



## **AGENDA**

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

**Tuesday, August 8, 2017**

**Council Chambers**

**9:00 AM**

#### **CALL TO ORDER**

**1. MOMENT OF SILENCE:**

A. Chair Cosden

**2. PLEDGE OF ALLEGIANCE:**

A. Chair Cosden

**3. ROLL CALL:**

A. Boyer, Campbell, Cosden, Fisher, McMillan, Traiger, Winstead,  
Zivkovic

**4. APPROVAL OF MINUTES:**

- A. April 4, 2017 Regular Meeting Minutes
- B. April 21, 2017 Regular Meeting Minutes
- C. April 21, 2017 Workshop Minutes
- D. May 3, 2017 Workshop Minutes
- E. May 9, 2017 Regular Meeting Minutes
- F. May 9, 2017 Workshop Minutes
- G. June 2, 2017 Workshop Minutes
- H. June 13, 2017 Regular Meeting Minutes
- I. June 16, 2017 Special Meeting Minutes
- J. July 13, 2017 Special Meeting Minutes
- K. July 27, 2017 Special Meeting Minutes

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

A. August 8, 2017 Regular Meeting Agenda

**6. PUBLIC COMMENT:**

- A. Limited to 3 Minutes per Individual, 45 Minute Total Limit

**7. CONSENT AGENDA:**

**8. SUPERINTENDENT REPORT:**

- A. Jacque Collins

**9. CHAIRMAN REPORT:**

- A. Chair Cosden

**10. FOUNDATION REPORT:**

**11. STAFF COMMENT:**

- A. Adam Nowicki-Charter School Network Analyst
- B. Kevin Brown-Christa McAuliffe Elementary School
- C. Chris Fennell-Oasis Elementary School
- D. Donnie Hopper-Oasis Middle School
- E. Amanda Sanford-Oasis High School

**12. UNFINISHED BUSINESS:**

**13. NEW BUSINESS:**

- A. Approval of the City of Cape Coral Charter School Authority's Wellness Policy - Danielle Jensen
- B. Approval of the Oasis High School Chromebooks Lease - Danielle Jensen
- C. Approval of the FY 2017-2018 Adopted Operating Budget - Mary Anne Moniz
- D. Approval of the New City of Cape Coral Charter School Authority's Parent Volunteer Policy - Jacque Collins
- E. Approval of Changing the Charter School Math Coach Job Description - Jacque Collins
- F. Discussion of Narrowing Down the Superintendent Candidates

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

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

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

**16. ADJOURNMENT:**

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

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this

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

**Item Number:**

**Meeting Date:** 8/8/2017

**Item Type:** CALL TO ORDER

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chair Cosden

**SUMMARY:**

**ADDITIONAL INFORMATION:**



**Item Number: 1.A.**

**Meeting Date: 8/8/2017**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chair Cosden

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 4.A.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

April 4, 2017 Regular Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

□ April 4, 2017 Minutes

**Type**

Backup Material

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

**Tuesday, April 4, 2017**  
**Green Room (Old City Hall)**  
**10:30 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on April 4, 2017, in the Green Room (Old City Hall), a Special Governing Board Meeting. Chair Cosden called the meeting to order at 10:31 a.m.

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

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

All in attendance

**3. ROLL CALL:** Boyer, Cosden, Fisher, Traiger, Winstead, Zivkovic  
Lucas-Ross – Excused  
McMillan - Excused

**ALSO PRESENT:** Nelson Stephenson, Superintendent, Cape Charter School Authority  
Jacquelin Collins, Principal, Christa McAuliffe Elementary School  
Donnie Hopper, Principal, Oasis Middle School  
Kevin Brown, Assistant Principal, Christa McAuliffe Elementary  
Shannon Treece, Principal, Oasis High School  
Amanda Sanford, Assistant Principal, Oasis High School  
Christopher Fennell, Assistant Principal, Oasis Elementary School  
Penny Faulkner, Bookkeeper, Cape Coral Charter School Authority  
Christine Hoffman, Payroll Supervisor, Cape Coral Charter School Authority  
Danielle Jensen, Director of Procurement and Food Service  
Victoria Bateman, City of Cape Coral Finance Services Director  
Keri Tutterrow, Oasis High School  
Dolores Menendez, City Attorney  
Lisa Sonego, City of Cape Coral, Human Resources  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Marni Sawicki, Mayor, City of Cape Coral  
Eric Feichthaler, Parent  
Gary Cerny, Parent  
Susan Teklitz, Parent  
Samantha Richardson, Parent  
John Bifano, Grandparent  
Marie Scott, Parent  
Jennifer Hoagland, Parent  
Dan Lumadue, Parent

Heather Lovejoy, Parent  
Branden Pearson, OHS Student

**4. APPROVAL OF AGENDA: EMERGENCY MEETING**

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

All “Aye’s,” motion carries.

**5. PUBLIC COMMENT:**

Keri Tutterrow states she hopes the Governing Board will take her thoughts into consideration for hiring a new superintendent.

Keri Tutterrow states she hopes the Governing Board will have discussions with the applicants and see if they’re aware of the growth mind set, deeper learning, and project based learning initiatives.

Keri Tutterrow states if the Board decides to release Stephenson from his duties today and hire someone for the interim, they will be sending the wrong message to stakeholders.

Dan Lumadue states that for many, many years, the Nordstrom motto was the customer is always right. So when a customer complained, they would resolve it by the customer is always right. Then another business came along and said the customer is not always right because we need to protect our employees. During the airline crisis, other airlines struggled but Southwest Airlines thrived. This was due to the downward loyalty to their employees.

Dan Lumadue states there is a chain of command that needs to be followed. He also states that if a person, during public comment, brings up another person’s name, that the person is stopped and asked if they have spoken with that person directly and gone through the chain of command.

Branden Pearson states that the Governing Board needs to find an interim superintendent because it would takes months to find then hire someone for that position.

Branden Pearson states at the City Council meeting last night, Council Member Stout mentioned that she has been in contact with Dr. Lee Bush.

Branden Pearson states Dr. Bush would be a good interim superintendent because he knows our system.

Eric Feichthaler states he has children in our Charter System and is the Vice Chair for the Charter School Foundation.

Eric Feichthaler states that the Charter School System is the greatest achievement the City of Cape Coral has ever had.

Eric Feichthaler states our System is imperfect but the things that need to be repaired are obvious.

Eric Feichthaler states there is a lack of communication between the City of Cape Coral and the Charter School System. The City needs to be a good partner with the Charter System in order for us to thrive and succeed.

Eric Feichthaler states there was a story a few days ago about a Grant that was given to one of the Charter Schools and the superintendent has no authority to approve the Grant. It needed to go to the City staff because it was a contract. These things move at the speed of light, the students are learning at the speed of light. If we have to wait 2, 4, or 6 weeks for something as basic as getting a Grant, there is a fundamental disconnect between the systems.

Susan Teklitz states she is concerned about the AICE Program.

Susan Teklitz states she has a lot of respect for Shannon Treece. She brought in some new teachers that actually teach a tough curriculum. A lot of parents complained so the curriculum was dumbed down. Susan also states she was not happy with that decision.

Susan Teklitz asks the Board to make sure the AICE Program is rigorous and that the students are prepared to work for it.

Shannon Treece states she would like to speak about the spirit of moving forward.

Shannon Treece states there is always room for improvement for everyone.

Shannon Treece states that the Board needs to remember that they are the face of our System and people turn to them for strength and understanding.

Shannon Treece asks the Board to make sure they keep the children the center of the work.

## **6. NEW BUSINESS:**

### **A. Superintendent Nelson Stephenson's June 30, 2017 Resignation – Chair Cosden**

Member Winstead addresses Mr. Stephenson and states they went through contract negotiations and came to an agreement. Why are you not continuing on?

Nelson Stephenson states he has been blessed to have been able to work in our System. At this time he would like to refer to the City Council meeting held last night and the comments that were made by Council Members. He states he would like the public to put themselves in his shoes and ask themselves if they would continue on.

Nelson Stephenson states he is not going to another position. He's not abandoning the schools because he has something better out there. He feels it's best for our students for him to move out so the System can move forward.

Nelson Stephenson states he feels like a lightning rod.

Nelson Stephenson states he will always take the high road.

*Discussion Held*

Vice Chair Zivkovic thanks everyone for coming out.

Vice Chair Zivkovic states we are losing two good leaders.

Vice Chair Zivkovic states school staff do not sign up to be politicians.

Vice Chair Zivkovic states some City leaders are outspoken with very little knowledge and a lot of innuendo.

Vice Chair Zivkovic states he wishes the media could report on positive things.

Vice Chair Zivkovic states the internal Charter School Audit was handled in a joint meeting with the City Council. Last night the Charter School Audit was put on the City Council's Agenda after the fact and no one contacted our Governing Board.

Vice Chair Zivkovic states he understands why people are leaving our System.

Vice Chair Zivkovic states the Governing Board members are all volunteers.

Vice Chair Zivkovic states our Charter School System is succeeding and will continue to succeed.

Vice Chair Zivkovic states the atmosphere is positive for Charter Schools.

Vice Chair Zivkovic states we are not a sinking ship.

Vice Chair Zivkovic states he hopes people will stop using innuendo and start using facts.

Vice Chair Zivkovic states there are staff members in house that can take over the interim superintendent position if need be. Mrs. Collins has tenure, has been with the System since the beginning, and can help with the transition.

Vice Chair Zivkovic states we don't need to rush into finding a replacement for superintendent.

Member Boyer states Nelson Stephenson is under contract until June 30<sup>th</sup> and releasing him will be a cost to us. There is no reason why he cannot continue his obligations under the contract.

Member Boyer states this is her fourth superintendent search in her five years on the Board.

Member Boyer states that the Board hired Ray & Associates to find the last two superintendents and it was not money well spent.

Member Boyer states the Board needs to decide if Nelson Stephenson stays on until his contract ends and begin the search for his replacement.

Member Boyer states Dr. Lee Bush was a great superintendent when he was here but we have enough internal staff that are qualified to cover.

*Discussion Held*

Member Fisher states that no one is more disappointed that Mr. Stephenson is leaving than he is.

Member Fisher states that we need to look ourselves in the mirror. We are losing two great administrators because of what's going on between the City and the Charter School System.

Member Fisher states that we have been held hostage by a few people in our system that have overshadowed the other kids.

Member Fisher states the Board received a message showing a student stating, "Two gone and one to go." This is not acceptable. We should not be putting up with this anymore.

Member Fisher states that we need to foster the environment.

Member Fisher states that an email the Board received shows a student saying, "Ha, ha, he got Mrs. Treece to leave" is garbage. This is something that needs to stop.

Member Fisher states this is a great System and we need to make sure this System continues to thrive.

Member Fisher states that we need to look out for all the students, not just the ones that complain and go around the System.

Member Fisher states he thinks highly of the Governing Board.

Member Campbell states the main priority is to maintain stability.

Member Campbell states whether it's a conflict of personalities, it's affecting our System and students. We should let Mr. Stephenson go and get a tenured principal to fill in that interim role.

Member Traiger states that the cost should be the same if we continue to keep Mr. Stephenson or release him from his contract.

Member Traiger states there is a big budget meeting coming up and feels confident Mary Anne can handle it if the Board decides to release Mr. Stephenson.

Member Traiger recommends the Board putting Jacquelin Collins in as interim superintendent through next school year.

Member Traiger states the search window for the best candidate for the superintendent position has closed.

Member Traiger states we need to hold the fort down and not rush in finding the next superintendent. We need to build on our relationship with the City and work on getting the Board a little more involved with what's happening.

Chair Cosden is concerned with taking a wonderful principal, Mrs. Collins, away from the school to serve as interim superintendent.

Member Traiger states Mrs. Collins has an excellent assistant principal, Mr. Brown, who has been with our System and possibly waiting for an opportunity to step up. We have successful leaders that are within our System that can do these jobs.

Vice Chair Zivkovic states he doesn't believe Christa McAuliffe Elementary will suffer if this is the transition the Board decides on.

Jacquelin Collins states she would be willing to take on the Interim Superintendent Position. She feels confident that she can build a relationship with the City.

Jacquelin Collins states she believes the Governing Board needs to do a whole hearted search and take time in finding the next superintendent.

Member Winstead states he likes the internal interim idea.

Member Winstead states he would like Mr. Stephenson to be available to answer any questions about issues that may come up with our System.

Member Winstead states he would like all the principals to make a joint effort in making the superintendent decisions and Jacquelin Collins would be the leader and signer because of her tenure.

Vice Chair Zivkovic asks Dolores Menendez the City Attorney, if it's possible to negotiate Nelson Stephenson's last few months privately.

Dolores Menendez states there are several options available. Mr. Stephenson can go to work everyday and fulfill his contract until it ends on June 30, 2017. Mr. Stephenson can be put on administrative leave until June 30, 2017. Mr. Stephenson would then be given instructions to be available during all business hours for things like consultations or to answer questions. The Board would continue to pay him during this time just as if he were physically there on campus and the Board can simultaneously enter into a Interim Superintendent Contract. Mr. Stephenson and the Board can negotiate an earlier departure, a clean break, from his contract and he would not have any further responsibilities. Someone on the Board can be appointed to have these negotiations with Mr. Stephenson.



*Discussion Held*

Motion made by Vice Chair Zivkovic and seconded by Member Campbell to approve putting Mr. Stephenson on administrative leave.

*Discussion Held*

Nelson Stephenson states he will not lose a financial component he worked hard to get in any negotiations.

Dolores Menendez states according to Mr. Stephenson's contract, if you terminate him without cause, he is entitled to four months severance pay and a retention payment of \$5,350.00.

Chair Cosden asks Dolores Menendez if the Board terminates Mr. Stephenson, he will get four months severance. If the Board allows Mr. Stephenson's contract to ride out then he will get three months pay plus the retention payment of \$5,350.00.

Dolores Menendez answers, "That's right."

*Discussion Held*

Member Boyer states if the Board is concerned over having control over Mr. Stephenson, she recommends terminating him without cause and put Jacquelin Collins in place as interim superintendent.

Chair Cosden asks Nelson Stephenson, "Do you have a lot of vacation days accrued?"

Nelson Stephenson answers, "Yes."

Chair Cosden asks Nelson Stephenson, "Would you take those days over the next three months?"

Nelson Stephenson answered, "No."

*Discussion Held*

Amended Motion made by Vice Chair Zivkovic and seconded by Member Campbell to terminate Nelson Stephenson without cause effective immediately.

Member Winstead states he's sad about the situation.

*Discussion Held*

Member Fisher states he doesn't like the word termination.

Member Fisher states in previous high level employment, he gave notice and helped the next person who took over for him.

*Discussion Held*

Dolores Menendez asks the Board if they would object to paying Nelson Stephenson in one lump sum. Normally, when you terminate someone you cut all ties with that person.

