

## MEETING MINUTES

**Name of Foundation:** Florida Charter Educational Foundation, Inc.  
Bay Area Charter Foundation, LLC.

**Board Meeting:** January 25, 2018  
**School(s):** Woodmont Charter School  
 Winthrop Charter School  
 Henderson Hammock Charter School  
 Keys Gate Charter School  
 Clay Charter Academy  
 SouthShore Charter Academy  
 Waterset Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
January 25, 2018	1:04 pm	2:10 pm	February 22, 2018	1:00 pm	K. Robertson
<b>Meeting Location:</b>					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: Winthrop Charter School - 6204 Scholars Hill Lane, Riverview, FL 33578					

<b>Attended by:</b>	
<b>Board Members:</b> Rod Jurado – Chairman  <b>Telephonically:</b> Rod Cunningham – Treasurer Steve Knobl – Director  <b>Absent:</b> Valora Cole - Vice Chair	<b>Other Attendees:</b> Gary Springer – Lead Principal Terry Johnson – Principal, Winthrop Charter School Kristen Taylor – Principal, SouthShore Charter Academy Joshua Torres – AP, SouthShore Charter Academy Corinne Baez – Principal, Keys Gate Charter School Talya Taylor – Principal, Clay Charter Academy Alisha Findlay – SOA, Clay Charter Academy – Parent Facilitator Jami Shetter – Principal, Henderson Hammock Charter School Sara Capwell – Principal, Waterset Charter School Kasia Rutledge – Waterset Charter School – Parent Facilitator Lane Morris – Principal, Woodmont Charter School Levi Williams – Board Attorney Kerrian Robertson – Governing Board Manager, CSUSA Deborah Montella – VP, Marketing, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 1:04 p.m. with a Call to Order by Board Chair, Rod Jurado. Roll call was taken and quorum established.

#### **I. ADMINISTRATIVE**

Approval of November 30, 2017 Meeting Minutes of FCEF-BACF

- The Board reviewed the minutes from November 30, 2017 Meeting. The board meeting minutes was part of the agenda and was made a part of these minutes

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Meeting Minutes from November 30, 2017. Motion was approved unanimously.**

**II. OLD BUSINESS**

- There was no old business

**III. NEW BUSINESS**

Approval of Creekside Lease Agreement

- The Board reviewed and discussed the lease agreement for Creekside Charter Academy with Board Attorney Levi Williams. The lease agreement for Creekside Charter Academy was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to approve the lease agreement for Creekside Charter Academy as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.**

Approval of the ESOL/Out of Field Waivers

- Principal Terry Johnson presented the ESOL/Out of Field Waivers for Winthrop Charter School explaining to the Board that a written waiver notice was sent to parents, and that the school is tracking the certification progress of all the teachers included on the waivers. The Board will be informed of such progress. The ESOL/Out of field waivers were part of the agenda and were made a part of these minutes.

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to approve the ESOL/Out of Field Waivers for Winthrop Charter School as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. (See Attachment). Motion was approved unanimously.**

- Principal Lane Morris presented the ESOL/Out of Field Waivers for Woodmont Charter School.

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to approve the ESOL/Out of Field Waivers for Woodmont Charter School as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. (See Attachment). Motion was approved unanimously.**

School Recognition Fund for Clay Charter

- Principal Talya Taylor presented the Clay Charter Academy school recognition fund award of \$56,786 which will be divided among the certified and non-certified staff in a 70/30 split. The school received this award because of the letter grade improvement. The school recognition fund for Clay Charter was not part of the agenda but was made a part of these minutes.

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to approve the School Recognition Fund for Clay Charter as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.**

**IV. CSUSA REPORTS**

Marketing/Enrollment Report

- Deborah Montella shared the marketing report with the Board for each school. She explained that each school will receive an individual branding for the website and marketing material along with an updated Facebook presence. She also introduced the Board to the marketing execution strategy which will bring more awareness to parents of the CSUSA's presence in their area, this is inclusive of; television and out of home service, targeted digital and video, prospecting, acquisition, and retention. The marketing/enrollment report was part of the agenda and was made a part of these minutes.

Parent Survey Results

- Each principal shared their individual parent survey results with the Board. They all explained their areas of opportunity and top results; all school specific questions were answered by the school principal. The parent survey results were part of the agenda and were made a part of these minutes.

