent shall have the right to participate in all discussions of the Board, but shall have no right to vote on any matter;
- (3) The Superintendent, or his or her designee, shall serve as Secretary to the Board and keep, as a public record in a permanent location, minutes and records of all Board proceedings as well as transmit proceedings of the Board meetings and any other additional information required by law or charter to the appropriate agency or organization. The Superintendent may designate a member or members of staff and delegate to them the actual taking of minutes, record retention and storage, custodian of property and other related duties. However, the ultimate responsibility of properly carrying out these duties in accordance with state statutes and the provisions of this chapter cannot be delegated and always resides with the Superintendent;
- (4) The Superintendent shall attend all regular meetings of the Board, and advise on questions under consideration;
- (5) Keep records, including, but not limited to, records of property held or disposed of by the Authority, as may be necessary to provide complete information regarding the charter school system;
- (6) Exercise general oversight over the charter school system in order to determine problems and needs, and recommend improvements;
- (7) Advise and counsel with the Board on all educational matters and recommend to the Board for action matters that should be acted upon;
- (8) Recommend to the Board for adoption policies pertaining to the charter schools as the Superintendent may consider necessary for its more efficient operation;
- (9) Prepare and organize by subjects and submit to the Board for adoption rules as in the Superintendent's opinion will contribute to the efficient operation of any aspect of education in the charter schools. When rules have been adopted by the Board, the Superintendent shall see that they are enforced;
- (10) From time to time prepare, organize by subject, and submit to the Board for adoption minimum standards relating to the operation of any phase of the charter school system as will contribute to the efficient operation of any aspect of education in the charter schools and ensure that the standards required by law and those adopted by the Board are observed;
- (11) Perform duties and exercise responsibilities as are assigned to the Superintendent by law or the Board;
- (12) Act for the Authority as custodian of Authority property;
- (13) Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program for all charter schools and prepare and recommend such a program to the Board as the basis for operating the charter school program;
- (14) Recommend the establishment, organization and operation of the schools, classes and services as are needed to provide adequate educational opportunities for all children in the charter schools;
- (15) Be responsible, as required herein, for directing the work of the personnel of the Cape Coral Charter Schools, subject to the requirements of Florida statutes;
- (16) Provide for student transportation as required by contract, the Charter and direction of the Board;
- (17) Recommend plans and execute the plans as are approved, regarding all phases of the charter school plant program;

- (18) Determine and recommend funding necessary, including state and any other sources of available funding, t charter school term as specified by statute or rule, and recommend plans for ensuring the operation of all C Schools for the term authorized by the Board;
- (19) Prepare an annual budget to be submitted to the Board for adoption according to law and, when adopted by the Board, submit the budget, by the required dates, to the appropriate agencies or authorities, when required by statute, this chapter or rule;
- (20) Recommend, when necessary, the borrowing of money;
- (21) Keep or have kept accurate records of all financial transactions;
- (22) Maintain accurate and current statements of accounts due to be paid by the Authority; certify these statements as correct; liquidate Authority obligations in accordance with the adopted budget; and prepare periodic reports showing receipts, balances and disbursements to date and file with the appropriate authorities as may be required by law;
- (23) Where necessary, recommend the bonds of all employees who should be bonded in order to provide reasonable safeguards for all school funds or property;
- (24) Recommend to the Board the desirable terms, conditions and specifications for contracts for supplies, materials or services to be rendered and see that materials, supplies or services are provided according to contract;
- (25) Recommend programs and procedures to the Board necessary to protect the Authority adequately against loss or damage to school property or against loss resulting from any liability for which the Authority or its officers, agents or employees may be responsible under law;
- (26) Prepare, after consulting with the principals, assistant principals or persons in charge of the various charter schools, tentative annual budgets for the expenditure of Authority funds for the benefit of the charter school students;
- (27) Recommend the amounts of bonds, if any, to be issued by the city in regard to charter school(s) and assist in the necessary papers for the sale of the bonds and for the proper expenditure of the funds derived therefrom;
- (28) Recommend the records that should be kept in addition to those required by law; prepare forms for keeping the records as are approved by the Board; ensure that the records are properly kept; and make all reports that are needed or required, as follows:
 - a. Require that all employees accurately keep all records and promptly make in proper form all reports required by the education code or the State Board of Education; recommend the keeping of additional records and the making of additional reports as may be deemed necessary to provide data essential for the operation of the charter school system; and prepare the forms and blanks that may be required and ensure that these records and reports were properly prepared.
 - b. Prepare for the approval of the Board all reports that may be required by law or rules to be made and transmit promptly all like reports and approvals when approved to the appropriate authority required by law. If any like reports are not transmitted at the time or in the manner prescribed by law or rule, the salary of the Superintendent, notwithstanding any contractual provision to the contrary, shall be withheld until the reports required by law or rule have been properly submitted.
- (29) Recommend plans for cooperating with, and, on the basis of approved plans, cooperate with federal, state, county and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare;
- (30) Recommend plans for identifying and reporting to the Department of Education the name of each child attending a charter school who qualifies according to the definition of a migratory child, based on Pub.