Mary Anne Moniz states she has no objection to paying Mr. Stephenson in one lump sum.

Nelson Stephenson states he would not like to be paid in one lump sum due to taxes that would be taken out. He would rather be paid in biweekly installments.

Vice Chair Zivkovic states that all Mr. Stephenson would have to do is adjust his withholdings so his lump sum payment wouldn't be taxed so much.

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

**Ayes:** Boyer, Campbell, Cosden, Traiger, Winstead, Zivkovic

**Opposed:** Fisher

**Motion passes**

Chair Cosden states she would like to discuss Dr. Lee Bush. She received a letter from him stating he was interested in helping out as interim superintendent short term. She spoke with all principals, some teachers, and parents about this. Some said they thought it would be a great idea but the majority did not like it. They think Dr. Bush is a great guy but we are not the same system we were five to ten years ago.

Chair Cosden states her intuition says it is not the best idea to bring Dr. Lee Bush back.

Vice Chair Zivkovic states he came onto the Board during Dr. Lee Bush's last year.

Vice Chair Zivkovic states there were a lot of jobs undone when Dr. Lee Bush retired.

Vice Chair Zivkovic states he feels we are a more mature system and have a strong administration so there's no need to bring someone from the outside to be the interim superintendent.

Member Fisher states he agrees with Member Zivkovic.

Member Fisher states he thinks highly of Dr. Bush but we need to move forward.

Member Winstead states he is fond of Dr. Lee Bush but has seen a lot of things that had to be addressed.

Motion made by Vice Chair Zivkovic and seconded by Member Boyer to approve and appoint Jacquelin Collins as acting Interim Superintendent.

Member Campbell asks Nelson Stephenson when he is away, how does he delegate his authority.

Nelson Stephenson states there is a Delegation Form he signs that authorizes someone to take charge in his absence.

*Discussion Held*

Dolores Menendez recommends the Board needs to appoint one person to work on all of the details with appointing Jacquelin Collins as the Interim Superintendent.

**Board Vote:** Boyer, Campbell, Cosden. Fisher, Traiger, Winstead, Zivkovic  
**All “Aye’s,” motion carries.**

*Discussion Held*

Motion made by Member Campbell and seconded by Member Boyer to approve Vice Chair Zivkovic to work with the City Attorney’s Office, Mrs. Collins, and the City of Cape Coral Charter School Authority staff on the Interim Superintendent contract negotiations.

**Board Vote:** Boyer, Campbell, Cosden. Fisher, Traiger, Winstead, Zivkovic  
**All “Aye’s,” motion carries.**

Member Boyer states the next thing that needs to be discussed is how to advertise the Superintendent position.

Chair Cosden recommends advertising locally and use City of Cape Coral Human Resources Department.

Chair Cosden states the Superintendent Job Description is fine.

Member Boyer states that in the past, there was stakeholder input. Parents and staff were surveyed and there was a meet and greet with the top applicants.

*Discussion Held*

Dolores Menendez recommends the Board should appoint one person to work with Human Resources and bring that information back to the Board at the next meeting on April 21, 2017.

Motion made by Vice Chair Zivkovic and seconded by Member Winstead to approve Chair Cosden to be the point person with the City of Cape Coral Human Resources Department.

**No objections to the motion.**  
**Motion carries.**

*Discussion Held*

Vice Chair Zivkovic thanks everyone for attending the meeting.  
Vice Chair Zivkovic states the System is heading in the right direction.

Member Fisher thanks everyone and states we have an excellent System.

Member Boyer wishes Nelson Stephenson good luck and thanks him for the excellent job he's done for the Charter School System.

**7. TIME AND DATE OF NEXT MEETING:**

Regular Governing Board Meeting will be held Friday, April 21, 2017 at 9:00 A.M. in Council Chambers.

**Adjournment**

There being no further business, the meeting adjourned at 12:40 p.m.

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

**Item Number: 4.B.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

April 21, 2017 Regular Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ April 21, 2017 Regular Meeting

**Type**

Backup Material

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

**Friday, April 21, 2017**

**Council Chambers**

**9:00 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on April 21, 2017, at City of Cape Coral Council Chambers, a Regular Governing Board Meeting. Chair Cosden called the meeting to order at 9:00 a.m.

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

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

All in attendance

**3. ROLL CALL:** Campbell, Cosden, McMillan, Traiger, Winstead, Zivkovic  
Boyer – Excused  
Fisher – Excused  
Lucas-Ross - Excused

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Donnie Hopper, Principal, Oasis Middle School  
Shannon Treece, Principal, Oasis High School  
Christopher Fennell, Assistant Principal, Oasis Charter Elementary School  
Kevin Brown, Assistant Principal, Christa McAuliffe Elementary School  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Paul Pescatrice, Maintenance, Cape Charter School Authority  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Dolores Menendez, City Attorney  
Danielle Jensen, Director of Procurement and Food Service  
Victoria Bateman, City of Cape Coral Finance Services Director  
Javier Salazar, Parent

**4. APPROVAL OF MINUTES:**

Motion to approve the minutes for the Regular Governing Board Meeting of March 14, 2017 was made by Member Winstead and seconded by Member Traiger.

**Board Vote:** Campbell, Cosden, Traiger, Winstead, Zivkovic  
All “Aye’s,” motion carries.

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

Motion was made by Member Traiger and seconded by Member Winstead to approve the agenda.

**Board Vote:** Campbell, Cosden, Traiger, Winstead, Zivkovic  
**All “Aye’s,” motion carries.**

**6. PUBLIC COMMENT:**

Javier Salazar states he is proud of the education his children are getting at Christa McAuliffe Elementary School. The school does a great job with the resources they have. As one of the owners of RGR Architects, he offers his services pro bono.

**7. CONSENT AGENDA:**

**A. Approval of the OES Second Grade Field Trip to the Clearwater Marine Aquarium on May 9, 2017**

Motion was made by Member Zivkovic and seconded by Member Winstead to approve the field trip.

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

**All “Aye’s,” motion carries.**

**8. SUPERINTENDENT REPORT:**

Mrs. Collins states she has been speaking with the City Manager, John Szerlag, and Vicki Bateman. They have been gracious and very willing to help the Charter School system.

Mrs. Collins states the custodial department is like in a state of emergency. The school system is down several custodians and there are no subs. She asked Danielle Jensen and Paul Pescatrice to look into the bidding process for outsourcing for custodial help. Mr. Pescatrice found out if the school system outsources for custodians, they will get a higher hourly rate, benefits, and a forty hour work week. These are things our custodians do not currently have. According to the cost savings, Mr. Pescatrice has projected, the System would save a tremendous amount of money.

Mrs. Collins states there is a new enrollment statute. The statute states the schools need to enroll up to their capacity starting with the 2017-18 school year. The statute also states that the school must enroll any student that lives within any district in the state of Florida. We can no longer maintain our municipality of Cape Coral residents only.

Mrs. Collins states that House Bill Number 5103 would benefit our school system. It states the discretionary funds capital outlay be given to charter schools. We currently do not get this money.

Mrs. Collis states the Best Practices meeting will be held on April 24, 2017 at 4:30 pm in Council Chambers.

Mrs. Collins states that Principal interviews for Oasis Elementary School and Oasis High School will begin the second week of May.

Mrs. Collins states AICE money tracking has been an issue in the past. Britt Martin is working with Mrs. Collins to figure out a way to track AICE money for Oasis High School. Mrs. Collins states there was a public records request for Rally documentation.

*Discussion Held*

**9. CHAIRMAN REPORT:**

Chair Cosden states she would like to start having a group meeting like a town hall meeting. This way correct information gets out to the Public and prevents rumors.

*Discussion Held*

**10. FOUNDATION REPORT:**

None

**11. STAFF COMMENT:**

**Director of Procurement and Food Services**

Danielle Jensen states the department through February still has a favorable profit margin.

Danielle Jensen states the April National School Lunch data was completed and submitted by the deadline.

Danielle Jensen states she is preparing for the Wellness Committee Meeting in May.

Danielle Jensen states her team is getting ready for year end duties.

Danielle Jensen states her big project in procurement is seeing if the Charter System will outsource for custodians. The City of Cape Coral already has a contract for temporary labor so the Charter System can piggy back off the City to make sure the summer custodial duties are completed.

**Christa McAuliffe Elementary School**

Jacquelin Collins states that testing is happening now through May and is going very well. The staff love the new Chromebooks for testing.

Jacquelin Collins states the Daddy Daughter Dance is this Saturday at Palmetto Pines Country Club.

Jacquelin Collins states there's a field trip to see Frog and Toad at the Broadway Palm Dinner Theatre for second grade.

Jacquelin Collins states a fourth grade musical concert coming up on the 27<sup>th</sup>.



Jacquelin Collins states there's a field trip to see Frog and Toad at the Broadway Palm Dinner Theatre for first grade.

Jacquelin Collins states May 1<sup>st</sup> and 2<sup>nd</sup> is Kindergarten Orientation. Families with the last names beginning with A-M are on May 1<sup>st</sup>. Families with the last names beginning with N-Z are on May 2<sup>nd</sup>.

Jacquelin Collins states the fourth grade is taking their St. Augustine field trip in mid May that the Governing Board approved previously.

### **Oasis Elementary School**

Christopher Fennell thanks the Foundation for an awesome event.

Christopher Fennell congratulates Denise Lowe for winning the Beacon Award.

Christopher Fennell congratulates Katie Keezer for being chosen for Chamber Teacher.

Christopher Fennell congratulates Thomas Moriarty for being chosen for Chamber Student.

Christopher Fennell states Odyssey of the Mind took eighth place.

Christopher Fennell states Student Council raised \$521 for Gigi's House by letting students wear crazy socks for their donation.

Christopher Fennell states Mrs. Brown's kindergarten class participated in the Global Pencil Project. Students bring in pencils and donate them to a school in need. The students brought in about one thousand pencils.

Christopher Fennell states Kindergarten Open House is in the beginning of May.

Christopher Fennell states PTO Game Night is next week.

Christopher Fennell states the Science Fair is happening on May 9<sup>th</sup>.

### *Discussion Held*

Member Zivkovic asks the Board if Staff Comment should be moved up on the Agenda.

Chair Cosden states that maybe the Staff Comment can be quarterly.

Member Zivkovic asks Mrs. Collins to decide if quarterly would work and make a recommendation to the Board about Staff Comment.

### **Oasis Middle School**

Donnie Hopper states FSA is underway and this is a very important time of year.

Donnie Hopper thanks the Board for approving the order for Chromebooks.

Donnie Hopper gives a shout out to all the testing coordinators.

Donnie Hopper states the end of year field trips are being planned. The eighth graders go to Busch Gardens. The seventh graders go to Sea World. The sixth graders go to SunSplash.

Donnie Hopper recognizes Joe Carson as the Teacher of the Year and Sadie Rickenbacht as the Student of the Year. They will both be recognized on May 1<sup>st</sup> at Broadway Palm Dinner Theatre.

Donnie Hopper gives a shout out to all the teachers and students that go above and beyond each and every day; from our staff standpoint that our kids are doing well. From the student standpoint, doing their job in school and be the best they can be.

Donnie Hopper gives a shout out to the Oasis Middle School office staff.

#### *Discussion Held*

#### **Oasis High School**

Shannon Treece states she would encourage more student recognition during the Governing Board Meetings. There are so many things going on and rather than speak about those recognitions, bring those students to the meetings.

Shannon Treece recognizes the Oasis High School Lighthouse Awards nominees.

Shannon Treece states there are a few staff members who will be retiring at the end of this school year.

Shannon Treece states Oasis High School applied for a large grant for Summit Learning. This grant will provide the tools to help teachers in a classroom. Eight teachers will be going for one week of training for Summit Learning. All expenses are covered under the Grant. It's an incredible opportunity. This is something the school needs but we didn't have the money for. The total Grant will estimate to about \$50,000.00 to \$75,000.00.

Shannon Treece states Google Boot Camp is scheduled for next weekend. Twenty-five teachers signed up for this Camp and will receive a Certification from Google.

Shannon Treece states the PBL Training has been scheduled and will start registering teachers soon.

Shannon Treece states Prom is this Saturday at Sanibel Harbour. This is the first time dinner will be served during Prom.

Shannon Treece thanks the Board for the opportunity to serve in a wonderful system.

Member Zivkovic states he's sorry to see Ms. Treece go. He wishes her the best and to please keep us in mind and don't forget us.

Member Winstead thanks Ms. Treece for all that she's done. There will be a hole without Ms. Treece present.

**12. UNFINISHED BUSINESS:**

**A. Strategic Plan – Jacquelin Collins**

Jacquelin Collins states she does not have this month's report for the Strategic Plan.

**B. NEOLA – Jacquelin Collins**

Jacquelin Collins states she does not have this month's report for NEOLA.

Chair Cosden suggests removing these items from the Agenda and add them when necessary.

The Board and Jacquelin Collins agree with Chair Cosden

**13. NEW BUSINESS:**

**A. Revised to Add: Discussion of Internal Audit – Chair Cosden**

Chair Cosden mentions that the Internal Audit has not been discussed amongst the Board Members and feels that this is the time they should discuss it.

*Discussion Held*

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

Member McMillan thanks Ms. Treece for her service and wishes her the best of luck.

Member Traiger asks about the April 4, 2017 Emergency Meeting Minutes.

Member Traiger states there needs to be a plan for the new Superintendent search.

*Discussion Held*

Member Traiger wishes Ms. Treece good luck at Babcock.

Member Winstead thanks Ms. Treece and states he enjoyed having her on the team.

**Time and Date of Next Meeting**

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

**Adjournment**

There being no further business, the meeting adjourned at 11:22 a.m.

