



## **AGENDA**

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

**Tuesday, May 8, 2018**

**City of Cape Coral Council Chambers**

**9:00 AM**

**1. CALL TO ORDER**

A. Chairman Michael Campbell

**2. MOMENT OF SILENCE:**

A. Chairman Campbell

**3. PLEDGE OF ALLEGIANCE:**

A. Chairman Campbell

**4. ROLL CALL:**

A. Chairman Campbell, Vice-Chair Tami Traiger, Sam Fisher, Kristi McMillian, Vanessa Metzger, Jennifer I. Nelson, District 4, Robert Ross, Angela Ticich, Russell Winstead

**5. APPROVAL OF MINUTES:**

A. Governing Board Minutes April 10, 2018

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

A. Regular Governing Board Meeting May 8, 2018

**7. PUBLIC COMMENT:**

A. Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

**8. CONSENT AGENDA:**

A. Approval of NEOLA POLICY 3362 "ANTI-HARASSMENT"  
Change of Delegation of Authority's Compliance Officer(s) -  
Superintendent Collins

**9. SUPERINTENDENT REPORT:**

- A. Christa McAuliffe Elementary School Expansion-Daniel Flynn, GradyMinor & Associates
- B. Jacquelin Collins, Superintendent

**10. CHAIRMAN REPORT:**

**11. FOUNDATION REPORT:**

- A. Gary Cerny, Foundation President

**12. STAFF COMMENT:**

**13. UNFINISHED BUSINESS:**

- A. Discussion of Superintendent's Performance Evaluation Timeline - Vice Chair Traiger

**14. NEW BUSINESS:**

- A. Chromebook Purchase for Christa McAuliffe Elementary, Oasis Elementary and Oasis Middle School Before Year-end - Danielle Jensen, Director Procurement and Food Service

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

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

- A. The next Regular Governing Board Meeting will be held on Tuesday, June 12, 2018 at 9:00 a.m. in Council Chambers.

**17. ADJOURNMENT:**

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

In accordance with the Americans with Disabilities Act and SS 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Human Resources Department whose Office is located at Cape Coral City Hall, telephone 1-239-574-0530 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance. In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

<b>Item Number:</b>	<b>1.A.</b>
<b>Meeting Date:</b>	<b>5/8/2018</b>
<b>Item Type:</b>	<b>CALL TO ORDER</b>

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

**TITLE:**

Chairman Michael Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 2.A.**

**Meeting Date: 5/8/2018**

**Item Type: MOMENT OF SILENCE:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 3.A.**

**Meeting**  
**Date:** 5/8/2018

**Item Type:** PLEDGE OF  
ALLEGIANCE:

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

**TITLE:**

Chairman Campbell

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b>	<b>4.A.</b>
<b>Meeting Date:</b>	<b>5/8/2018</b>
<b>Item Type:</b>	<b>ROLL CALL:</b>

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

**TITLE:**

Chairman Campbell, Vice-Chair Tami Traiger, Sam Fisher, Kristi McMillian, Vanessa Metzger, Jennifer I. Nelson, District 4, Robert Ross, Angela Ticich, Russell Winstead

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**Item Number: 5.A.**

**Meeting**  
**Date:** 5/8/2018

**Item Type: APPROVAL OF MINUTES:**

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

**TITLE:**

Governing Board Minutes April 10, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

**Description**

▢ BOARD MINUTES APRIL 10, 2018

**Type**

Backup Material



# GOVERNING BOARD MINUTES

## City of Cape Coral Charter School Authority

### Governing Board Regular Meeting

Tuesday, April 10, 2018 at 6:00 p.m.  
Oasis High School - Cafeteria

#### 1. Call to Order

A meeting of the City of Cape Coral Charter School Authority Governing Board of Lee County, Florida, met on Tuesday, April 10, 2018 at Oasis High School - Cafeteria. Vice-Chairman Michael Campbell called the meeting to order at 6:05 p.m.

#### 2. Moment of Silence

Vice-Chairman Campbell

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

Vice-Chairman Campbell

#### 4. Board Member Roll Call

Present: Vice-Chairman Campbell, Vanessa Metzger, Angela Ticich, Traiger, Winstead

Absent Excused: Fisher, McMillian, Nelson - District 4, Ross

Also Present: Jacquelin Collins, Interim Superintendent

MaryAnne Moniz, Business Manager

Danielle Jensen, Director of Procurement and Food Services

Dolores Menendez, City Attorney

Mark Moriarty, Assistant City Attorney, City of Cape Coral

John Szerlag, City Manager

David Newlan, Chief of Police, City of Cape Coral

Jeanette Kreuz, Senior Accountant, City of Cape Coral

Gary Cerny, President, Charter School Foundation



Amanda Sanford, Principal, Oasis High School

Janet Altini, Teacher, Oasis Elementary School

Members of the Oasis Elementary 4<sup>th</sup> Grade Class - Janet Altini

Members of the General Public

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

Motion made by Member Winstead, Second by Member Traiger to approve the Minutes of the March 13, 2018. *Unanimous; Motion Carried*

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

Motion made by Member Traiger, Second by Member Winstead, to add “CONSENT: Item A: “Approval of Allocation of Funds for School Safety and Security” to the agenda, and approve the balance of the Agenda of the Regular Governing Board Meeting, April 10, 2018.  
*Unanimous; Motion Carried*

## **7. Public Comment**

A. No Comments from the Public.

B. Board Reorganization:

C. The Members of the City of Cape Coral Charter School Authority Governing Board *unanimously* elected the following: Chairperson is Michael Campbell; Vice Chairperson is Tamisen Traiger. *By Unanimous; Nominations Accepted*

*Board Nominations and Vote for Chairperson Michael Campbell: Campbell, Metzger, Traiger, Ticich, Winstead; Unanimous; Nomination Accepted*

*Board Nominations for Vice-Chairperson:*

*for Member Traiger: Ticich, Traiger, Winstead*

*for Member Metzger: Campbell, Metzger*

*Vote for Vice-Chairperson Tamisen Traiger: Campbell, Metzger, Ticich, Traiger, Winstead; Unanimous; Nomination Accepted*

The New Governing Board Chairperson is: Michael Campbell

The New Governing Board Vice-Chairperson is: Tamisen Traiger

Board Chairman Campbell acknowledged two new Governing Board Members:

Angela Metzger, *General -at-Large* and Angela Ticich, *Education*

Dolores Menendez, City Attorney, advised the new members of their Sunshine Law responsibilities now that they are somewhat semi-public figures. She also encouraged them to seek advice from her office if they are unsure of what is prohibited speech and/or prohibited engagements with each other. The City Attorney reminded all members that if two or more members are present outside of a Board Meeting, they should not engage in any type of communication including emails, telephone conversations, texts, letters, etc., if it involves matters that are reasonably foreseeable to come before the Board for action. They must also assume that any document they have is a public record. All Board members nodded in agreement. *Further Explanation Continued*

## 8. Consent Agenda

8A.[ *Approved*] *Allocation of Funds for School Safety and Security - Chairman Campbell*  
Motion made by Vice-Chair Traiger, Second by Member Winstead that with mutual intention and a formalized agreement to follow, the City of Cape Coral Charter School Authority agrees to contribute funds to the City of Cape Coral in the amount not to exceed \$530,650, which is to be used for safety initiatives, including capital outlay, and the City agrees to absorb all personnel costs. *Unanimous; Motion Carried*

Dolores Menendez, City Attorney, clarified the terms of the *Motion*: “The Charter School Authority agrees the allocation amount is not to exceed \$530, 650, and this amount will later be formalized in a written agreement, but for right now, the Charter School Authority is only agreeing for funds to be allocated to the City. Is this correct?” Chairman Campbell replied: “Correct, yes ma’am.”