Law 95-561, and for reporting other information as may be prescribed by the Department of Education;

- (31) Require that all laws and rules applicable to the charter schools are properly observed and take steps to correct any violations of such rules or laws;
- (32) Visit the Cape Coral Charter Schools; observe the management and instruction taking place; provide suggestions for improvement; and advise supervisors, principals, teachers, parents and other citizens with the view of promoting interest in education and improving the conditions of the Cape Coral Charter Schools;
- (33) Recommend in writing to the Department of Education the revoking of any certificate for good cause, including a full statement of the reasons for the recommendation;
- (34) Leave with the Board and make available to his or her successor, upon leaving or retiring from office, a complete inventory of school equipment and other property, together with all official records and other records as may be needed in supervising instruction and in administering the charter school system;
- (35) Recommend to the Board procedures whereby the general public can be adequately informed of the educational programs, needs and objectives of the charter school system;
- (36) Recommend procedures for implementing and maintaining a system of charter school improvement and education accountability to the Board; and
- (37) The Superintendent shall have the power to hire, promote, discipline and terminate personnel, provided, however, that the Superintendent shall exercise this power in accordance with the personnel rules and policies adopted by the Authority.

(c) *Powers and duties of city*. The following list of powers and/or duties contained herein is not meant to be exclusive, but only illustrative of the powers that may be exercised by the city in regard to charter schools. The following powers, duties and responsibilities shall be exercised by the City of Cape Coral:

- (1) The city, on behalf of the Authority, may enter into agreements for accepting credit card, charge card and debit card payments as compensation for goods, services and fees, as authorized by law;
- (2) The city, on behalf of the Authority, may accept donations of real, tangible and intangible personal property, goods, services or money for use for charter school purposes. The City Council shall adopt policies, rules and regulations for the disposal of surplus real, tangible and intangible personal property using the statutes for the disposal of the property by municipalities and school boards as a guide;
- (3) The power to approve plans for locating, planning, constructing and condemning property for school uses shall be reserved exclusively to the City of Cape Coral. The Board shall have the right to provide recommendations to the City Council regarding the aforementioned matters;
- (4) The city shall select and purchase school sites, playgrounds and recreational areas where schools are to be constructed, of adequate size to meet projected student enrollment. Leases or lease purchase agreements for real or tangible personal property may be entered into by the city on behalf of the Authority from funds made available for that purpose. In that event, the Board shall provide input and make recommendations to the city regarding these matters;
- (5) The city shall supervise the construction; the making or contracting for additions, alterations and repairs on buildings and other school properties, with recommendations from the Board. Any plans and specifications for buildings shall provide for the safety and well-being of students, as well as for economy of construction;
- (6) The city shall have the authority to contract for materials, supplies and services needed for the charter school system or may delegate this function in whole or in part, with or without limitations, to the Board, except that the Authority shall use no public funds received from or through the Lee County School District to purchase or lease property, goods or services from any Superintendent, officer or employee of

the Authority or the spouse, parent, child, stepchild or sibling of any Superintendent, officer or employee, or from any business in which any officers or employee has an interest, nor shall the Authority use any property, goods or services purchased or leased by public funds for the private benefit of any person or entity;

- (7) The city shall provide for adequate protection against any loss or damage to school property or loss resulting from any liability for which the Authority, city or their officers, agents or employees may be responsible under law. The city may fulfill this responsibility on behalf of the Authority, charging a fee for providing the services. This responsibility may be fulfilled by purchasing insurance, being self-insured, entering into risk management programs managed by district school boards, charter school associations, school-related associations or any other risk management program capable of providing adequate risk management services or any combination thereof. Any risk management program entered into pursuant to this subsection shall provide for strict accountability of all funds and an annual audit by an independent certified public accountant of all receipts and disbursements;
- (8) The city may employ an internal auditor with charter school funds or may use the services of the City Auditor to perform ongoing financial verification of the financial records of the Authority. The internal auditor shall report directly to City Council, and shall also provide copies of any reports to the Authority Board. This section shall not be construed to prohibit the Authority from employing and/or contracting with an auditor to perform auditing services on behalf of the Authority;
- (9) In addition to any audits required by law or statute, city may contract with an independent certified public accountant to conduct a financial or performance audit of the accounts and records retained by the Authority; and
- (10) The city shall provide for the investment or deposit of funds not needed for immediate expenditures which shall earn the maximum possible yield under the circumstances on the investments or deposits. The city shall cause to be invested at all times all school moneys not immediately needed for expenditures pursuant to the policies of the Board and city.

(Ord. 41-04, 4-12-2004; Ord. 2-15, 1-26-2015)

§ 26-16 - Indebtedness.

In addition to the powers and/or duties enumerated in § 26-15 above, the city shall have the authority to issue bonds, securities or other forms of indebtedness allowed by law to finance the construction, renovation, remodeling or operation of charter schools, providing that no indebtedness will ever be a general obligation of the city and no city ad valorem tax revenue shall ever be pledged for any indebtedness incurred on behalf of charter schools unless approved by a vote of the city electorate.