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

**Item Number: 4.C.**

**Meeting**

**8/8/2017**

**Date:**

**Item Type:**

**APPROVAL OF  
MINUTES:**

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

**TITLE:**

April 21, 2017 Workshop Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ April 21, 2017 Workshop

**Type**

Backup Material

**MINUTES OF THE CAPE CORAL  
CHARTER SCHOOL AUTHORITY  
GOVERNING BOARD WORKSHOP #1**

**Friday, April 21, 2017  
Green Room (Old City Hall)**

**PRESENT:** Campbell, Cosden, Traiger, Winstead, Zivkovic

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Donnie Hopper, Principal, Oasis Middle School  
Shannon Treece, Principal, Oasis High School  
Christopher Fennell, Assistant Principal, Oasis Charter Elementary School  
Kevin Brown, Assistant Principal, Christa McAuliffe Elementary School  
Dolores Menendez, City Attorney  
Danielle Jensen, Director of Procurement and Food Service  
Victoria Bateman, City of Cape Coral Finance Services Director  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Chris Phillips, City of Cape Coral Budget Administrator

**Unfinished Business:**

**A Discussion of the City of Cape Coral Charter School Budget for 2017-18**

*Round table discussion held*

**Time and Date of Next Meeting**

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

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

**Item Number: 4.D.**

**Meeting**

**8/8/2017**

**Date:**

**Item Type:**

**APPROVAL OF  
MINUTES:**

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

**TITLE:**

May 3, 2017 Workshop Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ May 3, 2017 Workshop #2

**Type**

Backup Material

**MINUTES OF THE CAPE CORAL  
CHARTER SCHOOL AUTHORITY  
GOVERNING BOARD WORKSHOP #2**

**Wednesday, May 3, 2017  
Green Room (Old City Hall)**

**PRESENT:** Cosden, Fisher, Zivkovic

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Donnie Hopper, Principal, Oasis Middle School  
Amanda Sanford, Oasis High School  
Christopher Fennell, Interim Principal, Oasis Charter Elementary School  
Dolores Menendez, City Attorney  
Brian Montag, Oasis High School  
Danielle Jensen, Director of Procurement and Food Service  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Mark Ridenour, City of Cape Coral Public Works Department  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Chris Phillips, City of Cape Coral Budget Administrator

**Unfinished Business:**

**A Discussion of the City of Cape Coral Charter School Budget for 2017-18**

*Round table discussion held*

**Time and Date of Next Meeting**

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

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



**Item Number: 4.E.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

May 9, 2017 Regular Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ May 9, 2017

**Type**

Backup Material

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

**Tuesday, May 9, 2017**

**Council Chambers**

**9:00 a.m.**

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

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

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

All in attendance

**3A. ROLL CALL:** Boyer, Campbell, Cosden, Fisher, McMillan, Traiger, Zivkovic  
Lucas-Ross - Excused  
Winstead – Not Present

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Amanda Sanford, Oasis Charter High School  
Dolores Menendez, City Attorney  
Lisa Sonego, City of Cape Coral, Human Resources  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Kimberly Shuler, Oasis Middle School Parent

**3B. REORGANIZATION OF BOARD:**

Member Boyer nominated Chair Cosden to continue as the Charter School Governing Board Chair.

Motion made by Member Campbell and seconded by Vice Chair Zivkovic to approve Chair Cosden to continue on as the Charter School Governing Board Chair.

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

**All “Aye’s,” motion carries.**

Member Campbell nominated Vice Chair Zivkovic to continue as the Charter School Governing Board Vice-Chair.

Motion made by Member Campbell and seconded by Member Traiger to approve Vice-Chair Zivkovic to continue on the Charter School Governing Board Vice-Chair.

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

**All “Aye’s,” motion carries.**

**4. APPROVAL OF MINUTES:**

There were no minutes to approve due to multiple circumstances taking up the Secretary's time.

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

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

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

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

**6. PUBLIC COMMENT:**

None

**7. CONSENT AGENDA:**

None

**8. SUPERINTENDENT REPORT:**

Mrs. Collins thanked the Charter School Foundation for putting on such a fabulous event for our Lighthouse Awards Dinner.

Mrs. Collins states that the Charter School Foundation has committed to give the City of Cape Coral Charter School Authority their 2017 Rally Spreadsheet and disclose their bank statements just so they have complete transparency. Mrs. Collins will then turn over this information to the City Manager.

Mrs. Collins states that surveys were sent out to the Charter School staff to see what they were looking for in a principal and she will be hiring a new principal for Oasis High School and Oasis Elementary School. The surveys showed that the new principals should be hired from within our System.

Mrs. Collins states that she and Vice-Chair Zivkovic will attend a parent information meeting at Oasis Elementary School to discuss the direction the Charter Schools are going in. They will also answer any questions from parents.

Mrs. Collins states that she and the Charter School Administration Office will meet with Vicki Bateman, City of Cape Coral Finance Services Director, for their first Best Practices Meeting.

Mrs. Collins states that she would like to make correction to the Charter School Budget Wish List. She is finding that the Wish List items are more of needs than wishes. Most of these items are building maintenance and should not be on the Wish List but rather change the budget heading to Unfunded Capital Expenses because they need to be accomplished eventually.

Mrs. Collins states the Charter School System is currently working on hiring. There are a couple positions at each school that have been posted. She thinks as far as hiring goes that the elementary schools are all done.

*Discussion held.*

**9. CHAIRMAN REPORT:**

Chair Cosden states she has nothing to report.

**10. FOUNDATION REPORT:**

None

**11. STAFF COMMENT:** Amanda Sanford, Oasis High School

Ms. Sanford states that in the Washington Post, Oasis High School ranked 47<sup>th</sup> most challenging high school in the nation out of over 2,000 high schools.

Ms. Sanford states the AICE testing is still going strong. AICE testing finished June 9, 2017.

Ms. Stanford states that high school seniors last day is Thursday, May 11<sup>th</sup> and they will come back for graduation on May 20<sup>th</sup>.

*Discussion held.*

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:****A. Discussion of the Superintendent Job Description – Chair Cosden**

*Discussion held.*

Motion made by Member Traiger and seconded by Member Campbell to approve the modification of the Superintendent job description to eliminate the “secondary language, Spanish preferred” line.

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

**Ayes:** Campbell, Fisher, Traiger

**Opposed:** Boyer, Cosden, Zivkovic

**Motion fails**

Motion made by Member Boyer and seconded by Vice-Chair Zivkovic to approve the Superintendent job description as written.

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

**Ayes:** Boyer, Cosden, Zivkovic

**Opposed:** Campbell, Fisher, Traiger

**Motion fails**

*Discussion held.*

Motion made by Member Fisher and seconded by Member Boyer to approve the

Superintendent job description as written. Member Boyer rescinded her second.

*Discussion held.*

Motion made by Member Traiger and seconded by Member Campbell to approve the modification of the Superintendent Job Description Preferred Qualifications section and eliminate the “secondary language, Spanish preferred” wording.

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

**All “Aye’s,” motion carries.**

**B. Approval of the Interim Superintendent Contract – Chair Cosden**

Motion made by Vice-Chair Zivkovic and seconded by Member Boyer to approve the Interim Superintendent Contract.

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

**All “Aye’s,” motion carries.**

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

Member Fisher congratulates the administration, staff, and students of Oasis High School. He feels we need to keep getting out these great and positive stories to show what’s really happening.

Vice-Chair Zivkovic congratulates Oasis High School and asks Ms. Sanford to please not downplay the accomplishment of being ranked 47<sup>th</sup> on the Washington Post List. We need to keep getting these messages out because there are people out there who want to magnify our minor issues so we shouldn’t minimize our major accomplishments.

Member Boyer states she attended the Lighthouse Awards Dinner and that it was beautifully done by the Foundation.

Member Boyer thanks the Foundation and Jen-Hope Belis for all the hard work they put into the Lighthouse Award Dinner.

Chair Cosden read the names of the Lighthouse Award winners:

Tiffany Chobrda (CME)

Tiffany Brown (OES)

Dana Gibbs (OMS)

Nancy Oukasse (OHS)

Denise Lowe won the Beacon Award. She is the receptionist at Oasis Elementary School.

Member Traiger states the Lighthouse Dinner was fabulous.

Member Traiger thanks Mrs. Collins for all of her hard work, loves the weekly emails, and feels very comfortable with her leadership.

Member Traiger thanks Mrs. Collins for building relationships and being proactive with the City of Cape Coral.

Member McMillan congratulates Oasis High School.

**Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Tuesday, June 13, 2017 at 9:00 A.M. in Council Chambers.

**Adjournment**

There being no further business, the meeting adjourned at 9:59 a.m.

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

**Item Number: 4.F.**

**Meeting**

**8/8/2017**

**Date:**

**Item Type:**

**APPROVAL OF  
MINUTES:**

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

**TITLE:**

May 9, 2017 Workshop Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ May 9, 2017 Workshop #3

**Type**

Backup Material

**MINUTES OF THE CAPE CORAL  
CHARTER SCHOOL AUTHORITY  
GOVERNING BOARD WORKSHOP #3**

**Wednesday, May 9, 2017  
Council Chambers**

**PRESENT:** Boyer, Cosden, Fisher, Traiger, Zivkovic

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Victoria Bateman, City of Cape Coral Finance Services Director

**Unfinished Business:**

**A Discussion of the City of Cape Coral Charter School Budget for 2017-18**

*Round table discussion held*

**Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Tuesday, June 13, 2017 at 9:00 A.M. in Council Chambers.

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



**Item Number: 4.G.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

June 2, 2017 Workshop Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ June 2, 2017 Workshop

**Type**

Backup Material

**MINUTES OF THE CAPE CORAL**  
**CHARTER SCHOOL AUTHORITY GOVERNING BOARD**  
**SPECIAL BUDGET WORKSHOP MEETING**

**Friday, June 2, 2017**  
**Green Room (Old City Hall)**  
**1:00 p.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on June 2, 2017, in the Green Room (Old City Hall), a Special Governing Board Meeting. Chair Cosden called the meeting to order at 1:00 p.m.

**1. ROLL CALL:** Boyer, Cosden, Traiger, Winstead, Zivkovic  
Campbell arrived at 1:47 p.m.  
Fisher-Excused  
McMillan-Excused

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Amanda Sanford, Principal, Oasis Charter High School  
Kevin Brown, Principal, Christa McAuliffe Elementary School  
Christopher Fennell, Assistant Principal, Oasis Charter Elementary School  
Mary Anne Moniz, Business Manager, Cape Coral Charter School Authority  
Britt Martin, Accountant, Cape Coral Charter School Authority  
John Szerlag, City Manager  
Vicki Bateman, City of Cape Coral Finance Services Director  
Chris Phillips, City of Cape Coral Budget Administrator

**2. WELCOME AND OPENING REMARKS:**

Mrs. Collins welcomed everyone to the final budget workshop.

Mrs. Collins states that she, the City's Finance Department, and Mary Anne Moniz spent a good amount of time working on this budget plan to get this balanced budget to a point where they feel comfortable.

**3. GUEST SPEAKER:** John Szerlag, City Manager

City Manager John Szerlag talked about the City's budget and the Charter School's budget because they are married in a number of fashions.

City Manager Szerlag states he is recommending an ordinance change about the charges to the Charter School System.

City Manager Szerlag states that he wants the Charter School System to be sustainable and understands the Charter School System has a revenue problem not an expenditure problem.

Chair Cosden states she likes where City Manager Szerlag is heading.

Vice Chair Zivkovic states he appreciates City Manager Szerlag's intentions and understands there are hurdles and other barriers.

*Discussion held.*

City Manager excuses himself from the meeting at 1:28 p.m.

#### **4. BUDGET OVERVIEW:** Mary Anne Moniz

Ms. Moniz states she wanted to touch base with the Board Members about changes that were made to the budget since their last meeting.

Ms. Moniz states OHS has added a JROTC Instructor and half of the salary will be reimbursed to us by the U.S. Army, giving the budget a revenue of \$34,000.00.

Ms. Moniz states she spoke to Ms. Sanford to increase OHS enrollment by 10 students, giving an additional estimated revenue of \$60,528.00.

Ms. Moniz states employees will get a 2% pay increase this year.

Ms Moniz states there were six paraprofessionals and two teachers cut from the budget at OES. Three paraprofessionals were cut at CME. One paraprofessional was cut at OMS.

Ms. Moniz commended the City for refunding our Bonds which gave the Charter School System a substantial savings to the Charter School's debt service.

Ms. Moniz states she, Mrs. Collins, and Marilyn Rawlings from Lee County's Transportation Department, met to discuss buying a used van from the City. Ms. Rawlings has agreed to sell the used van to the Charter School System for no more than \$5,000.00.

Ms. Moniz states there's revenue of \$23.3 million and expenditures of \$24 million, giving the budget a short balance of \$701,000.00.

*Discussion held.*

#### **5. BUDGET RECOMMENDATIONS:** Vicki Bateman

Ms. Bateman recommends in fiscal year 2018 replacing the air conditioning chillers at CME, at a cost of \$300,000.00, and at OES for \$545,000.00. In fiscal year 2019, there are two more that will need to be replaced. In fiscal year 2020, OHS chiller will need to be replaced along with starting to replace Charter School buses.

Ms. Bateman states the City's Public Works Department feel the Charter School System should be putting 1 million dollars aside in reserves so the funds are there when the Charter School needs it.

Ms. Bateman recommends the Charter School Lease with the City should be changed or just have the City pay for the capital.

Ms. Bateman states that the Charter School buildings are owned by the City and the City needs to protect its assets. The Charter School should go in front of City Council to ask for their help with maintaining the upkeep of the buildings.

*Discussion held.*

### **Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Tuesday, June 13, 2017 at 9:00 A.M. in Council Chambers.

### **Adjournment**

There being no further business, the meeting adjourned at 1:19 p.m.

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

**Item Number: 4.H.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

June 13, 2017 Regular Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ June 13, 2017

**Type**

Backup Material

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

**Tuesday, June 13, 2017**

**Council Chambers**

**9:00 a.m.**

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

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

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

All in attendance

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

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

**4. APPROVAL OF MINUTES:**

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

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

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

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

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

**All “Aye’s,” motion carries.**

**6. PUBLIC COMMENT:**

None

**7. CONSENT AGENDA:**

None

**8. SUPERINTENDENT REPORT:**

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

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

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

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

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

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

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

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

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

*Discussion held*

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

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

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

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

Chair Cosden agrees with Member Winstead.

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

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

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

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

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

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

#### *Discussion Held*

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

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

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



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

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

**10. FOUNDATION REPORT:**

None

**11. STAFF COMMENT:**

None

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

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

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

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

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

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

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

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

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

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

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

*Discussion Held*

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

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

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

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

*Discussion Held*

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

*Discussion Held*

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

*Discussion Held*

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

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

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

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

*Discussion Held*

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

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

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

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

Ms. Moniz presents the operating budget for FY 2018.

*Discussion Held*

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

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

**All “Aye’s,” motion carries**

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

*Discussion Held*

**F. Review Charter School Superintendent Applications**

*Discussion Held*

Member Boyer left meeting at 12:05pm.

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

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

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

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

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

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

Member Fisher congratulates the Oasis High School Class of 2017.

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

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

**Time and Date of Next Meeting**

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

**Adjournment**

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

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

**Item Number: 4.I.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

June 16, 2017 Special Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ June 16, 2017

**Type**

Backup Material

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

**Friday, June 16, 2017**  
**Green Room (Old City Hall)**  
**9:00 a.m.**

**CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on June 2, 2017, in the Green Room (Old City Hall), a Special Governing Board Meeting. Chair Cosden called the meeting to order at 9:10 a.m.

**1. ROLL CALL:** Campbell, Cosden, Fisher, Traiger  
Boyer - Excused  
McMillan-Excused  
Winstead – Excused  
Zivkovic - Excused

**ALSO PRESENT:** Jacquelin Collins, Interim Superintendent, Cape Coral Charter School Authority  
Amanda Sanford, Principal, Oasis Charter High School  
Dolores Menendez, City Attorney  
Shay Pearson, Parent  
Branden Pearson, Recent Graduate of Oasis High School

**Discussion of a Formal Complaint** – Chair Cosden

Chair Cosden states there will be a fifteen minute presentation from Branden Pearson who is making a Formal Complaint to the Board.

