



## **AGENDA**

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

**Tuesday, May 9, 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, Lucas-Ross, McMillan, Traiger, Winstead, Zivkovic

B. Reorganization of Board-Chair Cosden

**4. APPROVAL OF MINUTES:**

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

**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. Amanda Sanford-Oasis High School

**12. UNFINISHED BUSINESS:**

**13. NEW BUSINESS:**

A. Discussion of the Superintendent Job Description-Jessica Cosden

B. Approval of the Interim Superintendent Contract-Jessica Cosden

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

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

A. The regular Governing Board Meeting will be held on Tuesday June 13, 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.

<b>Item Number:</b>	<b>13.A.</b>
<b>Meeting Date:</b>	<b>5/9/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Discussion of the Superintendent Job Description-Jessica Cosden

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Superintendent Job Description	Backup Material

# Charter School Superintendent

Class Code:  
CSA999999

Bargaining Unit: PROFESSIONAL CONTRACT EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jun 1, 2010  
Revision Date: May 2017

## **SALARY RANGE**

\$110,000 - \$130,000 Annually

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

Under the Direction of the Charter School Authority Board, the Charter School Superintendent exercises independent judgment and initiative while complying with City, state and federal statutes, codes, ordinances, and regulations. The incumbent will report to the Board and have the right to participate in all discussions of the Board, but will not be a voting member. The Charter School Superintendent will be the most senior employee of the Charter School Authority. Direct reports to the Charter School Superintendent include school principals and others, as deemed in the best interest of the school system.

The Charter School Superintendent exercises all powers and performs all duties as required to initiate and maintain the highest standards of operation for the Charter School System. The Charter School Superintendent recommends the establishment, organization, and operation of such schools, classes, and services as are needed to provide adequate educational opportunities for all children in the Charter School System. The Charter School Superintendent is responsible for directing the work of the personnel of the Cape Coral Charter Schools.

The Charter School Superintendent shall prepare an annual budget to be submitted to the Board for adoption and, when adopted, submit such budget by the required dates to the appropriate agencies or authorities as required. The Charter School Superintendent shall cooperate with federal, state, county, and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare.

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

#### **ESSENTIAL JOB FUNCTIONS**

#### **Service Delivery**

Direct the overall activities of planning, developing, coordinating, implementing and evaluating all Charter School services.

Direct all activities related to the Charter School's learning delivery system and program management cycle.

Initiate the development of programmatic goals and learning objectives on a Charter School-wide basis within the scope of School Board policy, administrative directives, assessed student needs, and operational constraints.

Coordinate all reporting requirements.

Direct and supervise the implementation of the Charter School's Pupil Progression Plan.

Direct and supervise the implementation of the Charter School's Strategic Plan.

**Inter-/Intra-Agency Communication and Delivery**

Maintain liaison with social, professional, civic, volunteer and other community agencies, and groups having an interest in the schools.

Maintain good public relations with parents and community groups for dissemination of information and feedback.

Provide leadership in interpreting the programs, philosophy, and policies of the Charter School to staff, students, and the community.

Provide leadership in School Improvement and Accountability, in the development of school improvement plans at school sites and the implementation of the strategic plan.

Maintain a close working relationship with Charter School employees, Board, and City of Cape Coral to ensure information exchange, coordination of efforts, and general support for the decision-making process.

Establish necessary procedures for referral and cooperative planning with other agencies.

Maintain contact with other Charter Schools in Florida and other states to share and receive information on effective programs and practices.

Respond to inquiries and concerns in a timely and professional manner.

Keep Board Members informed of potential problems or unusual events.

Serve on District, state, and community councils or committees as appropriate.

Required to operate a motor vehicle in performance of assigned tasks.

**Professional Growth and Improvement**

Keep informed about current research, trends, and best practices in all areas and disseminate information to appropriate personnel.

Maintain a network of peer contacts through professional organizations.

Keep informed about current research, trends, and best practices and disseminate information to appropriate personnel.

Maintain expertise to fulfill project goals and objectives.

Attend training sessions, conferences, and workshops as appropriate to keep abreast of current practices, programs character education, and legal issues.

**Systemic Functions**

Serve as liaison between the State Department of Education, the Lee County School Board and the Charter Schools in communicating and planning program requirements of the state statutes, State Board of Education rules and regulations, and mandated federal programs.

Work cooperatively with the Charter School Executive Team (school principals and managers) in planning, organizing, developing, and evaluating the implementation of the system wide strategic plan of the Charter School.

Provide leadership in the development of educational specifications for new facilities and equipment.

Report on the status of curriculum and learning programs and services at the request of the Board Members.

Provide leadership in the preparation for and conducting of collective bargaining negotiations.

Provide leadership in the development of policies and administrative guidelines.

Prepare School Board meeting agendas.

Coordinate annual performance appraisals and make recommendations for appropriate employment action on all personnel.

Develop, recommend, and administer the Charter School budget.

Provide leadership to the Charter School Superintendent's Executive Team.

Provide process and leadership in projecting FTE requirements.

Assist in the selection of all administrative staff.

Model characteristics of citizenship, character education per school rules and regulations, and literacy.

Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

Implement the Charter School's goals and strategic commitment. Develop annual goals and objectives for the Charter School System.

Exercise proactive leadership in promoting the vision and mission of the Charter Schools.

Set high standards and expectations and promote professional growth for self and others.

Provide overall leadership and appropriate resources for ongoing Charter School-wide curriculum development.

Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.

Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.

Establish and provide strategic leadership for a collaborative team to ensure that curriculum and learning development initiatives are student focused and aligned with the Charter School mission and beliefs, school goals and improvement plans.

Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.

Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.

Maintain and provide leadership for Charter School System accreditations.

Provide leadership for school improvement initiatives, and emerging, innovative, and special programs.

Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.

#### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

- A Master's degree from an accredited college or university in Education, Public Administration, Finance, Business or a related field.
- Increasingly responsible professional management experience in an educational institution setting.
- Possess a valid state driver's license and obtain a valid Florida driver's license within thirty (30) days of hire or promotion.
- Must hold Educational Leadership Certification

#### **PREFERRED QUALIFICATIONS:**

- A PhD in Education from an accredited college or university.
- Previous Florida School System experience, Charter School System experience, and a secondary language (Spanish preferred).

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

Knowledge of effective school operation concepts and principles.

Knowledge of current research results and proven best practices in K-12 education.

Knowledge of principles and concepts for continuous quality improvement in education.

Knowledge of learning theory, program planning, curriculum development, and management of instructional programs.

Knowledge of statutory and regulatory requirements in areas of school budget and finance, educational facilities, and human resources.

Extensive knowledge of advanced modern office support functions.

Extensive knowledge of report and record maintenance principles and techniques.

Extensive knowledge and interpretation of the Student Progression Plan.

Thorough knowledge of principles and practices of effective administration, to include directing, planning, evaluating, and organizing.

Thorough knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Skill in both written and oral communications for effective expression and clarity.

Ability to supervise people.

Ability to plan and present information to the public.

Ability to facilitate various sized groups using facilitative leadership skills.

Ability to quickly and objectively analyze situations, and make decisions based on relevant information.

Ability to understand the Course Code Directory and Florida Statutes.

Ability to balance several job functions at one time and a heavy workload.

Ability to work cooperatively with School Board members, school personnel, community, and other departments and agencies. Good interpersonal and communication skills.

Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

Ability to represent the Charter Schools at state and regional functions.

Ability to use computers, other electronic devices, office applications, and modern office equipment.

Ability to assign and review the work of subordinate employees and to provide effective leadership at all times.

Ability to establish and maintain working relationships with School Board, support staff and other City departments.



Ability to relate to and apply consistent courtesy and tact in frequent contact with the general public, other agencies, the media, City Officials, etc.

Ability to promote the Charter Schools and to network with other school Superintendents.

Ability to attend evening and weekend Board meetings and other meetings as required.

**MINIMUM STANDARDS REQUIRED:**

**Physical Requirements:** Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.

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

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

**Language Ability:** Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.

**Verbal Aptitude:** Must communicate efficiently and effectively in Standard English, both orally and in writing. Must speak with poise, confidence, and voice control.

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. 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 from a variety of

departments in both giving and receiving instructions. Requires the ability to apply consistent tact and courtesy in frequent public contact. Must be able to perform under stress of deadlines.

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

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

<b>Item Number:</b>	<b>13.B.</b>
<b>Meeting Date:</b>	<b>5/9/2017</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Approval of the Interim Superintendent Contract-Jessica Cosden

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Interim Superintendent Contract	Backup Material

## INTERIM SUPERINTENDENT EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT is made this 5<sup>th</sup> day of April, 2017 by and between the Cape Coral Charter School Authority, a public body corporate and politic in the City of Cape Coral, Lee County, Florida, (hereinafter "Authority"), and Jacquelin D. Collins (hereinafter "Interim Superintendent").

Witnesseth:

WHEREAS, the Authority operates and manages, on behalf of the City of Cape Coral, any and all municipal charter schools for which a charter is held by the City of Cape Coral; and

WHEREAS, the Authority is currently operating a municipal charter school system and is charged with the responsibility of implementing the charter school contracts (hereinafter the "Charter") that have been entered into between the City of Cape Coral and the Lee County School District, and

WHEREAS, Interim Superintendent is currently employed by the Authority as the Principal of Christa McAuliffe Elementary School (hereinafter "Principal"); and

WHEREAS, Interim Superintendent has significant education, training, and experience in charter school administration and is qualified to assume the duties of superintendent until a permanent superintendent is located and employed; and

WHEREAS, Interim Superintendent has agreed to assume the duties of the superintendent while maintaining her position as Principal.

NOW, THEREFORE, the Authority and Interim Superintendent, for and in consideration of the mutual covenants, promises and agreements contained herein, agree as follows:

### SECTION 1: TERM

The Authority agrees to employ the Interim Superintendent beginning April 4, 2017. Unless this agreement is sooner terminated as provided for herein, this Agreement shall terminate on the date that the individual selected by the Authority to be superintendent commences such employment.

### SECTION 2: DUTIES

The Interim Superintendent shall faithfully perform the duties of superintendent for the Authority, pursuant to the Charter and Chapter 26 of the City of Cape Coral Code of Ordinances, as same may hereafter be amended, as well as the duties set forth in Exhibit "A" which is attached hereto and incorporated herein. Interim Superintendent shall comply with and abide by all rules and regulations promulgated by Authority and all pertinent statutes, rules, and regulations of the State of Florida.

### **SECTION 3: COMPENSATION**

In consideration of the services rendered under this Agreement, Interim Superintendent shall receive an amount equal to **\$81.12** for each day reflected as a work day in the adopted school year calendar commencing on the first day of the effective date of this contract and payable in bi-weekly installments.

### **SECTION 4: QUALIFICATIONS FOR POSITION**

This Agreement is conditioned on Interim Superintendent being legally qualified to hold the position(s) for which Interim Superintendent is employed in the State of Florida by possessing, if required by law or the Authority, the necessary valid Florida certification(s) required for such position(s). As Principal, Interim Superintendent has already submitted to a background investigation, a drug screening test, and has been fingerprinted. Interim Superintendent shall report whether any teaching or other educational certificate ever held by Interim Superintendent was ever suspended or revoked in any jurisdiction. Interim Superintendent is under an affirmative duty and obligation to report to the Authority any suspension or revocation of her teaching or other educational certificate, any investigation of Interim Superintendent by any authority, or any act committed by Interim Superintendent that could lead to disciplinary action against Interim Superintendent or that would adversely reflect on Interim Superintendent's ability to continue serving the Authority. Failure to give notice required by this section shall constitute breach of this Agreement and Interim Superintendent may be terminated "for cause" pursuant to Section 5 of this Agreement.

### **SECTION 5: TERMINATION**

Interim Superintendent has no property rights or other rights in her continued employment as Interim Superintendent except as provided herein, and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Authority to terminate this Agreement with or without cause at any time.

In the event Interim Superintendent voluntarily terminates this Agreement by resignation or retirement, Interim Superintendent shall give at least 30 days' written notice to the Chair of the Authority of her decision to terminate.

### **SECTION 6: INDEMNIFICATION**

To the extent permitted by law, the Authority shall defend, hold harmless, and indemnify Interim Superintendent against any tort, professional liability claim, demand, or other legal action, groundless or otherwise, arising from any act, either alleged or real, or omission which may occur within the scope of Interim Superintendent's employment and performance of the Interim Superintendent's duties as Charter School Interim Superintendent. The Authority may compromise and settle any claim or suit and pay the amount of any settlement or judgment rendered thereon, together with attorney's fees associated therewith, if any. Authority at its own expense will purchase School Leaders' Liability and Employment Practices liability insurance insuring Interim Superintendent in an amount not less than \$1,000,000.

## SECTION 7: NOTICE

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

AUTHORITY: Charter School Governing Authority  
C/O City of Cape Coral  
1015 Cultural Park Blvd.  
Cape Coral, FL 33915  
Attn: Human Resources Director

### INTERIM SUPERINTENDENT:

Jacquelin D. Collins  
Oasis High School  
3519 Oasis Boulevard  
Cape Coral, FL 33914

Interim Superintendent shall promptly notify the Authority of any change of address to which notices shall be sent.

## SECTION 8: MISCELLANEOUS TERMS

A. No amendment or variation of the terms or conditions of this Agreement shall be valid unless in writing and executed by the parties unless otherwise provided for herein.

B. Interim Superintendent's rights and obligations under this agreement are personal and not assignable by Interim Superintendent.

C. If any provision of this agreement is held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, the remainder of the Agreement or any portion thereof, shall be deemed severable, and the balance of this Agreement shall not be affected and shall remain in full force and effect.

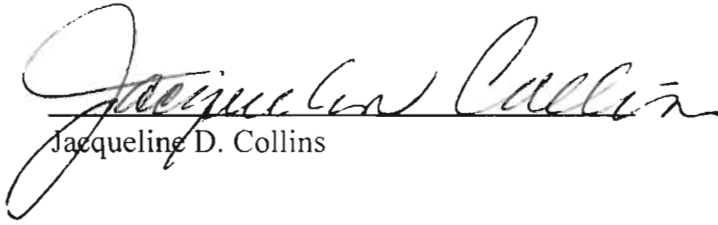
D. In any suit brought to enforce the provisions of this Agreement, the parties agree that venue for any such action shall be in Lee County, Florida.

E. While the Principal's duties may be altered during her tenure as Interim Superintendent, this Agreement does not otherwise affect the terms and conditions of Principal's Agreement with the Authority.

IN WITNESS WHEREOF, the parties have executed this Agreement at the City of Cape Coral, Lee County Florida, on this 5<sup>th</sup> day of April, 2017.

INTERIM SUPERINTENDENT

CAPE CORAL MUNICIPAL  
CHARTER SCHOOL AUTHORITY



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Jacqueline D. Collins

Jessica Cosden, Chair

APPROVED AS TO FORM:

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Gail G. Roberts  
Assistant City Attorney