(Ord. 41-04, 4-12-2004)

§ 26-17 - Administrative services.

The city shall have the right to require the Authority to use city departments and personnel for services including, but not limited to, human resources, purchasing, administrative, accounting, financial, engineering, risk management, construction, repair and maintenance, insurance and other related services from the city. The city shall charge a fee or fees for those services; the fee or fees shall be equal to the cost of providing those services.

(Ord. 41-04, 4-12-2004)

§ 26-18 - Consistency.

Neither City Council nor the Authority Board shall take any action that is inconsistent with any state law, administrative or Department of Education rule or the charter school contract with the Lee County School District.

(Ord. 41-04, 4-12-2004)

Item Number: 13.D.
Meeting Date: 2/13/2018
Item Type: UNFINISHED BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Schedule: Superintendent Evaluation Review, Modifications, and Adoption - Member Traiger

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Superintendent Evaluation	Backup Material

Appraisal Information

Name:	
Position: Superintendent	Months in the Position:
Date of Appraisal:	School Year:
Appraisal Period Start:	Appraisal Period End:
Name of Governing Board Member Completing This Evaluation:	

SUPERINTENDENT'S PERFORMANCE EVALUATION

The primary purpose of the Superintendent's evaluation is the improvement of performance. The essence of performance evaluation requires the Board and Superintendent to address what the Superintendent is attempting to accomplish, to assess how well the Superintendent is doing, and to define the area and priorities for improvement. An effective evaluation process should provide the foundation for a good Superintendent-Board relationship.

PROCEDURES:

- Each Governing Board Member should complete an individual Superintendent performance evaluation. In this phase of the evaluation process, each Board Member works independently, without consulting any other Board Member, to rate the performance of the Superintendent. Written comments to any item are encouraged. The form should be completed in whole, then printed and signed by the evaluating Governing Board Member.

The performance of the Superintendent is to be rated against the four performance Standards as defined below:

Unsatisfactory performance is merited when performance has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a standard and is considered inadequate, or both.

A rating of *Needs Improvement* represents performance that is below the requirements of a standard but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.

Proficient performance is understood to be fully satisfactory. For the superintendent, this is the rigorous expected level of performance. It is a demanding, but attainable level of performance.

Exemplary performance represents a level of performance that exceeds the already high standard of Proficient. A rating of Exemplary is reserved for performance on an indicator or standard that is of such a high level that it could serve as a model for other leaders.

Governing Board Members should rate the Superintendent in all standards using one of the four ratings: *Exemplary*, *Proficient*, *Needs Improvement* or *Unsatisfactory*.



Superintendent's Performance Rating for Standard I: Community Relations

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Participates in community activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Is visible to staff, parents, and students. Regularly attends school or community-based functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Promotes CCCCSA's curricular and co-curricular activities to the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Effectively represents CCCCSA to other governmental units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Maintains good relations with the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating for Standard I (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.
------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- | | | |
|------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sample District and School Newsletters | <input type="checkbox"/> Authority Minutes | <input type="checkbox"/> Evidence of Community Support and/or Engagement |
| <input type="checkbox"/> Internal Communication with Staff (samples) | <input type="checkbox"/> Staff Recognition | <input type="checkbox"/> Accounts of District/School Accomplishments in Various Forms in Public Media |
| <input type="checkbox"/> Membership/Participation in Community Organizations | <input type="checkbox"/> Other | |



Superintendent's Performance Rating for Standard 2: Management and Operations

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Stays informed and promotes "Best Practices."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Makes cost-effective choices when spending school funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Maintains physical facilities in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Provides educational leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Provides accurate financial costs information to the authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating for Standard 2 (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and training.			

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of <i>Exemplary</i>, <i>Needs Improvement</i> or <i>Unsatisfactory</i>):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- | | | |
|---------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Leadership Team Schedule | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Purchase Order Samples Related to Facilities |
| <input type="checkbox"/> Internal Communication with Staff (samples) | <input type="checkbox"/> External Reviews and Audits | <input type="checkbox"/> Purchase Order Samples Related to Facilities |
| <input type="checkbox"/> Membership/Participation in Professional Organizations | <input type="checkbox"/> Other | Repair/Enhancement |



Superintendent's Performance Rating for Standard 3: Authority Relations

Check one box for each indicator and circle the overall standard rating.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Provides timely, adequate and accurate information to the authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Supports and executes Authority decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Follow and implements Authority policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Is responsive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Makes recommendations demonstrating good judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating for Standard 3
(Circle one.)

The education leader promotes the learning and growth of all students and the success of all staff by working with the Governing Board Authority to ensure policies, goals, and long-term growth are focused on student academic success.