John Szerlag, City Manager, further clarified “Mechanically what happens next, assuming the positive should the Board agree to allocate the funds, is that we are going to make this an agenda item for this coming Monday (April 16, 2018) to the City Council asking for a *Waiver of the Procurement Process*, which will give us time to take quotations as opposed to formal bids, which will take about three months. This way we will be able to construct the project in time for the start of the new school year in August 2018. Also, mechanically we will utilize City funding until such time there is an agreement in place that has the allocation transfer. Finally, I would like to thank the Board in advance for your cooperation in this regard.”

Chairman Campbell thanked the City Manager, and Chief David Newlan, City of Cape Coral Police Department, for providing their support and assistance. Further comments made.

## 9. Superintendent Report

Superintendent Collins Report:

### New Oasis Elem Principal

A new principal has been hired for Oasis Elementary School. Mr. Chris Cann will tentatively join our charter school system on Monday, April 23, 2018 if the District releases him by that time. Chris comes from the District with more than 12 years of experience and brings a lot of great ideas to our campus, including data analysis expertise. Mr. Christopher Fennell will remain with us as the Assistant Principal, and we believe the two will work very well together.

### Rediker Database Staff Trainings

Rediker database trainings have started at all the schools from now until June 18<sup>th</sup>; so far we have 12, 2-hour sessions scheduled and more if we need them. Additional training of the staff will pick up again early August. *Further Explanation Continued*

### Strategic Plan Goal 1: Student Achievement

**Math Programming:** This year our focus was math because many of our school scores are low in this subject area, for example, overall Oasis Elementary scores were a low “B,” and Christa McAuliffe was a low “A.” We really need to improve our math achievement scores if we are to exceed or even maintain our current score status. We hired John Omundsen as our Math Curriculum Specialist to help us in this area, specifically to help us with data-driven decision making. John’s task is to help us figure out what we need to do to improve our math scores, help us analyze and collect our data, and finally educate our teachers on how to analyze the collected data, and implement necessary learning strategies. *Further Explanation Continued.*

**MTSS(Multi-Tiered System of Support):** This is for both math and reading; the main focus at the elementary level is for reading. We have done great trainings this year to help us early identify what are the roadblocks that are hindering our students as they learn to read and comprehend content. *Further Explanation Continued*

**Vertical Planning and Alignment K-12:** We are finding that some 6<sup>th</sup> and 7<sup>th</sup> graders have shortened math schedules in preparation for tests, and so some material is skipped and the range of 3/4/5 scores varies. So, in the middle school we are going to put only very high 3/4/5 scores together in the Algebra I class, and hopefully they will successfully pass the test/course. In other words, we are looking deeper into alignment in order to help close those knowledge gaps. *Further Explanation Continued*

Grading and Reporting: Grades must be accurate and reflect student performance. In the Elementary we reorganized our grading “buckets” determining how much weight each task/assignment/comprehension is worth, etc. to help us make better, fuller assessments of the data we are collecting. *Further Explanation Continued*

Professional Development: This year we have a list that includes Innovative School SUMMIT, PBL with Babcock Ranch in June, Disciplining At-Risk Students, several math workshops, Teach Your Heart Out, The Complete Bullying Kit, and other refresher or new staff development programs. *Further Explanation Continued*

## 10. Chairman Report

No Comments from the new Board Chairman.

## 11. Foundation Report

Gary Cerny, Foundation President: The Rally was a big success we didn't make a lot of money but we did have a great turnout of families. The final net figure will be released once we have the final numbers. *Further Discussion*

The Lighthouse Awards will be held Friday, May 4, 2018 at 6:00 p.m. at The Yacht Club. This a big night for our amazing teachers and we want to celebrate them. *Further Explanation*

Scholarship disbursements and grant writing ideas are still pouring in. *Discussion Held*

## 12. Staff Comment

Amanda Sanford, Principal, Oasis High School

Our teachers went to SUMMIT Training and this was an awesome time for our educators to really learn how to manipulate the platform. SUMMIT reps will be on our campus next week and give us a better view of how we can implement the program for our students next year. *Further Explanation.*

May 17<sup>th</sup> is SENIOR AWARDS NIGHT which will recognize each and every one of our seniors, some of whom have been with us since VPK. May 19<sup>th</sup> is graduation at 10:00 a.m. in the gym. Grad Bash is Friday. FSA Writes Reading is coming up and AICE runs May 30-June 11. JROTC continues to win. Sports news includes tennis, baseball, softball, and track and doing great! We had some college signing including Georgia Military and FGCU. *More School News Continued*

### 13. Unfinished Business

### 14. New Business

14A *[Approved]* Exterior painting RFB - Danielle Jensen, Director of Procurement and Food Service *Unanimous; Motion Carried*

14B. *[Approved]* Discussion and Approval of Superintendent Evaluation Tool(s) - Member Traiger: The goal today is to review the document and decide if this is the tool we want to use to evaluate the Superintendent's performance. The next goal is to have the adopted forms completed by mid-May, and a full evaluation to be completed by June 12<sup>th</sup>. The evaluation categories were collapsed and steam-lined to come up with four clear strategies, goals, and targets of the Strategic Plan. *Discussion Held*

Motion made by Member Winsted, Second by Member Ticich to approve the "Superintendent Performance Evaluation I" and establish a timeline for completion by the next Regular Governing Board Meeting, May 8, 2018. *Unanimous; Motion Carried*

14C. *[Approved]* Motion made by Member Winstead, Second by Member Metzger to approve the Design and Development of Oasis-Ensite Outdoor Learning Park. *Unanimous; Motion Carried*

Students from Janet Altini's fourth grade class presented board members with their presentation designs of the Oasis-Ensite Outdoor Learning Park, which is at no cost to the Board because students have solicited funding from private donations and mini-grants.

### 15. Final Board Comment and Discussion

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

The Budget Workshop will be held on Tuesday, April 17, 2018 at 9:00a.m., at City of Cape Coral Nicholas Annex, Room A200-Green Room, 815 Nicholas Parkway, Cape Coral, FL 33990

The next Regular Governing Board Meeting will be held on Tuesday, May 8, 2018 at 9:00 a.m. in Council Chambers.

**17. Adjournment**

The Governing Board adjourned at 7:27 p.m.

Respectfully Submitted,

Kathleen Paul-Evans

Executive Assistant to the Interim Superintendent

City of Cape Coral Charter School Authority

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Secretary

Date of approval

Item Number:	6.A.
Meeting Date:	5/8/2018
Item Type:	APPROVAL OF AGENDA REGULAR MEETING:

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

**TITLE:**  
Regular Governing Board Meeting May 8, 2018

**SUMMARY:**

**ADDITIONAL INFORMATION:**

<b>Item Number:</b> 7.A. <b>Meeting Date:</b> 5/8/2018 <b>Item Type:</b> PUBLIC COMMENT:
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**AGENDA REQUEST FORM**  
City Of Cape Coral Charter School Authority

**TITLE:**

Public Comment is limited to three(3) minutes per individual; 45 minutes total comment time.