Branden Pearson states he is seeking the Governing Board to launch an independent, impartial investigation into a discrimination complaint.

Branden Pearson states there was an investigation done by Nelson Stephenson and his Staff but feels this investigation was not fair or impartial.

Branden Pearson states he feels there are three violation areas that occurred.

Branden Pearson states he feels there are contradictions in the report that was presented.

Branden Pearson states he feels the investigation lacked impartiality.

Branden Pearson states he feels the first violation was in NEOLA Policy 2260 where it says if a student who believes they have been unlawfully discriminated or retaliated against can make an informal complaint orally or written to a teacher, other employee, or administrator in the school the student attends, superintendent, and/or directly to the Compliant Officer. All members of the Authority must report incidents of discrimination or retaliation to the Compliant Officer within two business days of learning of the incident.

Branden Pearson states he submitted his complaint to the Superintendent or other Authority level, the Governing Board, and to City Council on December 14, 2016.

Branden Pearson states he feels Nelson Stephenson did not forward the complaint at all.

Branden Pearson states he feels that Mr. Stephenson thought the complaint had no merit since the complaint was not forwarded within those two days.

Branden Pearson states the Compliant Officer received the complaint on January 9, 2017 after filing another complaint.

Branden Pearson states he feels a second violation was also in NEOLA Policy 2260 in regards to how the investigation is supposed to be conducted and what is considered.

Branden Pearson states he is referring to where it says the Compliant Officer recommendations must be based upon the totality of the circumstances.

Branden Pearson states he feels that his investigations did not include everything that surrounded the events that occurred and leading up to the unlawful retaliation.

Branden Pearson states he feels a third violation was also in NEOLA Policy 2260 in regards to the different aspects of what should be included in the investigation.

Branden Pearson refers to the part in NEOLA Policy 2260 where it says the investigation will include interviews with other witnesses that may have information relevant to the allegations and will include consideration of any documentation presented by the complainant.

Branden Pearson states he feels the investigation did not include witnesses he felt had relevant information nor did the investigation include any documentation he submitted to the Compliant Officer.

Branden Pearson states he feels the last violation was in NEOLA Policy 2260 where it says that within five business days of receiving the report from the Compliant Officer, the Superintendent must either issue a final decision or request further investigation.

Branden Pearson states the report was completed on February 10, 2017 but was not provided until March 7, 2017.

Branden Pearson states the report was delivered in an email in a Word document which anyone could edit. It should have been sent in a pdf format.

Branden Pearson states he feels the report has some contradictions.

Branden Pearson states in Finding 10 of the report, it was discovered on January 9, 2017 that he did not withdraw from Oasis High School but that was not true.

Branden Pearson states he would like the Governing Board to further investigate his claims.

Brandon Pearson states an independent investigation could be conducted by the City of Cape Coral staff or hire an outside firm.

Chair Cosden asks Brandon Pearson if he sent a copy of his complaint for violation one to the Compliant Officer.

Brandon Pearson states it is not required to send it to the Compliant Officer.

Chair Cosden asks Brandon Pearson if he signified in his complaint that it was a NEOLA Policy 2260 violation?

Brandon Pearson answers, "No."

Chair Cosden asks Brandon Pearson if he used the word retaliation or discrimination in his complaint.

Brandon Pearson answers, "I did use that word."

Chair Cosden asks Brandon Pearson if he knew why Captain Torrogrosso did not let him file a civil complaint. Did he recommend you not file one or was it not possible?

Brandon Pearson answers that it he thinks it was because it was not possible.

Shay Pearson states she spoke to Captain Torrogrosso and in the conversation it never came up if she wanted to file a civil complaint.

Member Fisher asks Brandon Pearson that when he reached out to Council Member Erbrick on December 1, 2016 it was because he couldn't reach out to the Governing Board. Did he try to reach out to Principal Treece, Superintendent Stephenson or Mr. Boerner to contact the Governing Board on his behalf?

Brandon Pearson answers that he didn't reach out to them because he didn't have faith in the administration to do it.

*Discussion Held*

Member Campbell states he believes what Brandon Pearson is saying.

Member Campbell asks Brandon Pearson what he hopes to get out of the impartial investigation he's asking for since Mr. Stephenson and Ms. Treece are gone.

Brandon Pearson answers that there are still employees that were involved that are still employed with the Charter System and can be investigated.

Member Campbell states he feels that training the two people who were involved and the entire staff on how to handle these types of situations would be beneficial. He doesn't see how an investigation will help Brandon Pearson's goal of making things better.



*Discussion Held*

Brandon Pearson states he thinks Interim Superintendent Collins and Ms. Treece gave one of the employees in the investigation a directive that was not adhered to.

Jacquelin Collins states that she and Ms. Treece spoke to Mr. Boerner about the fact that Brandon Pearson felt intimidated by him and since there were only a few days of school left to please refrain from commenting or talking to Mr. Pearson until the school year was over. However, Mr. Boerner did make comments to Brandon Pearson such as “good morning, Mr. Pearson” or “did you enjoy the Prom.”

Brandon Pearson states it doesn’t matter what the content was if a directive was given not to speak.

*Discussion Held*

Member Traiger states that NEOLA Policies are in place but are lacking procedures.

Member Traiger ask Mrs. Collins to ensure procedures are in place for these policies.

Member Traiger recommends Mr. Boerner and Mr. Smith to receive professional development training.

Member Traiger recommends our Charter System follow Lee County’s Code of Conduct. In their Code of Conduct is Restorative Justice. Restorative Justice gets all the key players around a table for a discussion.

*Discussion Held*

Member Fisher states he spoke with Brandon Pearson several times regarding this matter.

Member Fisher states the situation lacked communication on both sides.

Member Fisher states JROTC is out of the Charter System’s jurisdiction. They have their own rules.

Member Fisher states he has not seen anything on the administrative level that shows retaliation or intimidation.

Member Fisher states a lot of the entity’s that have been described are no longer employed or present.

Member Fisher states he appreciates this being brought forward and just for the record, a pdf format can be edited.

Member Fisher states he’s glad that Brandon Pearson researched and documented the situation but still believes miscommunication was a big part of it.

*Discussion Held*

Dolores Menendez states that as previously acknowledged, many of the employees involved are no longer with us and are beyond our reach.

Dolores Menendez states she believes Brandon Pearson's concern is that his complaints were being minimized by the Charter System and no one demonstrated sensitivity toward him individually or to what these implications may have on the student body.

Dolores Menendez states policies and procedures operate on different plains.

Dolores Menendez states to the Board that it's hard to move forward since the key employees are no longer with the System.

Dolores Menendez states she is hearing Brandon Pearson's concern for future students and how their experience will be in the Charter System and want to make sure that these kind of concerns are recognized and will serve as a light into the future.

Dolores Menendez states she is hearing the Board, Interim Superintendent, and current high school principal are taking Brandon Pearson's concerns very seriously and are trying to find a way to move them forward.

Chair Cosden states a sequence of events that imply something is not evidence. If there was an email that stated someone was going to retaliate against someone that would be evidence.

*Discussion Held*

Member Traiger states she wants to take this opportunity to move forward for the next student because it is critical to make sure we are being run by leaders who are beacons for our System and that involves training and professional development,

Chair Cosden states she does agree that the timing of the complaint had been violated but the person who violated it is no longer with the System.

*Discussion Held*

Shay Pearson states it took a month for the report to be given to them. She filed an appeal and that took almost three months. She understands there was a lack of communication but suggests to the Board that they need better timing.

Chair Cosden states she was told by the City the concern was handled.

Shay Pearson states that was a completely different incident.

Brandon Pearson states he was a target at school for six months and Erich Boerner tried having him expelled on March 2017.

Member Campbell states he understands how Brandon Pearson feels and that he's spoken to Mr. Pearson before.

Member Campbell urges Brandon Pearson to focus on his bright future and let this go.

Member Campbell states he's using this for exactly what Brandon Pearson wanted and make the future better for other students. He also states there's nothing he can do to take back what happened.

#### *Discussion Held*

Motion was made by Member Campbell and seconded by Member Traiger to deny the appellant's request for additional or further investigation of previous complaints, but to direct the Superintendent to develop procedures to deal with such instances and to institute training of all Charter School Staff for dealing with complaints and to promote a culture of professionalism, sensitivity, and communication.

**Board Vote:** Campbell, Cosden, Fisher, Traiger

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

Member Fisher wishes Brandon Pearson the best with everything. He also states the Board, Mrs. Collins, and Ms. Sanford are taking this seriously.

Chair Cosden states there is a list of actions, not necessarily formal, she will be following up with. They are sending Mr. Pearson a formal letter with the results of the meeting, getting a NEOLA Policy in place for students who have injunctions, a social media policy for administrators, add to the NEOLA Policy to include a hard copy mailed and if emailed, it needs to be put in a pdf format, and professional training.

Chair Cosden states we are walking away from this meeting with things to make the System better.

#### **Time and Date of Next Meeting**

Regular Governing Board Meeting will be held Tuesday, June 13, 2017 at 9:00 A.M. in Council Chambers.

#### **Adjournment**

There being no further business, the meeting adjourned at 10:28 a.m.

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

**Item Number: 4.J.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

July 13, 2017 Special Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ July 13, 2017

**Type**

Backup Material

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

**Thursday, July 13, 2017**

**Council Chambers**

**9:00 a.m.**

**1. CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on July 13, 2017, at City of Cape Coral Council Chambers, a Special Governing Board Meeting. Chair Cosden called the meeting to order at 9:04 a.m.

**2. INVOCATION:** Member Winstead

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

All in attendance

**4. ROLL CALL:** Boyer, Cosden, Fisher, McMillan, Traiger, Winstead, Zivkovic  
Campbell - Excused  
Ross – Not Present

**ALSO PRESENT:** Jacquelin Collins, Principal, Oasis Elementary School  
Donnie Hopper, Principal, Oasis Middle School  
Dolores Menendez, City Attorney  
Danielle Jensen, Director of Procurement and Food Service  
Lisa Sonego, City of Cape Coral, Human Resources  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools  
Britt Martin, Accountant, Cape Coral Charter School Authority  
Paul Pescatrice, Maintenance Department, Cape Coral Charter School Authority

**5. NEW BUSINESS:**

**A. Approval of Purchase Order over \$50,000.00 – Danielle Jensen**

Ms. Jensen states that this purchase order is for an emergency situation for the air conditioning at Christa McAuliffe Elementary School because it takes eight weeks for the work to be completed.

Ms. Jensen states Trane was the lowest bid.

Motion made by Member Boyer and seconded by Member Fisher to approve the quote from Trane.

*Discussion held.*

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

**All “Aye’s,” motion carries.**

**6. DISCUSSION OF THE TOP TEN CANDIDATES FOR THE CHARTER SCHOOL  
SUPERINTENDENT POSITION:**

Ms. Sonogo starts the discussion by explaining the superintendent hiring process. She states the Governing Board needs to agree on five to six candidates today that will go into the first round. The next phase will be to Skype with the candidates.

*Discussion held.*

Member Boyer suggests having another Special Meeting to Skype with the top five or six candidates.

Motion made by Member Traiger to approve postponing the search for the next superintendent until December.

Member Traiger states the System is fragile right now and to keep Mrs. Collins as the Interim Superintendent.

There was no second to the Motion. **Motion fails.**

*Discussion held.*

Chair Cosden states she would like the Board to vote on each candidate and come up with the top six candidates to move forward.

*Discussion held.*

Motion made by Member Traiger and seconded by Member Boyer to approve the top six candidates and move them on to the Skype interview.

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

**All “Aye’s,” motion carries**

*Discussion held about when the Skype interviews will take place.*

Chair Cosden states there will be a Special Meeting for the Skype interviews on July 27, 2017.

Member Traiger left meeting at 11:10 a.m.

*Discussion held about the Skype Superintendent interview questions.*

**7. TIME AND DATE OF NEXT MEETING:**

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

**Adjournment**

There being no further business, the meeting adjourned at 11:29 a.m.

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

**Item Number: 4.K.**

**Meeting**

**Date:** 8/8/2017

**Item Type:** APPROVAL OF  
MINUTES:

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

**TITLE:**

July 27, 2017 Special Meeting Minutes

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▣ July 27, 2017

**Type**

Backup Material



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

**Thursday, July 27, 2017**

**Council Chambers**

**9:00 a.m.**

**1. CALL TO ORDER:** The Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on July 27, 2017, at City of Cape Coral Council Chambers, a Special Governing Board Meeting. Chair Cosden called the meeting to order at 9:00 a.m.

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

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

All in attendance

**4. ROLL CALL:** Boyer, Cosden, Fisher, McMillan, Winstead, Zivkovic  
Campbell - Excused  
Ross – Not Present  
Traiger - Excused

**ALSO PRESENT:** Donnie Hopper, Principal, Oasis Middle School  
Christopher Fennell, Assistant Principal, Oasis Elementary School  
Gail Roberts, Assistant City Attorney  
Vicki McAtee, City of Cape Coral, Human Resources Liaison to Charter Schools

**5. NEW BUSINESS:**

**A. Skype with the top six candidates for the Charter School Superintendent position**

The top six candidates chosen by the Board are Monty Aldrich, Lois Cavucci, Jacquelin Collins, Michelle Imbrunone, Jeffrey McCartney, and Stephen Stohla.

The candidates answered the same eight questions and the ninth question was emailed to them to answer.

*Discussion held.*

Member McMillan left the meeting at 11:38 am.

**7. TIME AND DATE OF NEXT MEETING:**

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

**Adjournment**

There being no further business, the meeting adjourned at 12:43 p.m.

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

Item Number:	5.A.
Meeting Date:	8/8/2017
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

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

**TITLE:**  
August 8, 2017 Regular Meeting Agenda

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 11.A.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Adam Nowicki-Charter School Network Analyst

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 11.B.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Kevin Brown-Christa McAuliffe Elementary School

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 11.C.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Chris Fennell-Oasis Elementary School

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 11.D.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Donnie Hopper-Oasis Middle School

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 11.E.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> STAFF COMMENT:

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

**TITLE:**

Amanda Sanford-Oasis High School

**SUMMARY:**

**ADDITIONAL INFORMATION:**



<b>Item Number:</b>	<b>13.A.</b>
<b>Meeting Date:</b>	<b>8/8/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of the City of Cape Coral Charter School Authority's Wellness Policy - Danielle Jensen

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
☐ wellness Policy Memo	Backup Material
☐ Wellness Policy 2017	Backup Material

Cape Coral Charter School Authority

Administration Division

TO: Cape Coral Charter School Authority Governing Board  
THRU: Jacquelin Collins, Superintendent  
FROM: Danielle Jensen, Director of Procurement and Food Services  
DATE: June 15, 2017  
SUBJECT: Wellness Policy Update

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One of the requirements of the National School Lunch Program is to annually review and implement a wellness policy. The policy was last modified in June of 2016. Here is a status update of what we have completed and what we are planning to implement for next year. There are three primary areas of goals that we will focus on each year.