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- ☐ Internal Communication with Staff/Board (samples)
- ☐ Executive Memoranda
- ☐ Board Meeting Agenda or Notes

- ☐ Professional Development
- ☐ NEOLA
- ☐ Other

- ☐ Communication with Lobbyist
- ☐ AvancED Accreditation Process Documents



Superintendent's Performance Rating for Standard 4: Cultural Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Routinely seeks the advice of teachers, principals, staff, board members, and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Celebrates staff/school/student/administrators accomplishments and rewards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Develops a sense of efficacy and empowerment among staff which influences the system's identity, culture, and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Develops internal capacity for leadership succession. Works on a plan to prepare future school leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Establishes an environment of trust among staff, students, parents, and the community at large.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating for Standard 4 (Circle one.)	The education leader promotes the learning and growth of all students and the success of all staff by understanding how the system came to their current state, and how to connect with their traditions in order to move forward to build and support the system's efforts to achieve individual and collective goals.			

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of <i>Exemplary</i>, <i>Needs Improvement</i> or <i>Unsatisfactory</i>):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- ☐ Leadership Team Schedule/Materials
- ☐ Internal Communication with Staff (samples)
- ☐ Leadership Development/Succession Plan

- ☐ Professional Development
- ☐ Survey
- ☐ Newsletters

- ☐ Communication Samples
- ☐ Attendance PTO/SAC etc.
- ☐ Other



Superintendent's Performance Rating for Standard 5: Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<i>Check one box for each indicator and circle the overall standard rating.</i>				
I-A. Ensures that instructional time is valued and protected across the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-B. Sets high expectations and concrete district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-C. Celebrates with the larger professional community practices and procedures that have resulted in improved student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-D. Provides instructional staff access to provide feedback on academic systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-E. Attends professional development activities that ensures superintendent knowledge of current best practices and encourages and supports staff professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating for Standard I <i>(Circle one.)</i>	The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.			

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Comments and analysis (recommended for any overall rating; required for overall rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*):

Examples of evidence superintendent might provide (note: this list is neither comprehensive and/or all items are not necessary for evaluation purposes):

- | | | |
|----------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Leadership Team Schedule/Materials | <input type="checkbox"/> Professional Development (Teacher) | <input type="checkbox"/> Professional Development (Personal) |
| <input type="checkbox"/> Internal Communication with Staff (samples) | <input type="checkbox"/> Survey | <input type="checkbox"/> Strategic Plan |
| <input type="checkbox"/> Student/School Performance Goals | <input type="checkbox"/> School Improvement Plans | <input type="checkbox"/> Other |



Superintendent's Performance Rating Assessment Summary

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
1. Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Management and Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Authority Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cultural Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL PERFORMANCE ASSESSMENT RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL COMMENTS:

Signature of Evaluating Governing Board Member	Date

Item Number:	14.A.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of B&R Trucking and Mancon Purchase Order over \$50,000 - Danielle Jensen, Director
Procurement/Food Services

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

	Description	Type
▣	B&R , MANCON PURCHASE ORDER over \$50,000	Backup Material

2017-18 Annual Transportation Purchase Orders

B & R Trucking PO 42644

	Open Dec		Over/Short		New
	invoice	Left on PO	fall	Original PO	Amount
OES	1362.05	2372.44	1,010.39	10,000.00	20,000.00
CME	1267.02	404.59	(862.43)	7,500.00	16,800.00
OMS	2130.18	1070.85	(1,059.33)	13,000.00	28,000.00
OHS	1635.24	3342.49	1,707.25	12,500.00	25,000.00
	6394.49	7190.37	795.88	43,000.00	89,800.00

Mancon PO 42904

	Open Dec		Over/Short		New
	invoice	Left on PO	fall	Original PO	Amount
OES	4037.66	5323.6	1,285.94	10,000.00	20,000.00
CME	3531.17	3149.86	(381.31)	7,500.00	15,000.00
OMS	3848.32	5686.33	1,838.01	13,000.00	26,000.00
OHS	3463.01	6885.6	3,422.59	12,500.00	22,000.00
	14880.16	21045.39	6,165.23	43,000.00	83,000.00

Item Number:	14.B.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Changes to Charter School Secretary Job Description - Superintendent Collins

SUMMARY:

The new job description deletes accounting and cash handling responsibilities.

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
Charter School Secretary Jan2018	Backup Material



Charter School Secretary

Class Code:
00163

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL
Revision Date: Feb 13, 2018

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.

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.

Item Number:	14.C.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Charter School Bookkeeper Job Description - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Charter School Bookkeeper 2018	Backup Material



Charter School Bookkeeper

Class Code:
CS179702

Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL
Established Date: Aug 9, 2016
Revision Date: Feb 13, 2018

SALARY RANGE

\$36,795.20 - \$57,532.80 Annually

GENERAL STATEMENT OF JOB:

Works independently under general supervision of the Superintendent of the City of Cape Coral Charter School provides maintenance of accounts payable, capital assets, and other accounting operations and transactions for the four (4) City Charter Schools. Responsible for reviewing, analyzing, correction and monitoring all items pertaining to cash, in compliance with established cash management policies. Work in this class is performed with a sub professional working knowledge of governmental accounting practices and policies in interpreting procedures, recording transactions, and preparing financial records. Work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and to supervisory review for conformity with established policies and procedures.