All FCEF/BACF Affiliated Schools Dashboard

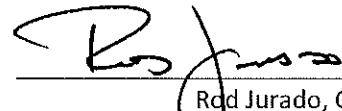
- Each principal shared their individual school's dashboard which provided a snapshot of the school's academic performance, enrollment, and survey responses. Each principal highlighted the different ways in which they are driving school involvement and academic improvement. These focus areas are: staff celebration incentives, staff dress down days, bringing the leadership presence to the classroom, updating their grade books and explaining the difference between a charter school and a district school, enrollment improvement through pizza box flyers, focus on learning gains, and tutoring for the lowest 25% of students. The FCEF/BACF Affiliated Schools Dashboard was part of the agenda and was made a part of these minutes.

**V. PUBLIC COMMENTS**

- There were no public comments

**VI. ADJOURNMENT**

**MOTION: Motion was made by Rod Cunningham and seconded by Steve Knobl to adjourn the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting at 2:10 p.m. Motion was approved unanimously.**

  
\_\_\_\_\_  
Rod Jurado, Chairman

Date: 2/22/18



Date: 12/11/2017

Dear Parents/Guardians:

All educators in Florida are monitored to ensure they meet certification and training requirements as mandated by law. Per Florida Statute 1012.42, when a teacher is assigned teaching duties out of the field in which the teacher is certified, the parents of all students in the class shall be notified in writing

Hillsborough County Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The district is assisting our teachers by developing an *Individual Professional Development Plan* to complete the requirements needed to become in-field and/or highly qualified.

All of our teachers are certified to teach, although some of them are currently out-of-field and are working on additional areas of certification. You have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it. If you would like more information, please contact the school at (813)235-4811.

The table below lists teachers who are currently out-of-field.

Sincerely,  
Terry Johnson

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Katelyn Bull	MS Mathematics	August 1 <sup>st</sup>	Chemistry and Math 5-9	Gifted Endorsement
Kelsey Smith Samples	Kindergarten	August 1 <sup>st</sup>	Elem Ed. K-6	ESOL
Jazmin Force	1 <sup>st</sup> Grade	August 1 <sup>st</sup>	Pre-K/Primary (Age 3 – Grade 3), ESE K-12	ESOL
Alexandra Lowden	1 <sup>st</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Samantha Fiala	4 <sup>th</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Kimberly Fowler	Kindergarten	August 1 <sup>st</sup>	Elem Ed. K-6	ESOL
Amy Anastasia	MS Language Arts	August 1 <sup>st</sup>	English 6 - 12	ESOL
Jessica Schepis	MS Foreign Language	August 1 <sup>st</sup>	Foreign Language K - 12	ESOL
Christina Arthurs (Steen)	Kindergarten	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Nicole Girard	3 <sup>rd</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Roshonda Exantus	Co-Teacher	August 1 <sup>st</sup>	Mathematics 5-9, Health K-12	Gifted Endorsement ESOL
Nancy McClellan	4 <sup>th</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6, Business Ed (6-12)	ESOL
Brianna Grear	ESE Teacher	August 1 <sup>st</sup>	ESE K-12, Elem. Ed. K-6	ESOL
Jessica Facto	3 <sup>rd</sup> Grade Teacher	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Christopher White	MS Language Arts	August 1 <sup>st</sup>	English 6-12 and Journalism	ESOL
Christine	Co-Teacher	August 1 <sup>st</sup>	English 5-9, PreK-3,	ESOL

Gile-Woodard			ESE K-12	
Tracy Holmes	MS Math	August 1st	Elem. Ed. 1 <sup>st</sup> – 6 <sup>th</sup> , Mathematics 5-9, ESOL End	Gifted Endorsement
Lauren Fechtmann	2 <sup>nd</sup> Grade	August 1 <sup>st</sup>	Pre-K/Primary (Age 3 – Grade 3)	ESOL
Isis Cainis	ESE	August 1 <sup>st</sup>	ESE K-12	English, ESOL
Tiffany Dilport	Co-Teacher	August 4 <sup>th</sup>	Mathematics 5-9	Elem Ed. K-6, ESOL
Rebecca Meloy	MS Language Arts	August 1 <sup>st</sup>	English 6-12	ESOL
Danielle Deaton	2 <sup>nd</sup> Grade	August 1 <sup>st</sup>	ESE	Elem Ed K-6 & ESOL
Whitney Winther	MS Language Arts	August 1 <sup>st</sup>	English 6-12	ESOL
Maria Cook	MS Language Arts	August 1st	English 6-12, ESOL, Reading Endorsement	Gifted Endorsement
Deana Sparks	3 <sup>rd</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6, ESE K- 12	ESOL
Richard Gamboa	5 <sup>th</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6, ESE K- 12	ESOL
Adam Rhodes	5th Grade	August 1st	Biology	Elem Ed K-6 & ESOL
Heather Balacco	MS Science	August 1 <sup>st</sup>	General Science 5 -9	ESOL