The first area is nutrition. We remain in compliance with offering the strict requirements as outlined by the National School Lunch Program (NSLP). This included a maximum calorie and sodium range for both breakfast and lunch. We are also in compliance with portions of each menu component which includes milk, grain, meat, fruit and vegetables. With enrollment and participation down this year we did see a decline of 5% in our NSLP claims over last year. We were able to offset it with an increase in a la carte sales.

We have had continued success in our breakfast program. While it is required to offer breakfast in our elementary schools, we feel it is equally important to offer it to our middle and high school students. Our numbers have been consistent and feel it is important to continue this part of the program next year.

Another area that is emphasized is qualifications of school food service staff. At the beginning of the year, we have food handling training for the entire staff. Annually, we conduct a food safety training session that will be a review for the returning staff after the summer break and ensure any new hires are trained properly. We have four staff member's taking the management certification to ensure we will always have a certified staff member on campus.

One implemented selling subs and salads to our Oasis elementary students for the first time. This program was very successful with us selling out these items each day. This was a good opportunity to introduce some healthy choices to our students.

One change we feel we need to take for the next school year is to be more specific regarding when other food items may be sold during school. In the past we said not during the food service. We feel we need to expand that to say not until after the last school bell except for the OHS coffee club drinks. We felt the time should be expanded to at least an hour before lunch and breakfast but since the high school serves lunch at 10 and is out an hour and half after lunch, it made more sense to just allow items to be sold after school. It is a great time to catch students that stay after for clubs or sports.

The second major area is nutrition and promotion of physical activity. An important part is the nutrition education of our students. At the elementary level, our physical education classes spend part of their class time teaching students about the food pyramid and making healthy choices. At the middle school, students take 6<sup>th</sup> grade health class that promotes healthy choices and good nutrition. Our high school has the Health Opportunities in Physical Education (H.O.P.E) that promotes physical activity and nutrition education. While these classes are required, we need to promote the importance of these classes annually.

A goal we have implemented and would like to continue is to promote nutritional education communication with the parents. We provided a nutritional fact each month that we placed on our menus and websites for the parent's benefits. We also expanded the nutritional education by providing information that featured a fruit and vegetable and is available on our websites for families to view. We would like to continue this goal next year.

Another goal is to complete student evaluations for all 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, and new to Lee County students. This process includes taking a student's height, weight, and body mass index (BMI). Any students that are outside the 3<sup>rd</sup> and 97<sup>th</sup> percentile were referred to a medical doctor. We accomplished this and must continue this process next year.

In addition, our weekly physical education time is within compliance of state requirements. We needed to modify our wording of the physical requirement in our policy. We also offer several opportunities for our parents and students to be involved in physical activities. We have sponsored several 5K runs and hosted an elementary bike rodeo which promotes physical activity and emphasizes bike safety. We also have an annual Field day at both elementary schools that promotes physical activity in a fun environment. Christa promotes a sports club and a mileage club for its 3<sup>rd</sup> through 5<sup>th</sup> grade students. Both elementary schools participated in a boot camp that was fun and successful at both campuses. Our middle and high school students participate in a variety of sports programs throughout the school year. This year,

both Christa and Oasis elementary promoted a successful Walk a thon fundraiser which raised money by doing physical activity.

The third area that we need to have a goal is a school based activity goal. We have been successful this year in promoting healthy options for our staff by continuing to sponsor gym membership subsidies to promote exercise of our staff. We also participate in the City of Cape Coral's annual Healthy Targets Program with health screenings.

In addition to achieving all the required goals, the Department of Agriculture required an administrative review of our school district's entire NSLP program. This review included looking at our financials, procurement process, application process, menus, training, onsite reviews, verification process and lunch preparation and service. Our review was completed on February 8, 2017 at Oasis middle school. They provided some technical assistance but found no findings.

Overall, we feel we have had a successful implementation of the wellness policy this year. We hope to continue and build on the progress we have made so far. We welcome any recommendations for change or improvements in the future.

## Addendum A

### FROM:

**High Schools** – no soft drinks will be allowed to be sold before or during school hours. Vending machines with soft drinks will be allowed after 8<sup>th</sup> period until 10:00pm. Items sold must meet the nutritional guidelines but must not be allowed to be sold **during the food service.**

### TO:

**High Schools** – no soft drinks will be allowed to be sold before or during school hours. Vending machines with soft drinks will be allowed after 8<sup>th</sup> period until 10:00pm. Items sold must meet the nutritional guidelines but must not be allowed to be sold ***until after the last school bell except for the OHS coffee club drinks.***

# City of Cape Coral Charter School Authority's Wellness Policies on Physical Activity and Nutrition

## Preamble

At the City of Cape Coral Charter School Authority, we believe that children need access to healthy foods and physical activity in order to grow, learn, and thrive because good health fosters student attendance and education.

We recognize that obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. In addition, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States. The major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.

Despite the fact that school districts around the country are facing significant fiscal and scheduling constraints, we feel it is essential to develop and implement a successful school wellness policy to address these issues. We want to be proactive with community participation in the development and implementation of our plan.

Thus, the City of Cape Coral Charter School Authority is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the City of Cape Coral Charter School Authority that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, and the National School Lunch Program).

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

## **TO ACHIEVE THESE POLICY GOALS:**

### **I. School Health Councils**

The school district and/or individual schools within the district will create, strengthen, or work within existing school health councils to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The councils also will serve as resources to school sites for implementing those policies.

### **II. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

#### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%, 0.5%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Elementary, Middle and High Schools will operate the School Breakfast Program.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.

**Free and Reduced-priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools may utilize electronic identification and payment systems and promote the availability of school meals to all students. Provide training to new staff members on the importance of discretion when students go through the lunch line. Ensure to maintain, improve and upgrade cafeteria system when financially possible.

**Meal Times and Scheduling.** Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages.** Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)**

**Elementary Schools.** The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to three times a week and follow the food guidelines listed below. Only water, low-fat and non-fat milk, and soy milk will be provided as beverages.



**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards: ***(One exception is to allow coffee and tea products at the high school only)***

### **Beverages**

- **Allowed:** water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; low calorie sports drinks, low calorie iced teas, milk that has 360 calories or less.
- **Not allowed:** soft drinks containing caloric sweeteners; ; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine including all coffee products, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

### **Foods**

- A food item sold individually and A la carte: (50% of food items offered individually meet these guidelines)
  - will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
  - will have no more than 30 grams sugars per serving;
  - will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

### **Portion Sizes:**

- Limit portion sizes of foods and beverages sold individually to those listed below:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
- One ounce for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
- Eight ounces for non-frozen yogurt;
- Twelve fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

**Vending:**

**Elementary Schools** – no beverage/snack vending machines may be in operation where students may purchase items during the school day.

**Middle Schools** – no soft drinks will be allowed to be sold at any time. Items sold must meet the nutritional guidelines but must not be allowed to be sold during the food service.

**High Schools** – no soft drinks will be allowed to be sold before or during school hours. Vending machines with soft drinks will be allowed after 8<sup>th</sup> period until 10:00pm. Items sold must meet the nutritional guidelines but must not be allowed to be sold until after the last school bell except for the OHS coffee club drinks.

**Fundraising Activities.** To support children's health and school nutrition-education efforts, it is highly recommended that school fundraising activities should not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Bars that meet nutritional needs guidelines are allowed. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

**Snacks.** It is recommended that snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

**Rewards.** It is suggested that schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** We encourage parents to bring in healthy store-bought items for celebrations. It should be recommended that each party should try to include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day should meet the nutrition standards for meals or for foods and beverages sold individually (above). No soda will be used in elementary or middle school activities. High School events will be allowed to provide soda but must also include one fruit juice option available.

### **III. Nutrition and Physical Activity Promotion and Food Marketing**

**Nutrition Education and Promotion.** The City of Cape Coral Charter School Authority aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at both elementary schools for each grade level as part of their physical education curriculum. It will include gaining knowledge of the food pyramid and making healthy choices to promote and protect their health;
- is an integral part of our 6<sup>th</sup> grade health class in our Oasis middle school and our Health Opportunities in Physical Education (H.O.P.E.) program in our Oasis High School;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;

**Communications with Parents.** The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The school district will provide a monthly nutritional fact on menus and the school website to enhance nutritional communication with parents.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

**Student Evaluations.** Any students in grades 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, and new to Lee County, (per state mandate) will have their height, weight and Body Mass Index taken. Once the students' Body Mass Index is calculated and graphed using the CDC table for Calculated Body Mass Index Values, any students outside the 3<sup>rd</sup> and 97<sup>th</sup> percentile or failure of the student to grow heavier or taller will be sent a letter of referral for the student to be evaluated by a medical doctor. BMI is monitored throughout the 6<sup>th</sup> grade and any follow up regarding students' health care visit is documented, BMI findings and referrals are reported to the Lee County Health Department yearly.

If a medical referral is not indicated, but a teacher or the nurse observes signs of nutritional problems or poor eating habits that may lead to future health problems, a nutritional screening may be done from grades K through 12 with the parent's approval. The students' Body Mass Index is calculated, graphed and monitored using present and previous BMI findings. A Health History for Nutritional Assessment is done. Findings are recorded and health care provider follow up is suggested in the form of a letter sent home. These students' BMI is monitored and any findings of BMI issues are reported to the Lee County Health Department. Any follow up regarding students health care visit are documented.

## **IV. Physical Activity Opportunities and Physical Education**

**Daily Physical Education (P.E.) K-12.** All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings will have the opportunity to take a physical education course that has been reviewed by a certified physical education teacher.

Each elementary school will provide 150 minutes of physical education each week for students in kindergarten through 5<sup>th</sup> grade. Any day that physical education is provided there should be at least 30 consecutive minutes per day.

For middle school students, the equivalent of one class period per day of physical education for one semester of each year is required for students enrolled in grades 6 through 8.

The high school requirement is one credit of physical education which must include the integration of health.

Exceptions to this requirements would be if a student is enrolled in remedial courses or a parent provides in writing that they want their student to take other courses or that their student participates in physical activities outside of the school day that equal or are in excess of that requirement.

**Physical Activity Opportunities Before and After School.** All elementary, middle, and high schools will attempt to offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Teachers are strongly encouraged to allow students at least 15 minutes a day of physical activity through recess or P.E.

**Use of School Facilities Outside of School Hours.** School spaces and facilities should be available to supervised students and staff before, during, and after the school day. School policies concerning safety will apply at all times.

## **V. Monitoring and Policy Review**

**Monitoring.** The administrator or food services supervisor will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district administrator or food services supervisor.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The administrator or food services supervisor will develop a summary report every year on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

**Policy Review.** Assessments will be repeated every year to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

**Assurance:**

We assure that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.

**Wellness Policy Committee** – This committee has assessed the school's nutrition and physical activity needs and developed this Policy based on those needs.

The committee is composed of the following representatives:

<b>Area Represented</b>	<b>Committee Member Name</b>
Parent	Mary Ossichak, Luz Llerena
Student	Chelsea Long Brianna Jensen, Allyson Hoagland, Mia Ossichak
School Food Service Personnel	Danielle Jensen, Melissa Lanzilotta, Caroline Sterling
School Board	Jessica Cosden (absent)
School Administrator	Jacquelin Collins, Donnie Hopper
School Nurse	Chris Mell (absent)

**Website Address for the Wellness Policy** (if Public or Charter School):

<http://www.capecharterschools.org>

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<b>Item Number:</b>	<b>13.B.</b>
<b>Meeting Date:</b>	<b>8/8/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of the Oasis High School Chromebooks Lease - Danielle Jensen

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>13.C.</b>
<b>Meeting Date:</b>	<b>8/8/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of the FY 2017-2018 Adopted Operating Budget - Mary Anne Moniz

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ FY 2017-2018 Adopted Operating Budget	Backup Material





To: Charter School Governing Board

From: Mary Anne Moniz, Business Manager *Mary Anne Moniz*

Thru: Jacquelin Collins, Interim Superintendent

Date: July 26, 2017

Subject: FY 2017-2018 Operating Budget for Adoption

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This memorandum and the documents that follow are presented for your review and approval of the Fiscal Year 2017-2018 Operating Budget for the City of Cape Coral Charter School Authority.

#### **OVERVIEW**

The total Operating Budget of \$30,964,571 supports the four individual schools, two VPK programs, and the Authority's Administration function respectively. The Authority's Business Manager developed the budget under the direction of the Superintendent with information received from the Charter School Principals, Director of Procurement and Food Services, Facilities Manager, and the City of Cape Coral Finance staff.

It should also be noted that this is the first year the Charter Schools have budgeted in a three-year rolling format which will allow for better planning and consideration for future financial decisions and succession of our schools. While this is considered to be work in progress, it could not have been made possible without the guidance of the City of Cape Coral's Finance Department. Although a three-year budget will be presented in our budget book, the Charter School Governing Board will be asked to approve FY 2017-2018 only.

The FY 2017-2018 current operating revenue is estimated at \$24,376,655 and current Fund Balances (Use \$253,779 and Operating \$6,334,137) total \$6,587,916. This reflects an increase of \$2,272,384 from the Tentative Budget and will be discussed in greater detail.

Expenditures were built using a zero based budget approach, in addition to previous year actual performance with necessary modifications. Current budgeted operating expenditures are estimated at \$24,159,916 and current reserve balances total \$6,804,655.

Capital Outlay totals \$318,165 reflecting a 39.45% decrease over last year's amended budget of \$525,440. It should be noted that of this \$525,440 there was \$405,000 associated with the IT infrastructure upgrade and approximately \$80,000 related to the \$100,000 that City Council awarded.

Of the \$318,165 budgeted for Capital Outlay in FY 2017-2018, a total of \$127,272 is associated with the Chromebook lease, \$69,370 for a new air conditioning unit at Christa McAuliffe, \$10,000 for a steam table for Food Services, \$50,000 for the study relating to Christa Portables, and the balance is associated with other miscellaneous items such as library books and scholastic book fairs. The air conditioning unit at Christa McAuliffe was added to the FY 2017-2018 Operating Budget since the Tentative Budget was approved.