Individuals assigned to this position must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Applies School and City policies and procedures in all financial transactions.
 - Communicates these policies and procedures to all school employees.
- Ensure proper procedures, processes, training and forms to be used by school personnel for cash handling, bank deposits, and internal controls.
- Monitor school internal funds database in general ledger system as well as on all secure user forms.
- Creates and maintains capital asset control sheets and depreciation schedules. Records depreciation entries in the general ledger monthly for all active capital assets.
- Performs daily accounting tasks related to work performed, i.e., calculating, billing, and cash handling associated with payments; balancing daily revenues.

- Title II-A Travel and Training:
 - Makes all travel arrangements for school business travel and training in compliance with Title II-A procedures.
 - Prepares forms for reimbursement of out of pocket expense to employees and processes through the accounts payable system.
 - Maintains Title II-A expense tracking worksheets to insure budget is fully utilized but not overspent. Distributes to the Principals on a regular basis.
 - Prepares documentation for reimbursement of Title II-A expenditures with the Lee County School District and monitors funding distribution.
- Manages collection activities for all dishonored checks. Refers unresolved dishonored checks to a collection agent.
- Implements procedures for Charter School internal fund accounts and prepares daily fund balance reports for users to determine available funding.
- Handles banking transactions. Records all daily bank transactions in the general ledger system through journal entries. (Estimate 150 transactions per month).

ADDITIONAL JOB FUNCTIONS

- Assists in implementation of system changes and enhancements to insure compliance with reporting requirements and policies. (i.e. JDE integration of internal funds).
- Keeps up with industry trends and makes recommendation
- Assists office staff to ensure smooth operation of daily functions.
- Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

MINIMUM QUALIFICATIONS:

High school diploma or GED required; with minimum four (4) years' experience in accounting, bookkeeping or related field. Ability to read, write and follow instructions in the English language. Experience with industry-standard computer applications. Governmental experience preferred.

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

Has considerable knowledge of governmental accounting principles and procedures.

Has considerable knowledge of report and record maintenance principles and techniques.

Has considerable knowledge of filing principles and methods.

Has general knowledge of modern office practices and procedures and office equipment, i.e. computers, facsimile machines and copiers.

Is skilled in oral communications and interpersonal relations for effective expression and clarity.

Is skilled in processing numbers and figures with a high degree of accuracy.

Is able to work with diverse groups.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to handle diverse tasks while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

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 to 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.

Item Number:	14.D.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Transportation Coordinator Contract to 12-month Employee (with Benefits) -
Superintendent Collins

SUMMARY:

Approval of Transportation Coordinator contract position to 12-month employee with benefits.

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ TRANSP0 12 MONTH WITH BENEFITS	Backup Material

CHARTER SCHOOL TRANSPORTATION COORDINATOR
(With Benefits)

THIS AGREEMENT made and entered into this _____ day of _____, 2018, by and between THE CAPE CORAL CHARTER SCHOOL AUTHORITY, a public body corporate, (hereinafter referred to as "AUTHORITY"), and _____, (hereinafter referred to as "TRANSPORTATION COORDINATOR").

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

1. **EMPLOYMENT.** AUTHORITY agrees to employ _____ in the position of Transportation Coordinator. Said position shall be under the supervision and control of the Superintendent or her designee. The Superintendent shall have the power to determine the duties and matters to be assigned to TRANSPORTATION COORDINATOR. Such duties shall include, but not limited to those named in Section 2 (two) of this AGREEMENT. AUTHORITY and TRANSPORTATION COORDINATOR acknowledge and agree that TRANSPORTATION COORDINATOR is an employee of AUTHORITY and is not an employee of the City of Cape Coral.
2. **DUTIES.** Duties shall include, but not be limited to, the following: Duties will be as specified in Exhibit A attached hereto and incorporated herein and as otherwise specified by Superintendent. Duties may be changed at any time during the term of this AGREEMENT by Superintendent and such modified duties will be the duties to be carried out by TRANSPORTATION COORDINATOR during the remainder of this AGREEMENT term.
3. **TERM:** The term of this AGREEMENT shall commence on _____ and all leave accrual shall commence on that date regardless of when this AGREEMENT was entered into, and terminate June 30, 2018. TRANSPORTATION COORDINATOR is a twelve (12) month employee during the school year, which is defined as the period from July 01 of one calendar year to June 30 of the next calendar year. TRANSPORTATION COORDINATOR shall work eight (8) hour work days during the term of this AGREEMENT. AUTHORITY shall adopt a school year calendar that will indicate holidays, if any, and TRANSPORTATION COORDINATOR work days. TRANSPORTATION COORDINATOR will work all days and hours required by AUTHORITY in accordance with the adopted school year calendar. Upon its adoption by AUTHORITY, the school year calendar shall be incorporated herein and made a part of this AGREEMENT. The number of work days, hours and holidays may be modified by the state of Florida or AUTHORITY for good cause including, but not limited to emergencies and operational necessity. Such calendar modifications shall be considered to be incorporated into this AGREEMENT. This AGREEMENT may be renewed for successive one year terms upon the mutual agreement of the parties.
4. **COMPENSATION.** In consideration of the services rendered pursuant to this AGREEMENT, TRANSPORTATION COORDINATOR shall receive an hourly rate of \$_____, payable in bi-weekly installments in arrears. TRANSPORTATION COORDINATOR shall generally work a "full-time" forty-hour (40) workweek, eight (8) hours each work day. However, Superintendent may, with prior advance notification, require TRANSPORTATION COORDINATOR to occasionally work outside her normal work schedule in order to cover special events or for other good cause. The parties agree that

AUTHORITY shall deduct from TRANSPORTATION COORDINATOR compensation the "standard" deductions as required by law, including but not limited to federal income tax and social security deductions.