**SUMMARY:**

**ADDITIONAL INFORMATION:**



**Item Number: 8.A.**  
**Meeting Date: 5/8/2018**  
**Item Type: CONSENT AGENDA:**

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

**TITLE:**

Approval of NEOLA POLICY 3362 "ANTI-HARASSMENT" Change of Delegation of Authority's Compliance Officer(s) - Superintendent Collins

**SUMMARY:**

NEOLA 3362 - ANTI-HARASSMENT

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

Elementary School: Christopher Cann, Principal, Oasis Elementary

Middle School: Donnie Hopper, Principal, Oasis Middle

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

Description	Type
▢ NEOLA 3362 ANTI-HARASSMENT Change of Delegation	Backup Material

Members of the Authority community or third parties who believe they have been unlawfully harassed by another member of the Authority community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the Authority. They are hereinafter referred to as the "Compliance Officers".

Elementary School Principal

~~High School Principal~~

~~Jacquelin Collins~~

~~Shannon Treece~~

~~2817 SW 3rd Lane  
Cape Coral, Florida 33991~~

~~3519 Oasis Blvd.  
Cape Coral, Florida 33914~~

~~239-283-4511~~

~~239-541-1167~~

~~jaquelin.collins@capecharterschools.org~~ ~~shannon.treece@capecharterschools.org~~

### **TO BE UPDATED 05/2018**

Elementary School Principal

Middle School Principal

Christopher Cann

Donnie Hopper

3415 Oasis Boulevard

3507 Oasis Boulevard

Cape Coral, Florida 33914

Cape Coral, Florida 33914

Christopher.Cann@capecharterschools.org

Donnie.Hopper@capecharterschools.org

## Cape Coral Charter School Authority Bylaws & Policies

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### **3362 - ANTI-HARASSMENT**

#### **General Policy Statement**

It is the policy of the Governing Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Authority operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") (hereinafter referred to as unlawful harassment), and encourages those within the Authority community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Authority community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Authority property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Authority community at school-related events/activities (whether on or off Authority property).

#### **Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

## **Definitions**

### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or

assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- K. Inappropriate boundary invasions by an Authority employee or other adult member of the Authority community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments, or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the Authority community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other Authority official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other Authority official who receives such a complaint shall file it with the Authority's Anti-Harassment Compliance Officer within two (2) business days.



Members of the Authority community or third parties who believe they have been unlawfully harassed by another member of the Authority community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy [5517.01](#) – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy [5517.01](#) investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy [3362](#) investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the Authority. They are hereinafter referred to as the "Compliance Officers".

Elementary School Principal	High School Principal
Jacquelin Collins	Shannon Treece
2817 SW 3rd Lane Cape Coral, Florida 33991	3519 Oasis Blvd. Cape Coral, Florida 33914
239-283-4511	239-541-1167

[jaquelin.collins@capecharterschools.org](mailto:jaquelin.collins@capecharterschools.org) [shannon.treece@capecharterschools.org](mailto:shannon.treece@capecharterschools.org)

The names, titles, and contact information of these individuals will be published annually on the Authority's web site.

The names, titles, and/or contact information of the persons presently serving as Compliance Officers may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Authority community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Compliance Officers within two



(2) business days. Thereafter, the Compliance Officer or designee must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the Authority community or a visitor to the Authority, or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the Authority community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare, after consultation with the Superintendent, recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the Authority community must report incidents of unlawful harassment which are reported to them to a Compliance Officer within five (5) calendar days of learning of the incident.

## **Investigation and Complaint Procedure**

Any employee or other member of the Authority community or visitor to the Authority who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

## **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the Authority community, or third parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Employees, other members of the Authority community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving an Authority employee, any other adult member of the Authority community, or a third party against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) to the Superintendent or other Authority-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Authority's informal complaint procedure is designed to provide employees, other members of the Authority community, or third parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officers or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) calendar days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy [8310](#) and Policy [8320](#))

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the Authority community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

An individual who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "complainant", may file a formal complaint, either orally or in writing with a teacher, principal, or other Authority employee, the Compliance Officer, Superintendent, or other Authority employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other Authority employee, the Compliance Officer, Superintendent, or other Authority employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the complainant to assess his/her agreement to any action deemed appropriate. If the complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent and/or Board Attorney.

Within five (5) business days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer shall consult with the superintendent. A written report shall then be prepared and delivered to the superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Compliance Officer or the designee, the superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the superintendent's final decision will be delivered to both the complainant and the respondent.

If the superintendent requests additional investigation, the superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

The superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the Authority community or third party alleging the unlawful harassment pursues the complaint. The superintendent also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the superintendent.

## **Privacy/Confidentiality**

The Authority will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the Authority community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal and State laws.

## **Sanctions and Monitoring**

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Superintendent may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Superintendent becomes aware that a prior remedial action has been taken against a member of the Authority community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

## **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.



If the Compliance Officer has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Mandatory Reporting of Misconduct by Certificated Employees**

The Superintendent is required by State law and Board Policy [8141](#) to report alleged misconduct by certificated employees of the Authority that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy [8141](#).

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the Authority community related to the implementation of this policy and shall provide training for Authority students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general, will be age and content appropriate.

F.S. 110.1221, 760.01, 760.10, 1000.05, 1006.07

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as the Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

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

29 U.S.C. 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

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

National School Boards Association Inquiry and Analysis - May 2008

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Item Number:	9.A.
Meeting Date:	5/8/2018
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**  
Christa McAuliffe Elementary School Expansion-Daniel Flynn, GradyMinor & Associates

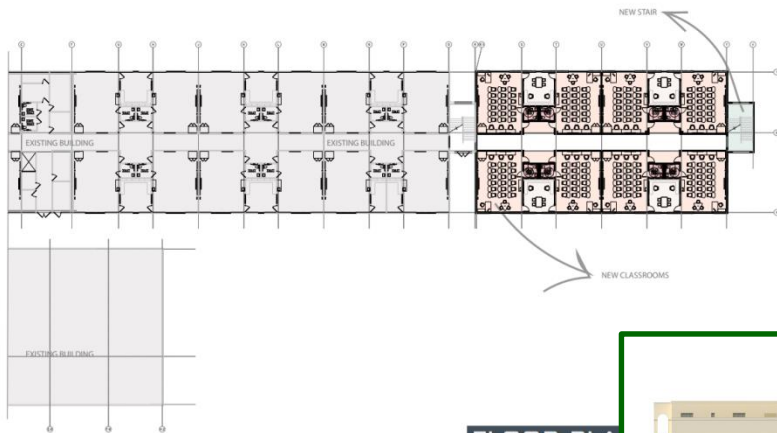
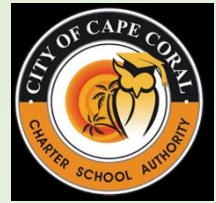
**SUMMARY:**