6204 Scholars Hill Lane, Riverview, FL 33578  
Phone: (813) 235-4811 Fax: (813) 315-4403  
[www.winthropcharter.org](http://www.winthropcharter.org)

*A Member of the Charter Schools USA Family of Schools.*

10402 N. 56<sup>th</sup> Street, Temple Terrace, FL 33617  
P: (813) 708-1596 F: (813) 739-7301  
[www.woodmontcharter.org](http://www.woodmontcharter.org)

Lane Morris, Principal  
Sherly Laguerre, Assistant Principal



12/12/2017

Dear Parents/Guardians:

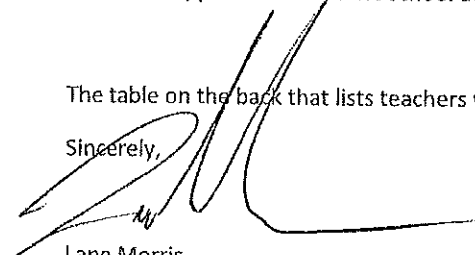
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All of our teachers are certified to teach, although some of them are currently out-of-field and are working on additional areas of certification. You have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it. If you would like more information, please contact the school at 813-708-1596.

The table on the back that lists teachers who are currently out-of-field.

Sincerely,

  
Lane Morris

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
J. ALIANO	5 <sup>TH</sup> GRADE	08/10/2017	ELEM ED-ESE-SOCIAL SCIENCE	ESOL
W. BRAUN	4 <sup>TH</sup> GRADE	ELEM ED K-6	ELEM ED K-6	ESOL
K. CARMONA	6 <sup>TH</sup> GRADE ELA	08/01/2015	ELEM ED-MGI 5-9-PREK-3 <sup>RD</sup>	ESOL
J. FARMER	MS ELA	08/10/2016	ENGLISH 6-12	ESOL
L. FLEMING	ESE TEACHER	08/10/2016	PREK-3 <sup>RD</sup>	ESOL & ELEM ED K-6



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Lane Morris, Principal  
 Shery Laguerre, Assistant Principal

J. MAYA	ESE TEACHER	08/10/2017	ESE-ESOL-READING	MATH 5-9
T. MCMILLON	KDG	08/01/2014	PREK-3 <sup>RD</sup>	ESOL
A. DEKKAN	3 <sup>RD</sup> GRADE	08/10/2016	ELEM ED	ESOL
M. FANTUZ	1 <sup>ST</sup> GRADE	08/17/2017	SOCIAL SCIENCE	ELEM ED-ESOL
J. PARDO	KDG	08/10/2017	PREK-3 <sup>RD</sup>	ESOL
H. KHAN	KDG	8/10/2017	PREK-3 <sup>RD</sup>	ESOL
C. ROBERTS	4 <sup>TH</sup> GRADE	8/10/2017	ELEM ED K-6	ESOL
C. MCGRATH	3 <sup>RD</sup> GRADE	8/10/2017	ELEM ED K-6	ESOL
M. RODRIGUEZ	2 <sup>ND</sup> GRADE	8/11/2017	ELEM ED K-6	ESOL
T. ANTHONY	1 <sup>ST</sup> GRADE	8/10/2017	ELEM ED K-6	ESOL
T MCMILLON	1 <sup>ST</sup> GRADE	8/10/2017	PREK-3 <sup>RD</sup>	ESOL
M. NIELSEN	2 <sup>ND</sup> GRADE	10/10/2017	ELEM ED K-6	ESOL
C. SNAPP	INTENSIVE MATH	8/10/2017	PREK-3	MATH
A BRADY	2 <sup>ND</sup> GRADE	8/10/2017	ELEM ED K-6	ESOL
C. BURNEY	1 <sup>ST</sup> GRADE	08/10/2017	PREK-3 <sup>RD</sup>	ESOL
C. ELLIS	3 <sup>RD</sup> GRADE	08/10/2017	ELEM ED K-6	ESOL
M. MARTIN	MS ELA	08/10/2017	ENGLISH 6-12	ESOL
P.WARD	3 <sup>RD</sup> GRADE	08/10/2017	READING	ESOL & ELEM ED
B. BURNS	INTENSIVE READING	8/10/2017	ELEM ED K-6	READING
P. MADISON	3 <sup>RD</sup> GRADE	09/18/2017	ELEM ED K-6	ESOL
P. SURRETT	4 <sup>TH</sup> GRADE	08/10/2017	ELEM ED K-6	ESOL
V. ROBINSON	5 <sup>TH</sup> GRADE	12/01/2017	ELEM ED K-6	ESOL
J. MILLER	4 <sup>TH</sup> GRADE	11/01/2017	ELEM ED K-6	ESOL

REV: 12/12/2017