5. **BENEFITS.** AUTHORITY agrees to provide benefits that include, but are not limited to, health, term life/accidental death and dismemberment (AD&D) and long-term disability (LTD), to TRANSPORTATION COORDINATOR. AUTHORITY will also make the employer contributions to the Florida Retirement System. Benefits may be changed at any time during the term of this AGREEMENT by AUTHORITY. AUTHORITY will provide at least thirty (30) days' written notice preceding any change or modification of benefits. Changes may include, but are not limited to, a requirement that TRANSPORTATION COORDINATOR pays a portion of a benefit previously provided at no cost, the type of benefit plan offered, a change in group healthcare coverage, or the group health care provider. As an additional benefit, TRANSPORTATION COORDINATOR will receive a cell phone allowance of \$80.00 per month to defray TRANSPORTATION COORDINATOR's use of her personal cell phone for AUTHORITY business purposes. Such cell phone allowance will not be paid to TRANSPORTATION COORDINATOR if AUTHORITY provides TRANSPORTATION COORDINATOR a cell phone for business purposes. In extraordinary circumstances where TRANSPORTATION COORDINATOR's use of her personal cell phone for AUTHORITY business would exceed \$80.00, AUTHORITY may reimburse TRANSPORTATION COORDINATOR for such additional use above the monthly allowance. The terms, conditions, and provisions of the policy that is in effect at the time any claim is made will govern and control the procedures for filing any claim and any benefits due and owing under the policy.

- (a) **Benefit Effective Dates.** Benefits begin the first of the month following thirty (30) days from your first day of active work as TRANSPORTATION COORDINATOR. In absence of continued Employment Agreement with the AUTHORITY, and in accordance with the plan administration, benefits will end the last day of this AGREEMENT. **EXAMPLE:** June 30th is the end date of this AGREEMENT, therefore, last day benefits provided is June 30th (11:59p.m.)

6. **LEAVE.** TRANSPORTATION COORDINATOR shall accumulate earned leave time at a rate of 13.33 hours per month for each month worked. Such leave not used during the school year may be carried over to the next school year up to a maximum of 400 hours of total leave. If TRANSPORTATION COORDINATOR fails to use all accrued leave exceeding 400 hours by the end of the school year, TRANSPORTATION COORDINATOR shall forfeit all leave hours exceeding 400 hours. Upon termination or resignation, TRANSPORTATION COORDINATOR will be paid up to the amount of TRANSPORTATION COORDINATOR's accrued leave at the time of resignation or termination not to exceed 400 hours. TRANSPORTATION COORDINATOR shall be entitled to military reserve leave time pursuant to Florida law. TRANSPORTATION COORDINATOR must have any leave approved by Superintendent. Superintendent may limit or refuse to grant leave due to operational requirements of the Municipal Charter schools or AUTHORITY.

The leave accumulation established in this AGREEMENT may only be changed during the term of this AGREEMENT by mutual consent of the parties to this AGREEMENT; except that AUTHORITY may change the leave accumulation rate in this AGREEMENT at any time there is a substantial change in the number of hours or days TRANSPORTATION

COORDINATOR is required to work during a school year. AUTHORITY will provide at least thirty (30) days written notice if leave accumulation is changed.

7. CONDUCT. TRANSPORTATION COORDINATOR shall devote her full attention and effort to the position and shall perform the duties and functions assigned to her in a professional manner. TRANSPORTATION COORDINATOR agrees that at all times during the term of this AGREEMENT, she will place the best interests of AUTHORITY above any interest she might have in any other enterprise. Other than those benefits contained herein, TRANSPORTATION COORDINATOR agrees that she will not attempt to gain any advantage or benefit for himself/herself, any business enterprise with which she may be associated, or any other party as a result of her employment under this AGREEMENT. The parties agree that AUTHORITY employs TRANSPORTATION COORDINATOR only for the purpose and to the extent set forth in this AGREEMENT. In the event that TRANSPORTATION COORDINATOR shall consider entering into any secondary or outside employment with any entity other than AUTHORITY, TRANSPORTATION COORDINATOR shall notify the Superintendent in writing of such intent to engage in other employment not less than thirty (30) business days prior to accepting such other employment, so that AUTHORITY may have an opportunity to determine whether such other employment might result in a conflict of interest on the part of TRANSPORTATION COORDINATOR in light of her duties and obligations hereunder. TRANSPORTATION COORDINATOR agrees that she will not accept such other employment without obtaining the written consent of the Superintendent, provided however that such consent shall not be unreasonably withheld.