**ADDITIONAL INFORMATION:**

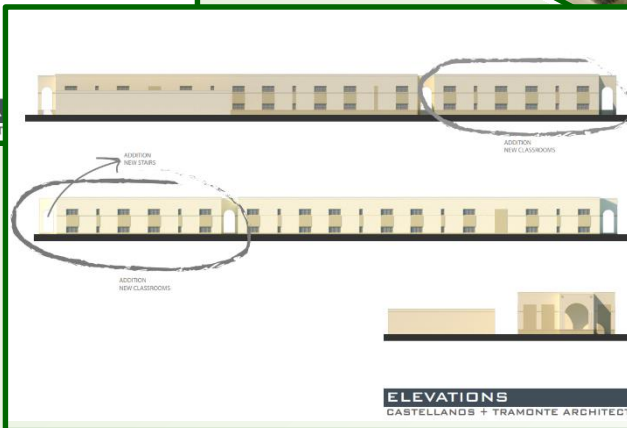
**ATTACHMENTS:**

Description		Type
▢	Christa McAuliffe Elementary Expansion -	Backup Material
	GradyMinor & Associates	

# Christa McAuliffe Elementary School Expansion



FLOOR PLAN  
CASTELLANOS + TRAMONTE



ELEVATIONS  
CASTELLANOS + TRAMONTE ARCHITECTS





# Christa McAuliffe Due Diligence Report

- Planned Development Project (PDP) History
- Site Improvement History
- Replacement Options
- Permitting
- Cost Estimate

PDP 1-2010

COUNCILMEMBER MCGRAFF

RESOLUTION PDP 1 - 2010

[illegible]

## SECTION L

[illegible]

WHEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION/LOCAL PLANNING AGENCY OF THE CITY OF CAPE CORAL, FLORIDA:

SECTION I. PDP APPROVAL, SITE PLAN, SPECIAL EXCEPTION, DEVIATIONS TO LAND USE AND DEVELOPMENT REGULATIONS.

Pursuant to City of Cape Coral Land Use and Development Regulations, Article IV, Section 4.2, Planned Development Project Proponent's Application for Planned Development Project is hereby approved in approval for a Special Exception for a School - Group I in a Residential Development (RD) zoning district; approving a nineteen (19) foot deviation to the twenty-five (25) foot minimum front yard setback; approving a twenty-five (25) foot deviation to the twenty-five (25) foot minimum side yard setback; approving a five (5) foot deviation to the twenty-five (25) foot minimum rear yard setback; approving a five (5) foot deviation to the maximum 200 square foot area allowed for a construction trailer in Section 3.2.24(1); and allow a 627 square foot construction trailer, granting the plan approval purposes of the City of Cape Coral Land Use and Development Regulations, Article IV, Section 4.2, and the City of Cape Coral Land Use and Development Regulations per plan set entitled Cape Coral Charter Elementary School, Sheets A-201, and Sheets 1 through 14, dated 6-29-2005, prepared by Avolon Engineering, Inc., from the date of adoption of this resolution. Approval of the FDP shall be subject to the terms and conditions set forth in the attached Resolution.

# PDP 5-2005

1	COUNCILMEMBER DAY	PDP 05-0080002
2		12/02/05
3		12/05/05
4		12/08/05

## RESOLUTION PDP 5 - 2005

ITION PURSUANT TO THE CITY OF CAPE CARL LAND USE AND  
MENT REGULATIONS, ARTICLE IV, LAND DEVELOPMENT  
IONS, SECTION 4.2 PLANNED DEVELOPMENT PROJECT PROCEDURE,  
PLANNED DEVELOPMENT PROJECT NO. 07-001 OF CAPE CARL  
TITLED "CAPE CARL CHARTER ELEMENTARY SCHOOL NORTH",  
FOR PLANNED DEVELOPMENT PROJECT APPROVAL FOR CERTAIN  
SITUATION AS A PORTION OF THE ZONING DISTRICT MAP OF CAPE  
LYING IN SECTION 17, TOWNSHIP 44 SOUTH RANGE 23 EAST, LI  
OMA, AS MORE FORMALLY DESCRIBED HEREIN PROVIDED THAT  
SECTION 8 OF THE ZONING DISTRICT MAP OF CAPE CARL, ILLINOIS  
TION FOR A SCHOOL - GROUP I IN A RESIDENTIAL SUBDIVISION  
ZONING DISTRICT MAP OF CAPE CARL, ILLINOIS, PARCELS  
TWENTY-FIVE (25) FOOT MINIMUM SETBACK FOR A  
CTION 19.2, FENCES, IN ORDER TO ALLOW A FENCE  
ET FROM THE FRONT PROPERTY LINE TO THE REAR PROPERT  
CTION TO THE MAXIMUM 200 SQUARE FOOT AREA  
TRAILER IN SECTION 3.22(A)), TO ALLOW A  
TRAILER GRANTING SITE PLAN APPROVAL FOR A TRAILER  
APPROVAL PURSUANT TO SECTION 4.2 OF  
AND DEVELOPMENT REGULATIONS; I  
CONCLUSIONS OF LAW PROVIDING  
OF APPEAL, PROVIDING FOR LITIG  
DEVELOPMENT ORDER AND  
REPRESENTATIVE.

City of Cape Coral has been receiving applications for the Cape Coral Charter to the Land Use and Development Commission. The Planning and Zoning Commission/Local Planning Agency has specific requirements for the application.

SECTION I. PDP APPROVAL, SITE PLAN, SPECIAL EXCEPTION,  
DEVIATIONS TO LAND USE AND DEVELOPMENT  
REQUIREMENTS

Pursuant to City of Coral Gables Land Use and Development Regulations, Article IV, Section 4.2, Planned Development Project Procedure: Applicant's request for Planned Development Project (PDP) for the proposed development of a new school for a School District (SD) in the R-10000 (Residential Single-Family Development (RD) zoning district; approving a nineteen (19) foot deviation to the twenty-five (25) foot minimum setback for a fence as required by Section 3.5.2, Fences, Shrubbery, Walls, in order to allow a fence to be placed on the property line; and approving a twenty-four (24) foot deviation to the maximum 200 square foot area allowed for a construction trailer in Section 3.2.2(a)(1), to allow a 627 square foot construction trailer granting site plan approval for purposes of construction approval. The proposed PDP is subject to the City of Coral Gables Land Use and Development Regulations and the project is set entitled City of Coral Gables Elementary School, North, Sheets A-201, and Sheets 1 through 14, dated 6-29-05, prepared by Avian Engineering, Inc., from the date of adoption of this resolution. Approval of the PDP shall be subject to the terms and conditions set forth in the attached PDP.

PDP 3-2014

DP 3-2014

RESOLUTION PDF 3 - 201

[illegible]

**FINDING OF FACT/CONCLUSION OF LAW**

[illegible]

CORAL SUBDIVISION  
SOUTH RANGED  
INTERSECTION OF SOUTHWESTERLINE INTERSECTION OF SOUTHWESTERLINE INTERSECTION OF SOUTHWESTERLINE  
SOUTHWEST 29<sup>TH</sup> AVENUE (80' WIDE) AS RECORDED IN DECAT  
PAGES 79 THROUGH 91, AMONG THE PUBLIC RECORD OF

FLORIDA - DECAT  
OFFICE OF THE  
CLERK OF THE  
COURT  
JAN 10 1968  
DECAT COUNTY



# Grady Minor

# Site Improvement History

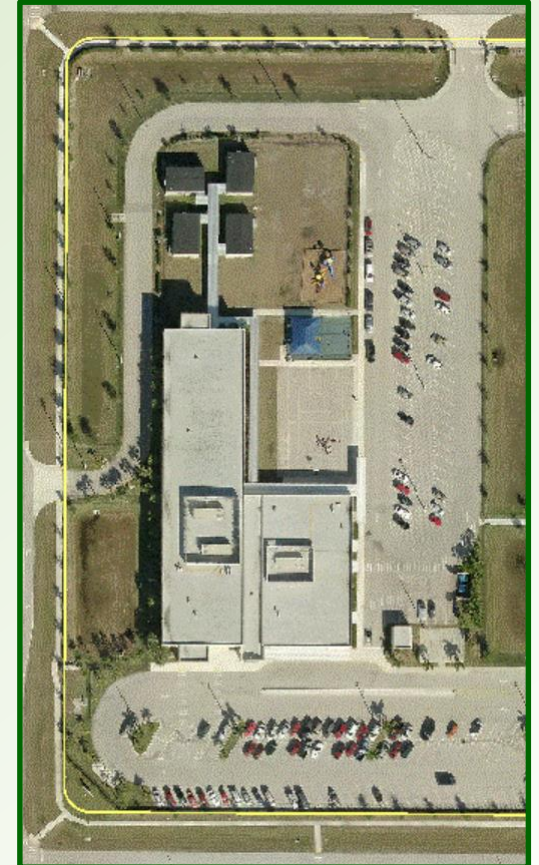
2007



2010



2011

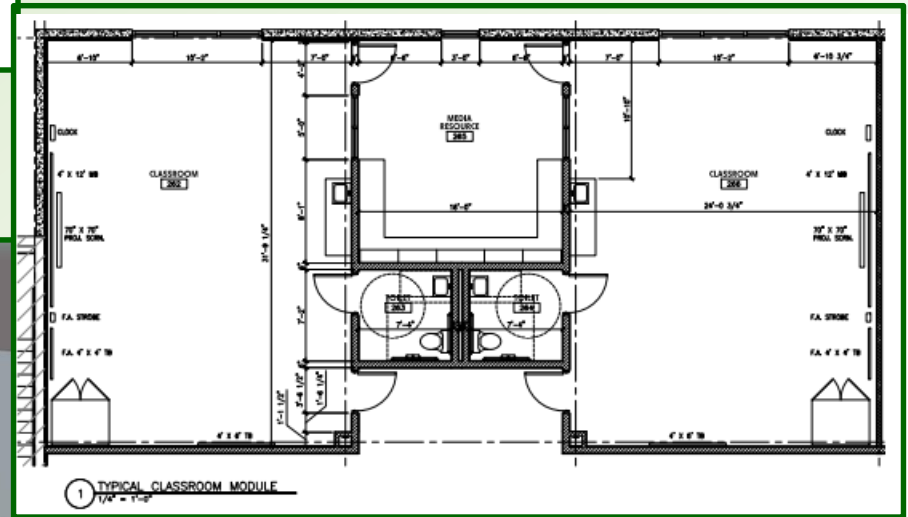
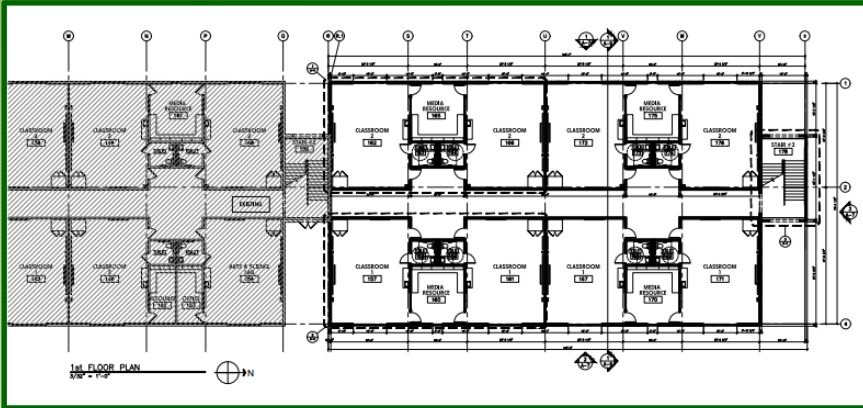


GradyMinor



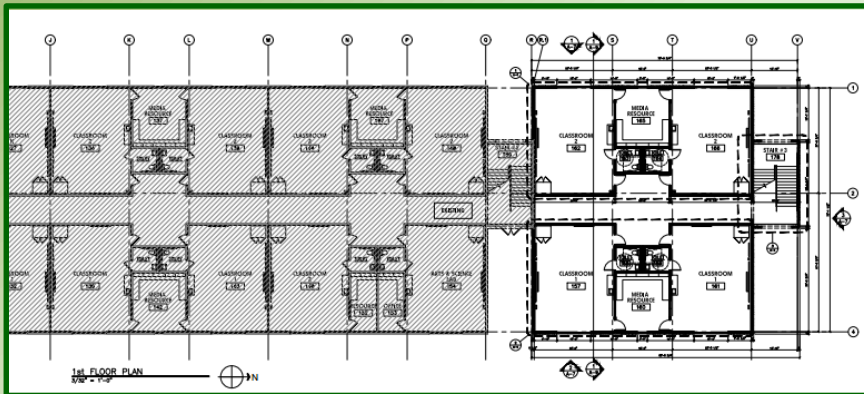
## A 3D architectural rendering of a long, single-story building with a flat roof and multiple windows, set against a blue sky and green landscape. The building is light blue with a darker blue roof. It has a series of windows along its side and a small entrance area on the right. The rendering is shown from a perspective view.

- Classroom size =  $\pm 765$  SF
- Media Resource Area =  $\pm 270$  SF

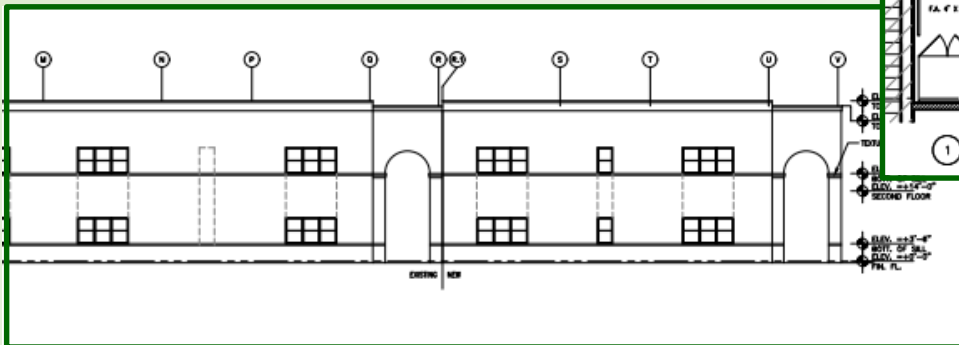
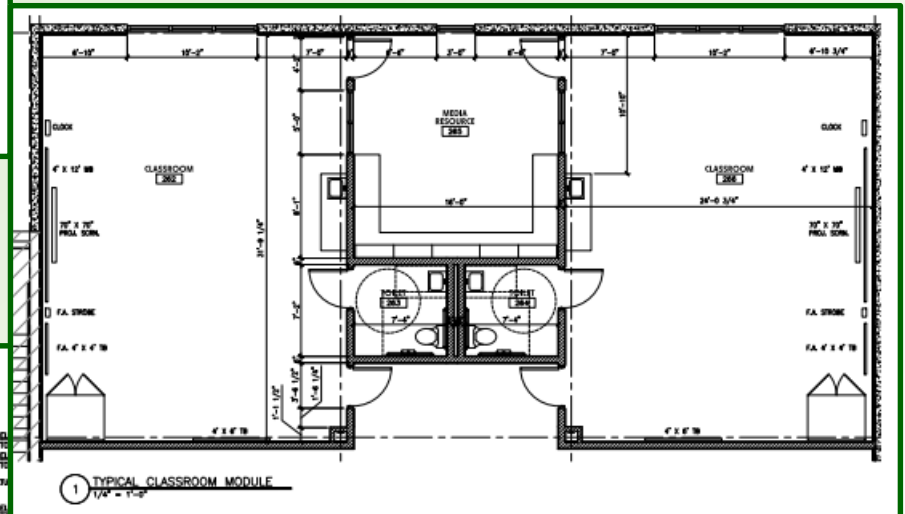


# Replacement Options

- Replacement Option 2 (2-story expansion with 8 total classroom)

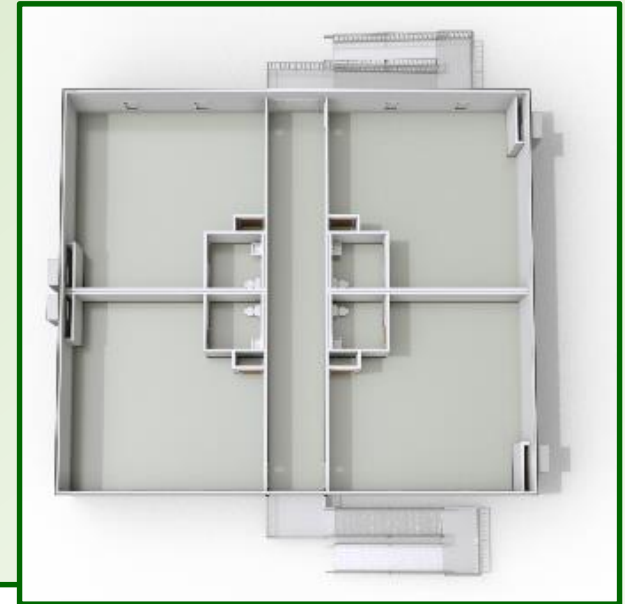
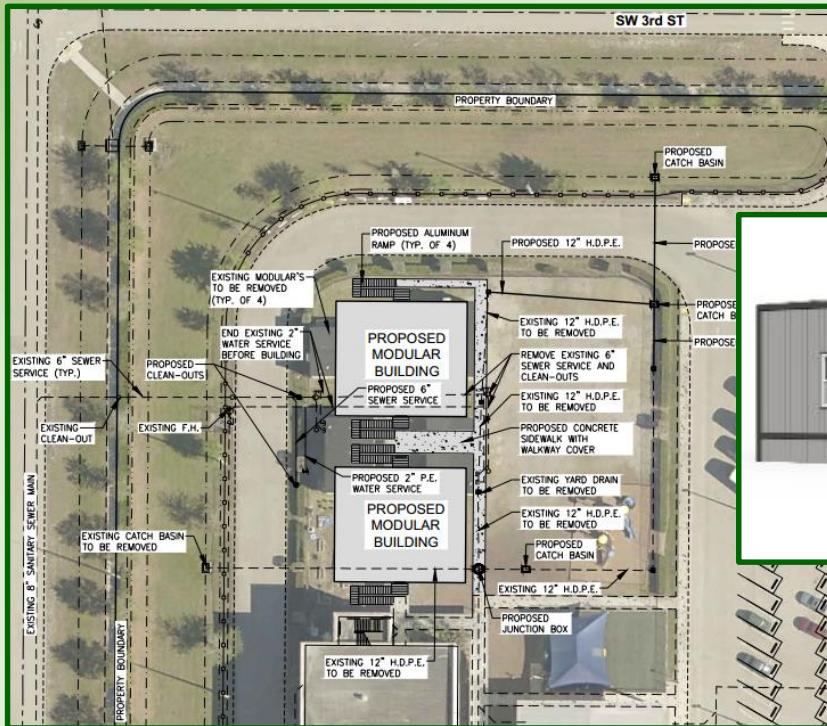


- Classroom size =  $\pm 765$  SF
- Media Resource Area =  $\pm 270$  SF



# Replacement Options

- Replacement Option 3  
(2 Permanent Modular Building with 8 total classrooms)
- Classroom size =  $\pm 755$  SF



# Permitting

- City of Cape Coral
  - Site- SDP Amendment (5-7 months)
  - Zoning – PDP Amendment(3-6 months)



- South Florida Water Management (3-4 months)
- Building Permit Application

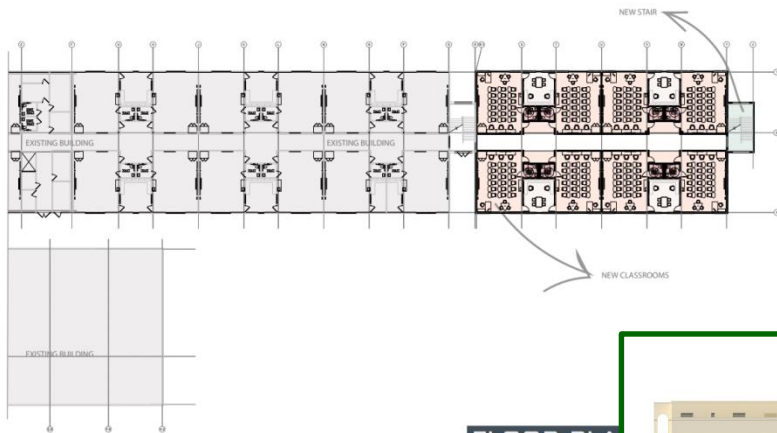
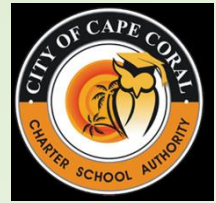
- Building Permit Application

# Cost Estimate

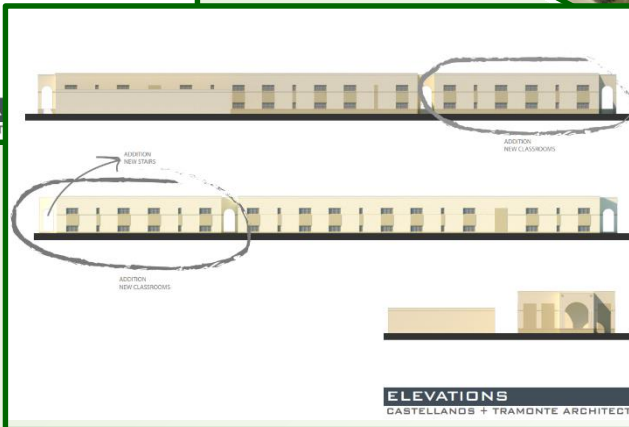
- Replacement Option 1 - (2-story expansion with 16 total classroom)
  - \$6,100,938.00
- Replacement Option 2 - (2-story expansion with 8 total classroom)
  - \$3,316,917.00
- Replacement Option 3 – (2 Permanent Modular Building with 8 total classrooms)
  - \$1,872,897.00



# Questions



FLOOR PLAN  
CASTELLANOS + TRAMONTE ARCHITECTS



ELEVATIONS  
CASTELLANOS + TRAMONTE ARCHITECTS



Item Number:	9.B.
Meeting Date:	5/8/2018
Item Type:	SUPERINTENDENT REPORT:

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

**TITLE:**  
Jacquelin Collins, Superintendent

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

Description	Type
▣ SPICEWORKS ASSET MANAGEMENT TOOL	Backup Material

ohs-teacherdt01	10.140.9.36	Windows 7 Pro	OptiPlex 3030 AIO	Desktop	OHS CLASS
ohs-teach01	10.140.9.16	Windows 7 Pro	Latitude E5430 non-vPro	Laptop	OHS CLASS
ohs-teach24	10.140.9.12	Windows 7 Pro	Latitude E5440	Laptop	OHS CLASS
ohs-teach33	10.140.9.52	Windows 7 Pro	Latitude E5470	Laptop	OHS CLASS
ohs-teach21	10.140.9.13	Windows 7 Pro	Latitude E5440	Laptop	OHS CLASS
ohs-teach18	10.140.9.15	Windows 7 Pro	Latitude E5430 non-vPro	Laptop	

Start simplifying >

- IN THE COMMUNITY
- Are you smarter than most IT pros?
  - Should we give out 700 Windows clients w administrator rights?  
in Windows 10
  - Alternatives to RDS Server 2016  
in Microsoft Remote Desktop Services
  - Exchange administration for VIP users and their assistants  
in Microsoft Exchange
  - Customer's IT documentation - where do y store them for emergency.  
in Best Practices
  - Man who copied 28K Windows recovery CI loses appeal, is going to jail  
in Breaking News

**ohs-admin05**  
Dell / OptiPlex 3030 AIO  
#G17PX12  
Admin  
Central Server

Intel Core i3-4150 3.50GHz  
 Windows 7 Pro, SP 1.0  
 4 GB [Upgrade available](#)  
 [Find Parts and Accessories](#)

10.140.9.11  
[View Network Map](#)

ine	Events	General Info	Configuration	Software	Network Shares	Cloud Services	Notes	Documents
Manufacturer:		<a href="#">Dell</a>					Model:	<a href="#">OptiPlex 3030 AIO</a>
Model:		AT/AT COMPATIBLE					Service Tag:	<a href="#">G17PX12</a>
Type:		<a href="#">Admin</a>					Asset Tag:	
Base Price:		Desktop					Location:	<a href="#">OHS Front Office Registrar</a>
Base Date:		<a href="#">11-05-2014</a>					Last Updated Time:	04-30-2018 @ 07:48 am
Address:		28:B2:BD:29:94:15					Last Scan Time:	04-12-2018 @ 07:39 pm
:		<a href="#">Oasis High School</a> , <a href="#">OH Windows Staff</a> , <a href="#">Workstations</a> , <a href="#">Workstations OH</a>						

and Micro OfficeScan Client is not up to date 21 days ago

ity Information Active Expired Muted

over 4 years left  
 **Digital Delivery** over 4 years left

**Pixelated Video?**  
**Get SD-WAN.**

GET THE FULL STORY

# Spiceworks Inventory Tracker

- One-stop shop for managing devices, customized reporting and alerting, and software tracking
- Spiceworks will help us stay in control of our network by capturing a full inventory of our network and helping us track it.
- Spiceworks can automatically find all of our network devices.
- Inventory practically runs itself with automatic scans and templates. We can customize as needed.
- We can also use it to track non-networked assets like projectors, phones, printers, and pretty much anything else we have to manage at the schools.
- Additionally, our inventory can be automatically integrated with the trouble-ticket and monitoring systems within Spiceworks.
- Built-in reports can tell us almost anything we want to know about the devices on our network quickly and in a manner that anyone can understand.
- You can use any number of the reports included with Spiceworks, create your own just by selecting what you want to see, or use SQL to create more advanced reports.
- There is no charge for system, ever. It is supported through ads.
- It is installed locally on a spare server located in the High School.

**Item Number: 11.A.**

**Meeting Date: 5/8/2018**

**Item Type: FOUNDATION REPORT:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

**TITLE:**

Gary Cerny, Foundation President

**SUMMARY:**

**ADDITIONAL INFORMATION:**

Item Number: 13.A.  
Meeting Date: 5/8/2018  
Item Type: UNFINISHED BUSINESS:

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

**TITLE:**

Discussion of Superintendent's Performance Evaluation Timeline - Vice Chair Traiger

**SUMMARY:**

**Proposed Timeline of Performance Evaluation Submission(s)**

On or before **MAY 18, 2018**: All Governing Board member's completed Superintendent Performance Evaluations are to be electronically submitted to the Board Secretary.

On or before **MAY 23, 2018**: Performance Evaluations are reviewed and scored by the Vice-Chair and recorded by the Board Secretary.

On or before **MAY 24, 2018**: The Superintendent receives scored evaluation packet and reviews for any inconsistencies or clarifications.

On or before **JUNE 1, 2018**: The Governing Board Vice-Chair, Superintendent, and Board Secretary acknowledge clarifications have been responded to, and the evaluation is re-scored, if necessary.

On **JUNE 12, 2018**: At the Regular Governing Board Meeting the Superintendent's Performance Evaluation is accepted and recorded.

On or before **JUNE 15, 2018**: Superintendent's Performance Evaluation #1 is appended to the Employment Contract.

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

Description	Type
▣ PROPOSED TIMELINE	Backup Material
▣ super eval march 2018 jc	Backup Material

**Item Number: 13.A.**

**Meeting Date: 5/8/2018**

**Item Type: UNFINISHED BUSINESS:**

## **AGENDA REQUEST FORM**

City Of Cape Coral Charter School Authority

### **TITLE:**

Discussion of Superintendent's Performance Evaluation Timeline - Vice Chair Traiger

### **SUMMARY:**

#### **Proposed Timeline of Performance Evaluation Submission(s)**

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On or before **JUNE 15, 2018**: Superintendent's Performance Evaluation #1 is appended to the Employment Contract.