The following table provides a summary of Revenue and Expenditure categories for FY 2017-2018:

<b>Revenue Category</b>	<b>FY 2018 for Adoption</b>	<b>Expenditure Category</b>	<b>FY 2018 for Adoption</b>
Use of Fund Balance	\$ 253,779	Restricted Fund Balance	\$ -
Operating Fund Balance	6,334,137	Unassigned Fund Balance	6,804,655
<b>Total Balance Forward:</b>	<b>\$ 6,587,916</b>	<b>Total Reserves:</b>	<b>\$ 6,804,655</b>
Intergovernmental	\$ 22,937,710	Personnel	\$ 16,567,465
Capital Outlay	582,762	Operating	7,022,075
Charges for Service	666,450	Capital Outlay	318,165
Miscellaneous	189,733	Debt Service	252,211
<b>Total:</b>	<b>\$ 24,376,655</b>	<b>Total:</b>	<b>\$ 24,159,916</b>
<b>Total Sources:</b>	<b>\$ 30,964,571</b>	<b>Total Uses:</b>	<b>\$ 30,964,571</b>

The table below provides a summary of the operating budget, excluding reserves, by school as compared to FY 2016-2017:

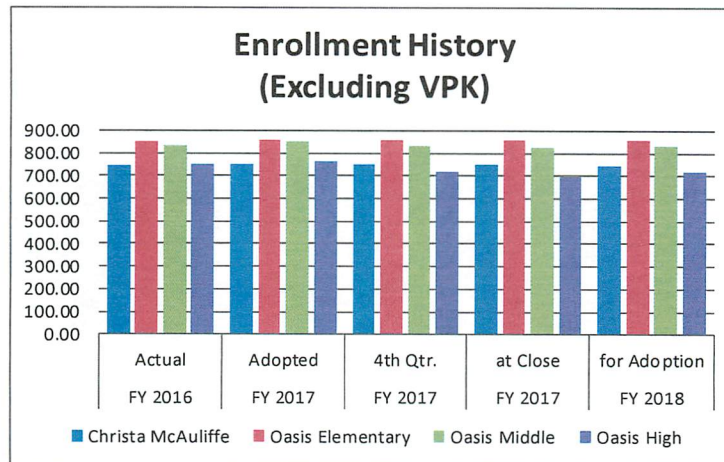
<b>School</b>	<b>FY 2017 Adopted</b>	<b>FY 2017 Amended</b>	<b>FY 2018 for Adoption</b>	<b>% Change from FY 2017 Amended</b>
Christa McAuliffe	\$ 5,754,666	\$ 5,766,083	\$ 5,941,947	3.05%
Christa VPK	102,767	104,398	105,592	1.14%
Oasis Elementary	6,561,117	6,472,725	6,135,279	-5.21%
Oasis VPK	97,395	97,391	106,026	8.87%
Oasis Middle	5,978,272	5,988,764	6,011,265	0.38%
Oasis High	6,127,562	6,069,404	5,859,807	-3.45%
<b>Total:</b>	<b>\$ 24,621,779</b>	<b>\$ 24,498,765</b>	<b>\$ 24,159,916</b>	<b>-1.38%</b>

## ENROLLMENT

As a municipal charter school, our major revenue sources are primarily funded through the Florida Education Finance Program (FEFP) and the Public Education Capital Outlay Fund (PECO). Both of these programs provide funding based on student enrollment; therefore, it is important to maximize the number of students enrolled in our system while adhering to class size limitations imposed by the State of Florida.

Enrollment is estimated to decrease by 2.36 full time equivalent students (FTE) from the FY 2017 4<sup>th</sup> Survey or increase by 24 students compared to the close of the FY 2017 school year. Our schools continue to see minimal growth in student population. Both elementary schools have reached their full potential at this time. As previously noted, we must continue to focus on programs to capture students at both the middle and high schools.

School	FY 2016 Actual	FY 2017 Adopted	FY 2017 4th Qtr.	FY 2017 at Close	FY 2018 for Adoption	% Change from FY 2017
Christa McAuliffe	743.65	751.00	748.51	747.00	746.00	-0.34%
Oasis Elementary	850.02	855.00	855.17	855.00	855.00	-0.02%
Oasis Middle	830.89	853.00	831.06	824.00	835.00	0.47%
Oasis High	746.61	765.00	718.62	701.00	715.00	-0.50%
<b>Total:</b>	<b>3,171.17</b>	<b>3,224.00</b>	<b>3,153.36</b>	<b>3,127.00</b>	<b>3,151.00</b>	<b>-0.07%</b>
VPK	40.00	40.00	40.00	40.00	40.00	0.00%
<b>Total w/VPK:</b>	<b>3,211.17</b>	<b>3,264.00</b>	<b>3,193.36</b>	<b>3,167.00</b>	<b>3,191.00</b>	<b>-0.07%</b>

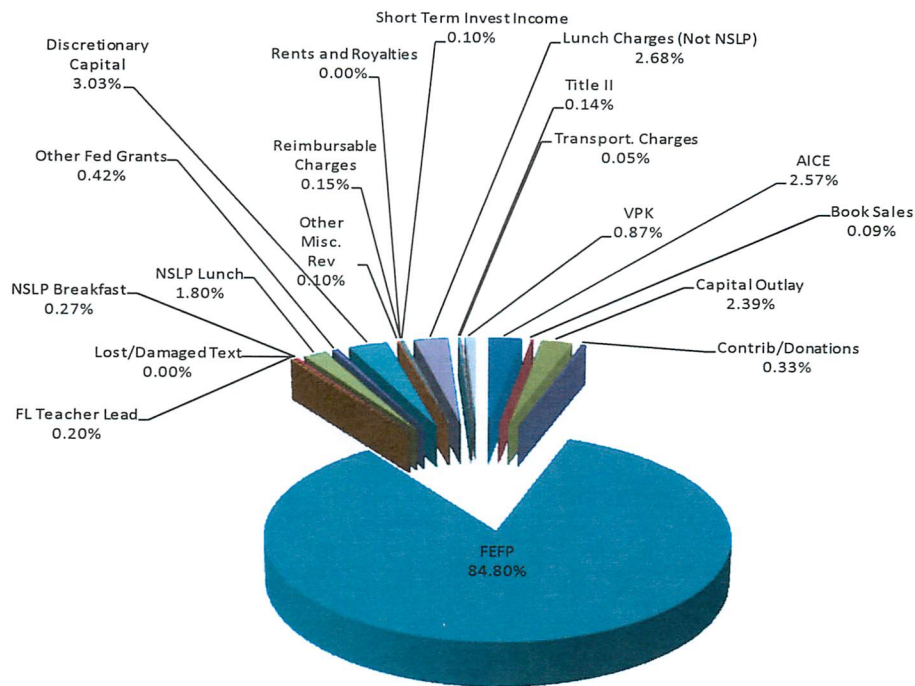


## REVENUE SUMMARY

Per policy, all major revenues are budgeted at 96% conservatively. Adjustments will be done through the formal budget amendment process as additional information is received.

The following tables and graphs are intended to provide a summary of revenue categories only. Detailed account information regarding each can be found in the attachments that follow this memo.

## FY 2017-2018 Revenue Sources



## INTERGOVERNMENTAL

### Florida Education Finance Program (FEFP)

While we have not received our final funding of Florida Education Finance Program (FEFP) dollars, we are able to make general assumptions based on estimated enrollment using the approved increase of \$100 per full time student equivalent (fte).

The Florida Education Finance Program (FEFP) is the major source of revenue for the Charter School Authority totaling \$20,670,372 and represents 84.80% of the total operating revenue, excluding fund balance (cash). As previously noted, FEFP reflects a \$347,300 increase over the Tentative Budget based on the increase of \$100 per fte. The Tentative Budget was initially estimated using \$24 per fte. It should also be noted that the FEFP revenue assumptions have been budgeted conservatively at 96% of the full funding calculation.

### Voluntary Pre-Kindergarten (VPK)

Once again, the Voluntary Pre-Kindergarten Program (VPK) reflects full enrollment for the FY 2017-2018 year for both the Oasis Elementary and Christa McAuliffe locations. While we anticipate \$50 more per student, this revenue reflects an increase of \$13,092 from the Tentative Budget based on FY 2017 actuals.



### **National School Lunch Program (NSLP)**

While our student population is projected to increase by 24 fte students, applications for the National School Lunch Program (NSLP) are not yet completed by the parents or the Food Services Department for the FY 2017-2018 school year. The National School Lunch Program currently services over one-third of our student population or 37%.

### **Cambridge Advanced International Certificate of Education (AICE)/Advanced Placement (AP)**

The Advanced International Certificate of Education Program is an international curriculum and examination program which provides college credit to our students. In addition, students are eligible to earn an advanced diploma.

This program has proven to be an asset to our high school. In FY 2015-2016, revenues far exceeded estimates of \$496,242 coming in at \$653,214. In FY 2016-2017, this program brought in \$651,050. In FY 2017-2018, the High School Principal felt that they would see a slight reduction in funding; therefore, the FY 2017-2018 revenues have been estimated with a 3.68% reduction at \$627,100.

### **TITLE II-A**

Title II-A funding is used for instructional training and related travel and is budgeted at the same level of FY 2016-2017 at \$34,691. Funding is received in 25% increments as the schools begin professional development. It should be noted that this funding must be utilized or it is paid back at the end of the fiscal year as was the case in FY 2017 where \$1,849 was unused.

### **Florida Teachers Classroom Supply Assistance – Teacher Lead**

Although we have not received funding levels for this program as of yet, it has remained fairly consistent over the last few years; therefore, it has been budgeted at the previous year's funding of \$262.00 per teacher or \$47,656.

### **Discretionary Capital**

This year's legislative efforts were stronger than ever and finally conquered a win for charter schools. Despite many agencies, including the Florida School Board Association requesting that House Bill 7069 be vetoed, it was approved by the Governor.

The District is now required to share a portion of local capital dollars equal to 1.50 for every \$1,000 in taxable property value with charter schools. Lee County School District has tentatively estimated the total to be shared with all charter schools to be \$8.3m in FY 2018.

While we have projected these “new” revenues at \$739,045, we do not have a definitive on the amount of funds we will receive. At this time, we know there are 25 eligible charter schools in Lee County but it is our understanding that the portion of funding is to be determined by the number of registered students in each school. Using this information, we could potentially receive \$2.2 million.

No. of Charter Schools Eligible	25
No. of Students in 25 Charter Schools	12,376
Amount of estimated Funding	\$8,300,000
No. of Students at our Campuses	3,259 (including VPK)

Calculation:

$$\$8,300,000 / 12,376 = \$670.65 \text{ per student (estimated)}$$

$$\$670.65 \times 3,259 \text{ (our student population)} = \$2,185,645 \text{ potential revenue}$$

Total estimated Discretionary Capital Dollars: \$2,185,645

At this time, we await formal confirmation of this funding. Upon receipt, revenues will be adjusted through the formal budget amendment process.

## **CAPITAL OUTLAY**

### **Public Education Capital Outlay (PECO)**

Capital Outlay funding, also known as Public Education Capital Outlay (PECO) is the second largest source of the Cape Coral Charter School Authority’s revenues and is funded from the State of Florida Department of Education. There are several contributing factors in determining the final funding levels to include student counts, the number of qualifying charter schools, bonding, and gross tax receipts.

While there are guidelines for what these funds can be used for, the Charter School Authority uses them to offset a portion of the debt service on the buildings which is projected at \$3.0 million in FY 2017-2018.

The FY 2017-2018 Public Education Capital Outlay (PECO) funding is presented using a total of \$50m across all eligible charter schools for an estimate of \$582,762, and budgeted at 96%. This is a 34.37% decrease over previous year actuals of \$887,939 which was estimated using \$75m across charter schools.

## **CHARGES for SERVICES**

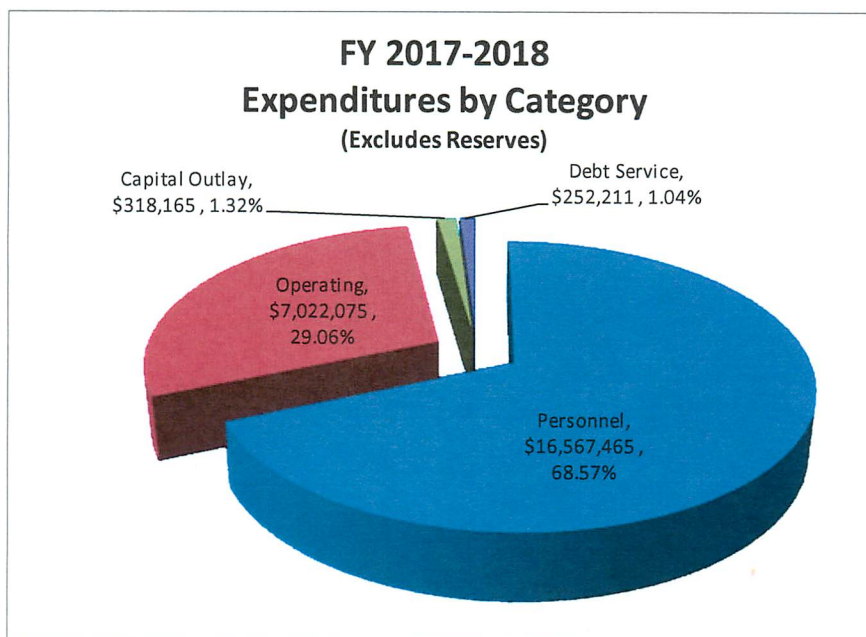
Charges for Services are those revenues that are charged for activities such as student lunches, bus rentals, and facility rentals. The FY 2017-2018 Operating Budget totals \$666,450 which remains consistent with the Tentative Budget.

## MISCELLANEOUS REVENUE

Miscellaneous Revenues include Short Term Investment Income, Contributions/Donations, Other Miscellaneous Revenue, and Reimbursable Revenue. While there is an increase of \$7,595 from the Tentative Budget this increase is related to the reimbursement of a contribution of \$6,720 at Oasis Middle School, \$775 increase to short term income and \$100 increase to Lost/Damaged Books.

## EXPENSE SUMMARY

The current operating expenditure budget for FY 2017-2018 totals \$24,621,779, excluding reserves. Below is a graph which depicts where the money goes:



### Personnel

The personnel budget is the largest component of the FY 2017-2018 Operating Budget totaling \$16,567,465 or 68.57% of the budget, excluding reserves. Personnel costs have increased by \$112,311 or .68% over the FY2017 Amended Budget.

Since the Tentative Budget was presented one Paraprofessional I position was reinstated at Oasis Elementary School. This position is required to assist the school nurse so that our schools can better adhere to mandatory requirements. In addition, a Math Coach position was been requested to float amongst all schools. While this position will be physically located at Oasis Elementary, the expenses associated with it will be shared across schools.

Personnel costs account for several payroll components including: base payroll which includes a 2% salary increase to all employees, substitute pay, FICA, Medicare, increased health care (7.0%), increased FRS rates of .10% from tentative or 7.92%, and Workers Compensation.

The Add Pay budget totals \$383,105 which does not include an additional \$84,000 for Athletic Coaches at Oasis Middle and Oasis High Schools totaling \$467,105. Principals are asked to review Add Pays as they continue to increase year over year.

Below you will find staffing levels by school, excluding substitute positions:

### Staffing Levels

School	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Proposed	FY 2018 for Adoption	% Change From FY 2017
Christa McAuliffe	67.00	67.00	64.00	66.00	-1.49%
Christa McAuliffe VPK	2.00	2.00	2.00	2.00	0.00%
Oasis Elementary	78.00	77.50	69.50	72.50	-6.45%
Oasis Elementary VPK	2.00	2.00	2.00	2.00	0.00%
Oasis Middle	60.00	61.00	60.00	61.00	0.00%
Oasis High	53.00	52.50	52.50	53.50	1.90%
Administration	49.00	49.00	47.00	42.00	-14.29%
<b>Total:</b>	<b>311.00</b>	<b>311.00</b>	<b>297.00</b>	<b>299.00</b>	<b>-3.86%</b>

As noted above, two positions were added since the Tentative Budget. These were the Paraprofessional position at Oasis Elementary and a Math Coach position to support all schools. Maintenance Techs as well as IT personnel were also moved from Administration into their specific school locations with the exception of the Facilities Manager and the Network Analyst who will be supporting all schools. In addition to the above, there are currently 100 substitute positions which are non-benefited positions.

### OPERATING

Operating expenses are those costs incurred for the day-to-day functions of our schools. These include fixed costs which are those that are essentially non-discretionary in nature. During the budget process internal departments are reviewed to ensure they are operating at acceptable levels. This includes staffing levels, hours, and departmental needs. Potential improvements are identified and implemented as the budget allows.

### Building Maintenance

As our schools continue to age, we begin to experience increased maintenance on our city-owned buildings. While our Maintenance personnel have the skills to maintain the day-to-day operations, we anticipate major building repairs in the future. We continue to rely on the City for reactive repair services and continue to identify these maintenance needs as part of the Strategic and Capital Asset Plans.

In FY 2016-2017, we had experienced air conditioning problems at all of our schools. In this budget request, we have added \$69,370 for the replacement of a roof top unit at Christa McAuliffe as well as an additional \$4,800 for a mini split air conditioning unit in Portable #3 at Christa McAuliffe which was not included in the Tentative Budget.



In addition, as part of our lease, the City has verbally agreed to cover our building roof repairs as well as the building portion of our flood insurance. While this is a tremendous help to the schools, we must continue to maintain our facilities.

### **Custodial**

We continue to experience issues in this area as it relates to staff. We have increased minimum wage on sub-custodial positions to \$9.00 with hopes of filling vacancies but have been fairly unsuccessful. As previously noted, our Director of Procurement is currently looking at alternative options and will provide an update in the near future.

### **Technology**

Last fiscal year, a total of \$405,000 was spent in an effort to replace our schools antiquated computer equipment that operates the core systems of our schools. This has proven to be very positive for our end-users and student testing; however, we must continue to plan for future purchases.

In FY 2017-2018, our main focus is to provide students with chrome books to comply with the one-to-one device requirements. While the three year lease is a great start to revitalizing our systems, we must continue to focus not only on Information technology but needs across all areas of our schools.

### **CAPITAL**

As previously noted, the Capital Outlay portion of the presented budget totals \$318,165. Of this, \$127,272 is associated with the Chromebook lease, \$69,370 for a new air conditioning unit at Christa McAuliffe, a \$10,000 steam table for Food Services, \$50,000 for the study relating to Christa Portables, and the balance is associated with other miscellaneous items such as library books and scholastic book fairs. Both the air conditioning unit and steam table at Christa McAuliffe was added to the FY 2017-2018 Operating Budget since the Tentative Budget was approved.

### **FUND BALANCE/RESERVES**

Total Fund Balance is currently estimated at \$6,587,916 in which the use of \$253,779 is anticipated. This is an increase of \$2,272,384 from the Tentative Budget. The increase is contributed to the following:

- Florida Education Finance Funding (FEFP) increased to \$100 per student totaling an additional \$347,300;
- Increased funding to VPK \$13,092;
- Contribution/Donation of \$6,720;
- Miscellaneous adjustments \$875;
- HB7069 to share 1.50 mil of Discretionary Capital \$739,045; and,
- Increase to Balance Forward (Cash) of \$1,165,352.

## CONCLUSION

The FY 2017-2018 Operating Budget has presented challenges due to increased expenditure obligations coupled with limited revenue growth. This was the second year in which Budget Workshops have been held as part of the budget process. These workshops involved thorough discussions of the system's current and long-term financial needs allowing decisions to be made in order to present a balanced budget. All those involved in the development of our budget are dedicated to ensuring that available resources are used effectively to benefit our students and enhance programs.

While we have not received the final amount of funding associated with House Bill 7069's Discretionary Capital, we feel this has been long awaited and a tremendous win for charter schools. This new funding source will help to fund items that have been pushed off such as maintaining buildings, busses, and needed equipment.

One of the major priorities for FY 2017-2018 will be the Christa McAuliffe portables. We must begin planning accordingly and this should be discussed thoroughly at our Strategic Planning Session.

In closing, staff recommends that the Charter School Governing Board approve the FY 2017-2018 Adopted Operating Budget presented. If approved, this operating budget will be submitted for inclusion in the City's annual operating budget. Additionally, any future changes to the budgets that require increases or decreases to revenues or expenditures will be presented for your approval through a formal budget amendment.

If you have any questions regarding the materials provided please feel free to contact me.

MM

### Attachment:

- FY 2017-2018 Charter School Revenues/Sources
- FY 2017-2018 Charter School Expenditures by Program/Uses
- FY 2017-2018 Charter School Expenditures by Description
- FY 2017-2018 Charter School Tentative to Adopted Revenues/Sources
- FY 2017-2018 Charter School Tentative to Adopted Expenditures by Description

### cc:

- V. Bateman, Finance Director, City of Cape Coral
- K. Brown, Principal, Christa McAuliffe Elementary School
- J. Collins, Principal Oasis Elementary School and Interim Superintendent
- D. Hopper, Principal, Oasis Middle School
- C. Phillips, Management/Budget Administrator, City of Cape Coral
- A. Sanford, Principal, Oasis High School
- J. Velotti, Assistant Management Budget Administrator, City of Cape Coral

**FY 2017-2018 Charter School  
Revenues/Sources**





**City of Cape Coral Charter School Authority  
FY 2017-2018 Operating Budget for Adoption  
Revenues/Sources**

<b>Description</b>	<b>Oasis Elementary</b>	<b>Oasis Elementary VPK</b>	<b>Christa McAuliffe</b>	<b>Christa McAuliffe VPK</b>	<b>Oasis Middle School</b>	<b>Oasis High School</b>	<b>Total</b>
AICE Revenue State Shared	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 627,100	\$ 627,100
Book Sales Misc Revenue	12,000	-	7,500	-	3,100	-	22,600
Charter Sch Cap Outly St Share	158,025	-	138,303	-	153,738	132,696	582,762
Contrib/Donation Private Source	30,000	-	21,500	-	26,720	2,300	80,520
FEFP-FL Ed Fin Prog St Shared	5,836,528	-	5,160,007	-	5,288,048	4,385,789	20,670,372
FI Teacher Lead Prog St Shared	14,168	-	12,107	-	11,592	9,789	47,656
Lost/Damaged/Sold Textbooks	200	-	150	-	300	250	900
NSLP Reimbursement Breakfast	16,480	-	26,780	-	16,480	7,210	66,950
NSLP Reimbursement Lunch	108,150	-	118,450	-	118,450	92,700	437,750
Other Fed Grants	-	-	-	-	-	102,094	102,094
Other Misc State Shared	200,503	-	175,006	-	195,847	167,689	739,045
Other Miscellaneous Revenue	800	-	-	-	-	300	1,100
Other Miscellaneous Revenues	1,500	-	11,800	-	7,300	2,800	23,400
Reimbursable Charges	8,000	-	9,000	-	9,500	9,438	35,938
Rents and Royalties	-	-	-	-	-	500	500
Short term investment income	7,175	-	5,600	-	6,500	5,500	24,775
Student Lunch Serv Charges	159,650	-	103,000	-	200,850	190,550	654,050
Title II-A Funding St Shared	9,134	-	8,347	-	8,990	8,220	34,691
Transportation Service Charges	3,400	-	2,500	-	3,500	3,000	12,400
VPK Program State Shared	-	106,026	-	106,026	-	-	212,052
<b>Sub-Total:</b>	<b>\$ 6,565,713</b>	<b>\$ 106,026</b>	<b>\$ 5,800,050</b>	<b>\$ 106,026</b>	<b>\$ 6,050,915</b>	<b>\$ 5,747,925</b>	<b>\$ 24,376,655</b>
Assigned Balances	\$ -	\$ -	\$ 141,897	\$ -	\$ -	\$ 111,882	\$ 253,779
Unassigned Balances	3,541,702	24,600	1,306,175	218,379	950,406	292,875	6,334,137
<b>Total Sources:</b>	<b>\$ 10,107,415</b>	<b>\$ 130,626</b>	<b>\$ 7,248,122</b>	<b>\$ 324,405</b>	<b>\$ 7,001,321</b>	<b>\$ 6,152,682</b>	<b>\$ 30,964,571</b>



**FY 2017-2018 Charter School  
Expenditures by Program/Uses**





**City of Cape Coral Charter School Authority  
FY 2017-2018 Operating Budget for Adoption  
Expenditures by Program/Uses**

<b>Program</b>	<b>Oasis Elementary</b>	<b>Oasis Elementary VPK</b>	<b>Christa Mcauliffe</b>	<b>Christa McAuliffe VPK</b>	<b>Oasis Middle School</b>	<b>Oasis High School</b>	<b>Total</b>
Basic Instruction	\$ 3,206,231	\$ 82,265	\$ 2,924,127	\$ 81,830	\$ 3,090,240	\$ 2,965,298	\$ 12,349,991
ESE	148,768		61,982		60,045	-	270,795
Guidance	74,415		85,748		61,222	160,534	381,919
Health Services	41,638		38,616		43,982	13,749	137,985
Other Pupil Pers Services	98,698		90,734		18,450	6,150	214,032
Instructional Media	82,752		78,127		6,061	2,740	169,680
Instr & curr Development	9,134		8,357		8,990	8,220	34,701
Board	11,747		10,382		11,630	10,040	43,799
General Administration	141,803		125,100		141,050	121,347	529,300
School Administration	423,221	25	458,656	26	463,191	672,142	2,017,261
Fiscal Services	100,006	23,736	87,711	23,736	96,986	83,838	416,013
Food Services	260,215	-	238,658	-	302,174	272,573	1,073,620
Information Technology	42,814		111,692		42,492	114,469	311,467
Transportation	279,612		245,733		292,401	250,864	1,068,610
Maintenance/Custodial	1,100,738		1,098,824		1,188,236	1,037,646	4,425,444
Maintenance of Plant	113,487		277,500		184,115	140,197	715,299
<b>Sub-Total:</b>	<b>\$ 6,135,279</b>	<b>\$ 106,026</b>	<b>\$ 5,941,947</b>	<b>\$ 105,592</b>	<b>\$ 6,011,265</b>	<b>\$ 5,859,807</b>	<b>\$ 24,159,916</b>
 Budget Reserves	 \$ 3,972,136	 \$ 24,600	 \$ 1,306,175	 \$ 218,813	 \$ 990,056	 \$ 292,875	 \$ 6,804,655
 <b>Total Uses:</b>	 <b>\$ 10,107,415</b>	 <b>\$ 130,626</b>	 <b>\$ 7,248,122</b>	 <b>\$ 324,405</b>	 <b>\$ 7,001,321</b>	 <b>\$ 6,152,682</b>	 <b>\$ 30,964,571</b>



**FY 2017-2018 Charter School  
Expenditures by Description**

**City of Cape Coral Charter School Authority  
FY 2017-2018 Operating Budget for Adoption  
Expenditures by Description**

<b>Description</b>	<b>Oasis Elementary</b>	<b>Oasis Elementary VPK</b>	<b>Christa McAuliffe</b>	<b>Christa McAuliffe VPK</b>	<b>Oasis Middle School</b>	<b>Oasis High School</b>	<b>Total</b>
Administrator/Principal Salary	\$ 194,354	\$ -	\$ 180,806	\$ -	\$ 182,409	\$ 173,171	\$ 730,740
Classroom Teacher Salary	2,139,014	40,581	1,873,443	40,800	1,914,738	1,755,393	7,763,969
Oth Certified Personnel Salary	170,687	-	177,430	-	103,709	238,288	690,114
Aides Salary	140,490	20,916	124,825	19,401	57,413	-	363,045
Other Support Personnel Salary	461,343	-	523,857	-	495,342	497,315	1,977,857
Contract Employees Salary/Wage	-	-	1,100	-	-	-	1,100
Substitutue Teacher Salary/Wag	53,000	-	50,000	-	55,000	47,000	205,000
Overtime	927	-	745	-	1,030	1,018	3,720
Special Pay/Add Pay	64,965	1,000	60,613	-	104,180	152,347	383,105
FICA Taxes	195,615	3,875	182,918	3,973	190,057	174,916	751,354
Medicare Taxes	45,717	906	42,779	886	43,550	40,906	174,744
Florida Retirement System(FRS)	247,029	4,893	230,948	5,266	238,740	220,644	947,520
Life,Health,Disability Insur	49,977	1,005	47,353	1,082	49,206	45,282	193,905
Self-Insured Health Plan	620,516	8,512	541,291	9,810	577,095	471,410	2,228,634
Opt Out Health Ins Subsidy	9,761	-	5,722	-	15,496	9,420	40,399
Workers Compensation	28,366	319	27,466	343	29,571	26,194	112,259
Unemployment	-	-	-	-	-	-	-
Leave Payout	-	-	-	-	-	-	-
Legal Services	-	-	-	-	-	-	-
Accounting & Auditing	26,314	-	22,994	-	25,391	21,550	96,249
Other Professional Services	83,015	23,736	73,170	23,736	91,908	68,969	364,534
Physicals - General	3,308	-	1,817	-	1,539	2,762	9,426
Employee Health Clinic Charges	601	-	526	-	607	513	2,247
Outside Services	3,238	-	2,838	-	3,813	4,950	14,839
Dual Enrollment Tuition	-	-	-	-	-	38,000	38,000
Athletics Coaches & Officials	-	-	-	-	10,000	74,000	84,000
Food And Mileage (City)	1,857	-	1,181	-	2,197	1,501	6,736
Recruitment Travel	-	-	-	-	-	-	-
Travel Costs	3,614	-	2,272	-	6,324	6,341	18,551
Communication Service	2,238	-	2,101	-	2,142	1,938	8,419
Telephone Service	29,474	-	26,029	-	30,287	27,275	113,065
Telecommunication Service	180	-	180	-	103	100	563
Postage & Shipping	2,471	-	2,266	-	3,384	6,588	14,709
Electric	98,000	-	105,000	-	146,807	120,106	469,913
Water & Sewer	15,308	-	14,464	-	13,049	11,962	54,783
Propane Fuel	25	-	-	-	513	4,613	5,151

Description	Oasis Elementary	Oasis Elementary VPK	Christa McAuliffe	Christa McAuliffe VPK	Oasis Middle School	Oasis High School	Total
Building Rental/Leases	739,480	-	768,053	-	787,078	673,002	2,967,613
Equipment Rental/Leases	465	-	2,000	-	670	800	3,935
Copy & Fax Machine Rent/Lease	17,498	-	15,105	-	17,510	18,267	68,380
Other Rentals/Leases	-	-	-	-	50	51	101
Insurance	78,661	-	61,224	-	73,970	83,446	297,301
Tires	-	-	-	-	-	-	-
Equip Repair/Maintenance	36,920	-	39,978	-	39,103	42,054	158,055
Building Maintenance	68,052	-	97,341	-	78,052	95,552	338,997
Diesel Fuel	24,700	-	24,275	-	35,743	28,000	112,718
Unleaded Fuel	308	-	206	-	321	330	1,165
Other Repairs & Maint.	6,000	-	6,000	-	6,000	1,000	19,000
Warranty/Maint/Service Plans	-	-	-	-	-	-	-
Printing	137	-	201	-	871	1,179	2,388
Advertising	545	-	652	-	873	611	2,681
Uncollectable Accts Expns	-	-	-	-	-	-	-
Bank Fees	3,075	-	2,870	-	2,563	2,665	11,173
Various Fees	3,092	25	2,820	26	3,308	161,840	171,111
Health Insurance Profit Share	-	-	-	-	-	-	-
Wellness Prog - Rewards	-	-	-	-	-	-	-
Office Supplies	26,483	-	16,330	-	19,125	16,296	78,234
Uniforms	675	-	700	-	700	700	2,775
Chemicals	-	-	50	-	30	25	105
Tools	250	-	250	-	276	250	1,026
Small Equipment	18,507	-	34,801	-	6,260	8,610	68,178
Janitorial Supplies	20,500	-	20,000	-	21,000	20,000	81,500
Food And Beverage	155,000	-	137,500	-	133,000	134,000	559,500
Computer Equip/Accessory	4,825	-	6,250	-	37,275	25,726	74,076
Computer Software/License	42,287	-	33,252	-	24,047	48,000	147,586
Sod, Seed, Sand And Soil	-	-	-	-	-	-	-
Operating Supplies - Charter S	17,259	-	13,703	-	19,458	30,781	81,201
Textbooks	47,000	-	75,000	-	70,000	50,000	242,000
Periodicals	-	-	-	-	-	-	-
School A La Carte Food	-	-	-	-	50,000	55,000	105,000
Trophies/Awards	103	-	103	-	-	100	306
Teacher Classroom Supply	14,685	258	11,860	269	11,599	9,532	48,203
Other Operating Mat & Supplies	4,600	-	12,000	-	13,154	5,613	35,367
Parking Lot Maintenance	-	-	-	-	-	-	-
Books Pubs Subscrpt & Membrshp	100	-	518	-	-	615	1,233
Wellness - Gym Memberships	-	-	-	-	-	-	-
Training & Seminars	8,542	-	6,409	-	6,739	12,251	33,941
In-House Training	1,425	-	3,857	-	400	359	6,041
Discounts Taken/Lost	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-

<b>Description</b>	<b>Oasis Elementary</b>	<b>Oasis Elementary VPK</b>	<b>Christa McAuliffe</b>	<b>Christa McAuliffe VPK</b>	<b>Oasis Middle School</b>	<b>Oasis High School</b>	<b>Total</b>
Buildings	-	-	50,000	-	-	-	50,000
Improvements Other Than Bldgs	2,500	-	2,500	-	-	2,500	7,500
Equipment	16,600	-	95,970	-	77,822	21,250	211,642
Vehicles	750	-	750	-	750	750	3,000
Computer Software Intangible	7,000	-	7,000	-	7,000	7,000	28,000
Library Books	4,000	-	-	-	923	-	4,923
Scholastic Book Fair	4,000	-	6,000	-	3,100	-	13,100
Principal Expense - Debt	62,826	-	55,820	-	61,941	52,945	233,532
Debt Interest Expense	5,025	-	4,465	-	4,954	4,235	18,679
<b>Sub-Total:</b>	<b>\$ 6,135,279</b>	<b>\$ 106,026</b>	<b>\$ 5,941,947</b>	<b>\$ 105,592</b>	<b>\$ 6,011,265</b>	<b>\$ 5,859,807</b>	<b>\$ 24,159,916</b>
 Unassigned Fund Balance	 \$ 3,972,136	 \$ 24,600	 \$ 1,306,175	 \$ 218,813	 \$ 990,056	 \$ 292,875	 \$ 6,804,655
 <b>Total Operating Budget:</b>	 <b>\$ 10,107,415</b>	 <b>\$ 130,626</b>	 <b>\$ 7,248,122</b>	 <b>\$ 324,405</b>	 <b>\$ 7,001,321</b>	 <b>\$ 6,152,682</b>	 <b>\$ 30,964,571</b>



**FY 2017-2018 Charter School  
Tentative to Adopted Revenues/Sources**

**City of Cape Coral Charter School Authority  
FY 2017-2018 Operating Budget for Adoption  
Tentative to Adopted Revenues by Description**

<b>Description</b>	<b>FY 2018 Tentative Budget</b>	<b>FY 2018 for Adoption</b>	<b>+/- Change</b>
AICE Revenue State Shared	\$ 627,100.00	\$ 627,100.00	\$ -
Book Sales Misc Revenue	22,600	22,600	-
Capital Lease Proceeds	-	-	-
Charter Sch Cap Outly St Share	582,762	582,762	-
Committed Balances	-	-	-
Contrib/Donation Private Sourc	73,800	80,520	6,720
FEFP-FL Ed Fin Prog St Shared	20,323,072	20,670,372	347,300
FI Teacher Lead Prog St Shared	47,656	47,656	-
HealthCare Ins Profit Sharing	-	-	-
Insur Damage Claims Misc Rev	-	-	-
Lost/Damaged/Sold Textbooks	800	900	100
NSLP Reimbursement Breakfast	66,950	66,950	-
NSLP Reimbursement Lunch	437,750	437,750	-
Oth Misc Rev/Reimbursable Chrg	-	-	-
Other Fed Grants	102,094	102,094	-
Other Misc State Shared	-	739,045	739,045
Other Miscellaneous Revenue	1,100	1,100	-
Other Miscellaneous Revenues	23,400	23,400	-
Reimbursable Charges	35,938	35,938	-
Rents and Royalties	500	500	-
School Recog Funds St Shared	-	-	-
Short term investment income	24,000	24,775	775
Student Lunch Serv Charges	654,050	654,050	-
Title II-A Funding St Shared	34,691	34,691	-
Transportation Service Charges	12,400	12,400	-
VPK Program State Shared	198,960	212,052	13,092
<b>Sub-Total:</b>	<b>\$ 23,269,623</b>	<b>\$ 24,376,655</b>	<b>\$ 1,107,032</b>
Assigned Balances	\$ 833,474	\$ 253,779	\$ (579,695)
Unassigned Balances	4,589,090	6,334,137	1,745,047
<b>Sub-Total Balance Forward:</b>	<b>\$ 5,422,564</b>	<b>\$ 6,587,916</b>	<b>\$ 1,165,352</b>
<b>Grand Total:</b>	<b>\$ 28,692,187</b>	<b>\$ 30,964,571</b>	<b>\$ 2,272,384</b>



**FY 2017-2018 Charter School  
Tentative to Adopted Expenditures  
By Description**

**City of Cape Coral Charter School Authority  
FY 2017-2018 Operating Budget for Adoption  
Tentative to Adopted Expenditures by Description**

<b>Description</b>	<b>FY 2018 Tentative Budget</b>	<b>FY 2018 for Adoption</b>	<b>+/- Change</b>
Administrator/Principal Salary	711,824	730,740	18,916
Classroom Teacher Salary	7,763,969	7,763,969	-
Oth Certified Personnel Salary	690,114	690,114	-
Aides Salary	347,510	363,045	15,535
Other Support Personnel Salary	2,029,586	1,977,857	(51,729)
Contract Employees Salary/Wage	-	1,100	1,100
Substitutue Teacher Salary/Wag	205,000	205,000	-
Overtime	3,720	3,720	-
Special Pay/Add Pay	384,065	383,105	(960)
FICA Taxes	753,934	751,354	(2,580)
Medicare Taxes	175,348	174,744	(604)
Florida Retirement System(FRS)	950,178	947,520	(2,658)
Life,Health,Disability Insur	194,923	193,905	(1,018)
Self-Insured Health Plan	2,239,920	2,228,634	(11,286)
Opt Out Health Ins Subsidy	40,399	40,399	-
Workers Compensation	113,806	112,259	(1,547)
Accounting & Auditing	96,249	96,249	-
Other Professional Services	364,534	364,534	-
Physicals - General	9,426	9,426	-
Employee Health Clinic Charges	2,247	2,247	-
Outside Services	14,839	14,839	-
Dual Enrollment Tuition	38,000	38,000	-
Athletics Coaches & Officials	84,000	84,000	-
Food And Mileage (City)	6,736	6,736	-
Travel Costs	18,551	18,551	-
Communication Service	8,419	8,419	-
Telephone Service	113,065	113,065	-
Telecommunication Service	563	563	-
Postage & Shipping	14,709	14,709	-
Electric	469,913	469,913	-
Water & Sewer	54,783	54,783	-



<b>Description</b>	<b>FY 2018 Tentative Budget</b>	<b>FY 2018 for Adoption</b>	<b>+/- Change</b>
Propane Fuel	5,151	5,151	-
Building Rental/Leases	2,967,613	2,967,613	-
Equipment Rental/Leases	258,386	3,935	(254,451)
Copy & Fax Machine Rent/Lease	68,380	68,380	-
Other Rentals/Leases	101	101	-
Insurance	297,301	297,301	-
Equip Repair/Maintenance	196,255	158,055	(38,200)
Building Maintenance	338,997	338,997	-
Diesel Fuel	112,718	112,718	-
Unleaded Fuel	1,165	1,165	-
Other Repairs & Maint.	19,000	19,000	-
Printing	2,388	2,388	-
Advertising	2,681	2,681	-
Bank Fees	11,173	11,173	-
Various Fees	171,111	171,111	-
Office Supplies	78,234	78,234	-
Uniforms	2,775	2,775	-
Chemicals	105	105	-
Tools	1,026	1,026	-
Small Equipment	63,178	68,178	5,000
Janitorial Supplies	81,500	81,500	-
Food And Beverage	559,500	559,500	-
Computer Equip/Accessory	74,076	74,076	-
Computer Software/License	140,866	147,586	6,720
Operating Supplies - Charter S	38,201	81,201	43,000
Textbooks	242,000	242,000	-
School A La Carte Food	105,000	105,000	-
Trophies/Awards	306	306	-
Teacher Classroom Supply	48,203	48,203	-
Other Operating Mat & Supplies	35,367	35,367	-
Books Pubs Subscript & Membrshp	1,233	1,233	-
Training & Seminars	33,941	33,941	-
In-House Training	6,041	6,041	-
Buildings	50,000	50,000	-
Improvements Other Than Bldgs	7,500	7,500	-
Equipment	160,272	211,642	51,370
Vehicles	3,000	3,000	-
Computer Software Intangible	-	28,000	28,000

<b>Description</b>	<b>FY 2018 Tentative Budget</b>	<b>FY 2018 for Adoption</b>	<b>+/- Change</b>
Library Books	4,923	4,923	-
Scholastic Book Fair	13,100	13,100	-
Principal Expense - Debt	-	233,532	233,532
Debt Interest Expense	-	18,679	18,679
<b>Sub-Total Uses:</b>	<b>\$ 24,103,097</b>	<b>\$ 24,159,916</b>	<b>\$ 56,819</b>
Unassigned Fund Balance	\$ 4,589,090	\$ 6,804,655	\$ 2,215,565
<b>Grand Total:</b>	<b>\$ 28,692,187</b>	<b>\$ 30,964,571</b>	<b>\$ 2,272,384</b>

<b>Item Number:</b>	<b>13.D.</b>
<b>Meeting Date:</b>	<b>8/8/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of the New City of Cape Coral Charter School Authority's Parent Volunteer Policy -  
Jacque Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>13.E.</b>
<b>Meeting Date:</b>	<b>8/8/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of Changing the Charter School Math Coach Job Description - Jacque Collins

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Charter School Math Coach	Backup Material



# Charter School Math Coach

Class Code:  
CH

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: May 10, 2016  
Revision Date: May 13, 2016

## **SALARY RANGE**

\$38,598.64 - \$43,793.23 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general supervision of the Principal or designated Supervisor, develops and implements lesson plans for students in accordance with Federal and State law, district guidelines and administrative regulations. Aids in the efficient operation of the school or department by coordinating and communicating with Administration, other instructional and support staff, parents and students. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Performs related work as required.

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Plans individually or cooperatively a program of study that meets the individual needs, interests and abilities of students in math grades K - 5.

Assists in establishing department or grade level curriculum objectives and the development of the comprehensive plan for the implementation and evaluation of the objectives.

Works with teachers to ensure that mathematics programs are implemented with fidelity.

Provides direct, classroom-based professional development for all teachers through regular modeling of research-based mathematics instruction.

Works with all teachers (including ESE and content area) to provide coaching and mentoring to include activities and roles that will have the greatest impact on student achievement.

Assist teachers in providing appropriate mathematics interventions instruction for struggling students.

Demonstrates interpersonal skills as a member of an academic coaching team and builds trust with teachers and school leadership.

Participates in workshops, seminars, conferences and or advance coursework which further advance knowledge of current trends in mathematics instructions.

Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Counsels with colleagues, students and/or parents on a regular basis.

Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.

Attends staff meetings and serves on staff committees as deemed necessary.

**ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree / eligible for or hold a valid Florida teacher certification covering appropriate area of responsibility required or other qualifications as the Board may find appropriate or acceptable. Successful classroom teaching experience for three or more years. Experience in communicating and collaborating with a wide variety of individuals and groups. Bilingual skills encouraged.

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

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

Has general knowledge of business mathematics.

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

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

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

Is able to issue and follow oral and written instructions.

**MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks are essentially sedentary, with some unassisted lifting, carrying, pushing and/or pulling of lightweight 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 to 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 or 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/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).

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

<b>Item Number:</b> 13.F.
<b>Meeting Date:</b> 8/8/2017
<b>Item Type:</b> NEW BUSINESS:

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

**TITLE:**

Discussion of Narrowing Down the Superintendent Candidates

**SUMMARY:**

**ADDITIONAL INFORMATION:**