8. TERMINATION. At all times during the term of this AGREEMENT, TRANSPORTATION COORDINATOR is an at-will employee with no property rights in her present or continued employment. TRANSPORTATION COORDINATOR may terminate her employment with AUTHORITY by providing thirty (30) days notice to Superintendent at the address for AUTHORITY (CAPE CORAL CHARTER SCHOOL AUTHORITY 3519 Oasis Blvd., Cape Coral, FL 33914) or by personally delivering such notice to the Superintendent. TRANSPORTATION COORDINATOR shall promptly notify AUTHORITY of any change of address to which notices shall be sent. Nothing in this AGREEMENT shall prevent, limit or otherwise interfere with the right of the Superintendent to terminate this AGREEMENT at any time.

9. WAIVER OF RIGHTS. Nothing contained in this AGREEMENT shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of AUTHORITY existing by or under the laws of Florida, otherwise than is expressly stated in this AGREEMENT.

10. MISCELLANEOUS TERMS.

(a) This AGREEMENT shall constitute the entire agreement between the parties, and shall be binding upon and inure to the benefit of the parties, their heirs, and successors. No amendment or variation of the terms or conditions of this AGREEMENT shall be valid unless in writing and executed by the parties.

(b) TRANSPORTATION COORDINATOR's rights and obligations under this AGREEMENT are personal and not assignable by TRANSPORTATION

COORDINATOR. This AGREEMENT shall become effective upon its execution by all parties.

- (c) If any provision of this AGREEMENT is held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction; the remainder of this AGREEMENT, or any portion thereof, shall be deemed severable, and the balance of this AGREEMENT shall not be affected and shall remain in full force and effect.
- (d) In any suit brought to enforce the provisions of this AGREEMENT, the parties agree that venue for any such action shall be in Lee County, Florida.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT at the City of Cape Coral, Lee County, Florida, on this ____ day of _____, 2018.

CAPE CORAL CHARTER SCHOOL AUTHORITY

Transportation Coordinator

Jacquelin D. Collins
Superintendent

APPROVED AS TO FORM:

Gail G. Prosser
Assistant City Attorney

EXHIBIT A
Charter School Transportation Coordinator
Duties

General Statement of Job:

Under the supervision of the Charter School Superintendent provides leadership, supervision, training, and complaint resolution in all aspects of school bus scheduling and safe, efficient routing. Performs related work as assigned.

Individual(s) assigned to this classification must report to work per their assigned schedule.

Specific Duties and Responsibilities:

Coordinates transportation services for all Cape Coral Charter Schools.

Recognizes and recommends needed changes for improving routes and loading areas, and initiates such practices when authorized.

Maintains records relating to administration, driving, scheduling, routing, and maintenance of buses; and directs others in keeping such records.

Assists in establishing and maintaining school bus routes after student numbers, school boundaries, and routes have been established.

Assists in establishing and developing plans for improvement in the efficient operation of transportation services.

Additional Job functions:

Implement complaint/problem resolution techniques related to routing and scheduling issues.

Completes and maintains required records within all areas of responsibility including, but not limited to student surveys, route sheets, and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.

Communicates professionally and effectively with parents, the public and all school employees to ensure positive relationships are maintained while meeting all of the goals of a safe, efficient transportation system.

Monitors and analyzes data related to arrival, layover, and departure times of buses; student load data; and other information (e.g., operator input) to implement routing and scheduling adjustments that ensure safety and efficiency of the transportation system.

Coordinates stop and route change notifications with operators, regional supervision and staff, schools, parents and students to ensure successful implementation.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Prior related experience in school bus transportation services required. Possession of valid Driver's License for five (5) years with proof of safe driving record. Basic computer skills required.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of routing and scheduling concepts, principles and procedures.

Knowledgeable of geographic area.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other individuals position interacts with.

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

Has knowledge of report and record maintenance principles and techniques.

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

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of visual concentration.

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

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

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and Charter School operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively 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, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color depending on department of assignment.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with minimal exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

Item Number:	14.E.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Amended Language to NEOLA POLICY 3121.01:"Criminal Background and Employment History Checks" - Superintendent Collins

SUMMARY:

NEOLA POLICY 3121.01 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS

Paragraph 6:

"Furthermore, before employing instructional personnel in any position that requires direct contact with students, **the Human Resources representative shall conduct an employment history check of the candidate's previous employer...**"

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▢ NEOLA 3121.01	Backup Material

Cape Coral Charter School Authority Bylaws & Policies

3121.01 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS

The safety of its students is of paramount importance to the Authority. Consistent with this concern for student safety, and in compliance with Florida law, the Authority requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening, with the exception of fingerprinting, related to initial employment or re-employment after a break in service will be borne by the Authority.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, shall not be employed, engaged to provide services, or serve in any position that requires direct contact with students. Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an instructional staff member in order to comply with the law.

Furthermore, before employing instructional personnel in any position that requires direct contact with students, ~~the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s);~~ screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)).