### **ADDITIONAL INFORMATION:**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Superintendent Performance Evaluation 2017-2018	Backup Material
▢ super eval march 2018 jc	Backup Material



## Superintendent's Performance Rating for Standard 1: Information and Communication

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3					
I-A	Strives to develop positive relationships with all stakeholders.				
I-B	Communicates in a timely manner system wide information, goals, and critical issues to the board members and other stakeholders.				
I-D	Establishes positive staff morale through flexibility, support, and recognition of groups and individuals working toward system wide improvement				
I-E	Directs the collection and maintenance of information data appropriate to the monitoring of the Strategic Plan.				
I-F	Communicates overall Strategic Plan requirements to administrative staff.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:





## Superintendent's Performance Rating for Standard 2: Leadership and Management

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #2: Strategy 1, Strategy 3 Strategic Plan Goal #3: Strategy 1, Strategy 2					
2-A	Models good leadership by using quality improvement principles, processes and practices in daily administration of the system or area of responsibility.				
2-B	Models a collaborative leadership style to involve board members and other stakeholders in establishing and achieving the system's Strategic Plan.				
2-C	Implements NEOLA policies and decisions and keeps Board Members well informed.				
2-D	Works effectively with City management and departments.				
2-E	Understands the prudent use of social networking as a potential vehicle for communicating system wide with the community.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:



## Superintendent's Performance Rating for Standard 3: Support for Teaching and Learning

Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1 pt)
Strategic Plan Goal #1: Strategy 1, Strategy 2, Strategy 3 Strategic Plan Goal #2: Strategy 2, Strategy 3, Target 5					
3-A	Ensures that training plans are developed to provide skills to employees to accomplish tasks in alignment with the Strategic Plan.				
3-B	Appropriately and professionally manages personnel issues including recommendations, evaluations, staff deficiencies, and retention.				
3-C	Provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.				
3-D	Ensures schools are safe and secure by effectively evaluating and addressing the needs in facilities, staffing, training, monitoring and enforcement.				
3-E	Understands and enhances curriculum development to ensure a high quality education for all students.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:

## Superintendent's Performance Rating for Standard 4: Strategic Planning and Continuous Improvement



Check one box for each indicator and circle overall standard rating.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
Strategic Plan Goal #2; Target 1, Strategy 1, Target 2, Strategy 2, Target 3, Strategy 3 Target 4, Strategy 4					
4-A	Develops and monitors the Strategic Plan in alignment with the System's mission and goals.				
4-B	Manages the implementation of the Strategic Plan in collaboration with the Governing Board.				
4-C	Allocates or utilizes resources consistent with the implementation of the Strategic Plan aligning it with budget development.				
4-D	Maintains transparency in the budget and budget process to explain how, and why, resources are being allocated.				
4-E	Keeps informed on the needs of the system platform - plant, facilities, technology, equipment and supplies.				
4-F	Analyzes and uses data for decision making to review or improve actions, plans, processes, and systems.				
To find an average score for this category, add rating points and divide by the number of questions. Place your score in the box on the right.					

HE - Highly Effective

E - Effective

NI - Needs Improvement

U - Unsatisfactory

Comments:
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# Superintendent's Performance Rating Assessment Summary



Write average assessment rating per standard.		HE (4 pts)	E (3 pts)	NI (2 pts)	U (1pt)
S-1	Information and Communication				
S-2	Leadership and Management				
S-3	Support for Teaching and Learning				
S-4	Strategic Planning and Continuous Improvement				
	Overall average (all four categories combined)				
	Overall Performance Assessment Rating (check box)				

The following scale will be used to determine the overall performance rating:

Highly Effective	3.250 - 4.000	Needs Improvement	1.750 - 2.499
Effective	2.500 - 3.249	Unsatisfactory	1.000 - 1.749

Signature of Evaluating Governing Board Member	Date
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<b>Item Number:</b>	<b>14.A.</b>
<b>Meeting Date:</b>	<b>5/8/2018</b>
<b>Item Type:</b>	<b>NEW BUSINESS:</b>

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

**TITLE:**

Chromebook Purchase for Christa McAuliffe Elementary, Oasis Elementary and Oasis Middle School Before Year-end - Danielle Jensen, Director Procurement and Food Service

**SUMMARY:**

**ADDITIONAL INFORMATION:**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ chromebook purchase three schools may 8 2018	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: April 30, 2018**  
**SUBJECT: Chromebook purchase recommendation**

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As we are continuing to reach our goal of one to one on electronic devices for each student, we would like to make another purchase of Chromebooks for Oasis Elementary and Middle as well as Christa McAuliffe before year-end. This is an essential goal to meet our students' academic needs and to continue to attract the top students in Lee County. Funds have been raised through fundraising and budget reallocations which will allow us to make this purchase.

We currently have a NJPA contract with our vendor Staples. This contract allows us to purchase items at already competitively bid prices. In addition, we compared these prices to the Florida State contract which is also a competitively bid contract. We have provided the analysis so you can see we save \$34,061.91 by using the NJPA contract versus the state contract.

Oasis Elementary will purchase 175 Chromebooks with software for \$36,608.25. Oasis Middle will purchase 200 Chromebooks with software but also wanted to add 8 charging carts for a total cost of \$46,190.56. Christa McAuliffe Elementary is purchasing 175 Chromebooks and software with 7 charging carts for a total cost of \$37,597.49. The total cost of the project will be \$120,396.30.

We are requesting your approval to allow our superintendent, Jacquelin Collins to approve the purchase order for the entire amount which requires your approval since it is over a hundred thousand. With your approval, a purchase order will be issued in May and Chromebooks will be on site by the end of June and our current year-end.

## 2018-19 Chromebook - Cape Coral Charter School Authority

2018-19 Budget needs	OES	OMS	CME	Total	Staples NJPA through 6/30/2018	State Contract	State Contract Names
Lenovo N23 Chromebook 11.6"							
Celeron N3060 - 2GB	175	200	175	550	169.37	193.03	Florida Lenovo NVP Computer Equip
Google Chrome	175	200	175	550	23.71	24.1	Florida NVP Software 43230000-NASPO-16-ACS-SVAR
Go Guardian	175	200	0	375	16.11	11.27	Florida NVP Software 43230000-NASPO-16-ACS-SVAR
Charging carts	0	8	7	15	544.07	1710	FL NASPO VP PC

### EXTENDED COSTS - OES

Lenovo N42-Chromebook 11.6"							
Celeron N3060 - 2GB	175				29,639.75	33,780.25	
Google Chrome	175				4,149.25	4,217.50	
Go Guardian	175				2,819.25	1,972.25	
					<u>36,608.25</u>	<u>39,970.00</u>	

### EXTENDED COSTS - OMS

Lenovo N42-Chromebook 11.6"							
Celeron N3060 - 2GB	200				33,874.00	38,606.00	
Google Chrome	200				4,742.00	4,820.00	
Go Guardian	200				3,222.00	2,254.00	
Charging cart	8				4,352.56	13,680.00	
					<u>46,190.56</u>	<u>59,360.00</u>	

### EXTENDED COSTS - CME

Lenovo N42-Chromebook 11.6"							
Celeron N3060 - 2GB	175				29,639.75	33,780.25	
Google Chrome	175				4,149.25	4,217.50	
Go Guardian	0				-	-	
Charging cart	7				3,808.49	11,970.00	
					<u>37,597.49</u>	<u>49,967.75</u>	

Total Extended costs					<u>120,396.30</u>	<u>149,297.75</u>	
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Total Savings					<u>28,901.45</u>		
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Item Number:	16.A.
Meeting Date:	5/8/2018
Item Type:	TIME AND DATE OF NEXT MEETING

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

**TITLE:**

The next Regular Governing Board Meeting will be held on Tuesday, June 12, 2018 at 9:00 a.m. in Council Chambers.

**SUMMARY:**

**ADDITIONAL INFORMATION:**