Pursuant to State law, all instructional staff members employed by the Authority must self-report arrests for serious offenses (see AP 3121.01).

Additionally, the fingerprints of all instructional staff members who are employed by the Authority and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the Authority will not share information received as the result of the criminal history background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated instructional staff member has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

F.S. 435.09, 943.0585(4)(a), 943.059(4)(a), 1001.10(5), 1012.27(6), 1012.315

F.S. 1012.32, 1012.56

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CHANGE TO:

Paragraph 6:

"Furthermore, before employing instructional personnel in any position that requires direct contact with students, the Human Resources representative shall conduct an employment history check of the candidate's previous employer, ..."

Item Number:	14.F.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Amended Language to NEOLA POLICY 3140: "Suspension or Dismissal of Instructional Staff" - Superintendent Collins

SUMMARY:

NEOLA POLICY 3140 - SUSPENSION OR DISMISSAL OF INSTRUCTIONAL STAFF

Paragraph 3:

"Any member of the instructional staff who is employed under an annual contract maybe dismissed at any time during the term of his/her contract by the **Superintendent.**"

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▯ NEOLA 3140	Backup Material

Cape Coral Charter School Authority
Bylaws & Policies

3140 - SUSPENSION OR DISMISSAL OF INSTRUCTIONAL STAFF

It is the desire of the Governing Board to maintain a staff of well-trained, competent instructional employees in order to offer comprehensive services to the students of the Authority.

No employee may be suspended from duty except by the Superintendent or the Board. The Board hereby delegates to the Superintendent authority to suspend a member of the staff, subject to the provisions of Policy 3140.01 and as provided by applicable law.

Any member of the instructional staff who is employed under an annual contract may be dismissed at any time during the term of his/her contract by the ~~Board upon the recommendation of the Superintendent.~~

Policy 8141 sets forth the procedures for mandatory reporting of alleged misconduct by instructional staff members to the Florida Department of Education.

The Superintendent shall determine the nature and effective date of the suspension or dismissal.

F.S. 120.569, 120.57, 120.68, 1012.22, 1012.27, 1012.32, 1012.33, 1012.335
F.S. 1012.34

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CHANGE TO:

Paragraph 3:

"Any member of the instructional staff who is employed under an annual contract may be dismissed at any time during the term of his/her contract by the Superintendent."

Item Number:	14.G.
Meeting Date:	2/13/2018
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Amended Language to NEOLA POLICY 6110 - "Grant Funds" - Superintendent Collins

SUMMARY:

Approval of amended language to NEOLA POLICY 6110 - GRANT FUNDS

Grant Proposal Internal Review, Item D:

"The Superintendent may accept private funded or foundation grants of less than **\$75,000** for individual schools, subject to the notification to the Board."

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▯ NEOLA 6110	Backup Material

Cape Coral Charter School Authority

Bylaws & Policies

6110 - GRANT FUNDS

It is the objective of the Governing Board to provide equal educational opportunities for all students within the Authority. Government agencies, as well as foundations, businesses, and individuals, periodically offer to the Authority both human and material resources that would be of benefit to the students in this school system. Therefore, it is the intent of the Board to revise and evaluate grant proposals and applications, for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Board regards available grant funds provided to the Authority as a public trust. It forbids the use of public monies for partisan political activities and any use that would not be in accordance with the policies on discrimination.

The Superintendent shall review grant opportunities and authorize development of proposals.

Grant Proposal Development

For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. The Superintendent may identify a project director prior to proposal submission.
- C. The Superintendent shall promptly present the following proposals to the Board for approval:
 - 1. government-funded proposals, exceeding \$25,000;
 - 2. multi-school or Authority-wide proposals. \$75,000
- D. The Superintendent may accept private funded or foundation grants of less than ~~\$25,000~~ for individual schools, subject to notification to the Board.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations as well as Authority policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Written amendments requiring signature shall be promptly presented to the Board for approval.
- D. Employee positions established through the use of grant funding shall terminate if and when the

related grant funding ceases.

- E. Program reports including but not limited to audit, site visits, and final reports shall be provided to the Grants Department for review.
- F. The Principal(s) will confirm closure of all grants to the Superintendent.
- G. All Federal funds received by the Authority will be used in accordance with the applicable Federal law. Each draw of Federal monies shall be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures.

Compliance Supplement for Single Audits of State and Local Governments
F.S. 1001.42, 1001.51

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Item Number:	16.A.
Meeting Date:	2/13/2018
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The Regular Governing Board Meeting will be held on Tuesday, March 13, 2018 at 9:00 a.m. at City of Cape Coral Council Chambers.

SUMMARY:

ADDITIONAL INFORMATION:

Item Number:	16.B.
Meeting Date:	2/13/2018
Item Type:	TIME AND DATE OF NEXT MEETING

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

Budget Workshop I - Tuesday, March 27, 2018 at 9:00a.m. - 12:30p.m. at City of Cape Coral
Nicholas Annex, Room A200-Green Room, 815 Nicholas Parkway, Cape Coral, FL 33990

SUMMARY:

ADDITIONAL INFORMATION: