

## MEETING MINUTES

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

**Board Meeting:** February 22, 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:
February 22, 2018	1:03 pm	2:19 pm	April 26, 2018	1:00 pm	K. Robertson
<b>Meeting Location:</b>					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: Clay Charter Academy – 1417 Red Apple Road, Middleburg, FL 32068					

<b>Attended by:</b>	
<b>Board Members:</b> Rod Jurado – Chairman  <b>Telephonically:</b> Valora Cole - Vice Chair Rod Cunningham – Treasurer  <b>Arrives at 2:10p:</b> Steve Knobl – Director	<b>Other Attendees:</b> Adam Cross – Regional Education Director Michelle Thompson – Regional Education Director 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 Sherly Laguerre – AP, Woodmont Charter School Levi Williams – Board Attorney Kerrian Robertson – Governing Board Manager, CSUSA Faye Wright-Simpson – Grants Specialist, CSUSA Penny Walcott – Manager of FP&A, CSUSA Doreen Ayafor – Sr. Financial Analyst, CSUSA Richard Ross – Sr. Financial Analyst, CSUSA Catherine Robinson – Exe Director, Advocacy of Civic Engagement

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 1:03 p.m. with a Call to Order by Board Chair, Rod Jurado. Roll call was taken and quorum established.

### **I. ADMINISTRATIVE**

#### Approval of January 25, 2018 Meeting Minutes of FCEF-BACF

- The Board reviewed the minutes from January 25, 2018 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 Valora Cole to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Meeting Minutes from January 25, 2018. Motion was approved unanimously.**

### **II. OLD BUSINESS**

- There was no old business

### **III. NEW BUSINESS**

#### Florida Parent Network

- Catherine Robinson is the Executive Director of Advocacy and Civic Engagement. She was a former school teacher with 30-year experience working for the Democratic Party, and has lobbied for children before joining Step Up for Children. Being a part of Step Up for Children and the Florida Charter School Alliance, the Florida Parent Network is able to attend school board meetings, attend PTA meetings, rally in support of school choice, conduct workshop, and make phone calls or send emails to the governor in support of school choice. She explained that their advocacy efforts were successful in getting bills in laws, getting lawsuits against school choice dropped, and that advocacy efforts are transferable. This current school year the Florida Parent Network is focusing on support for HB7069 and putting an end to the lawsuit, alternate authorizer for charter school, and charter renewals. Ms. Robinson explained that the Florida Parent Network supports charter schools, voucher programs, and other entities wanting school choice education for children. The Florida Parent Network was part of the agenda and was made a part of these minutes.

#### CSP Policies and Procedures Manual

- The Board discussed the CSP Policies and Procedures Manual for the CSP Grant process with Faye Wright-Simpson.
- Ms. Wright-Simpson explained that the individual policies within the manual were submitted previously to the state, but was asked by the FL DOE to consolidate the policies into one manual. She also explained that the SouthShore and Waterset manuals will be submitted to the state once the resolutions are approved by the Board. The CSP Policies and Procedures Manual was not part of the agenda but was made a part of these minutes.

**MOTION: Motion was made by Rod Cunningham and seconded by Valora Cole to approve the resolution for the CSP Policies and Procedures Manual for the CSP Grant for SouthShore as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.**

**MOTION:** Motion was made by Rod Cunningham and seconded by Valora Cole to approve the resolution for the CSP Policies and Procedures Manual for the CSP Grant for Waterset as presented to 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 Sara Capwell presented the ESOL/Out of Field Waivers for Waterset Charter School which included new hires and those who were not a part of the previously approved list.
- 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 Valora Cole to approve the ESOL/Out of Field Waivers for Waterset 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 which included new hires and those who were not a part of the previously approved list. The list comprised 20 teachers working towards their certification.

**MOTION:** Motion was made by Rod Cunningham and seconded by Valora Cole 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.

- Principal Kristen Taylor presented the ESOL/Out of Field Waivers for SouthShore Charter Academy which included new hires and those who were not a part of the previously approved list. The list comprised 29 teachers working towards their certification.

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

**IV. FINANCIALS**

Quarter 2 Financials for All FCEF/BACF Affiliated Schools

- The Board discussed the quarter 2 financials for all FCEF/BACF affiliated schools, and all questions were answered by Penny Walcott. The quarter 2 financials for all FCEF/BACF affiliated schools were part of the agenda and were made a part of these minutes.

**MOTION:** Motion was made by Rod Cunningham and seconded by Valora Cole to approve the quarter 2 financials for all FCEF/BACF affiliated schools as presented to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

**V. CSUSA REPORTS**

NWEA Winter Results

- Michelle Thompson presented the NWEA winter results for all the FCEF/BACF affiliated schools. The report showed the MAP growth for each grade level. All questions were answered by Ms. Thompson. The NWEA winter results were part of the agenda and were made a part of these minutes.

All FCEF/BACF Affiliated Schools Enrollment/Dashboard

- Each principal shared their individual school enrollment and dashboard report. Each principal is incorporating tutoring across reading, writing, math, and ELA. The dashboard report for each school is representative of the NWEA winter results, and enrollment update. All questions were answered by the principals. The FCEF/BACF Affiliated Schools Enrollment/Dashboard was part of the agenda and was made a part of these minutes.

ASAP Update for Woodmont Charter

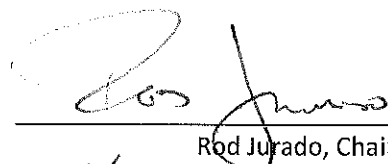
- The Board reviewed and discussed the ASAP update for Woodmont Charter with Principal Morris. Mr. Morris explained that he getting additional support from both regionals and lead principal who visits the school to do walk-thru and data analyst. The ASAP update for Woodmont Charter was part of the agenda and was made a part of these minutes.

**VI. PUBLIC COMMENTS**

- Mr. Jurado reminded the Board that the next board meeting will be at Keys Gate Charter School on April 26<sup>th</sup> and that the board retreat will be the following day.

**VII. ADJOURNMENT**

Chairman Rod Jurado adjourned the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting at 2:19 p.m. Motion was approved unanimously.

  
Rod Jurado, Chairman

Date: \_\_\_\_\_

4/26/18



February 12, 2018

Dear Parents,

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.

Individuals who are teaching out-of-field are certified in at least one area and are qualified to teach, but are required to take additional coursework or testing to add a coverage/endorsement to their certificate. The state also requires a teacher to take coursework/in-service towards an

English to Speakers of Other Languages (ESOL) endorsement, when the teacher is the primary language arts provider and/or reading teacher for an ESOL student. The following table lists teachers currently out of field:

Teacher	Teaching Assignment	Start Date	Certifications Held	Out of Field Area
Jessica Hill	Grade 1	07/20/17	Birth-Pre-K4 Elem Ed K-6	ESOL
Tyla Flowers-Phillips	Kindergarten	07/20/17	Elem Ed K-6	ESOL
Christin Kedra	Grade 4	07/20/17	Elem Ed K-6	ESOL
Julian Miller	Grade 4	07/20/17	Elem Ed K-6	ESOL
Bahiya Watson hadi	Resource Teacher	07/20/17	Elem Ed K-6	ESOL
Nadine Weber	Grade 6	07/20/17	English 6-12 Math 5-9	ESOL
Tracey Mineo	Intensive Math	07/20/17	Elem Ed K-6 ESE K-12 PreSchool-Grade 3	ESOL
Kristen Richards	Grade 6	07/20/17	Earth Space 6-12 Physical Ed K-12	ESOL
Brittany Rodriguez	Grade 6	07/20/17	English 5-9	ESOL
Sarah Waldy	Kindergarten	07/20/17	Elem Ed K-6	ESOL
Megan Jung	Kindergarten	07/20/17	Elem Ed K-6	ESOL
Katherine Rivera-Torres	Kindergarten	07/20/17	PreSchool-Grade 3	ESOL
Rita Gainer	Co-Teacher Gifted/ESOL	07/20/17	Elem Ed K-6 PreK-3	Gifted K-12
Mirna Nieves-Robles	Resource Teacher	07/20/17	Elem Ed K-6	ESOL
Yetta Hansell	Music Teacher	07/20/17	Music K-12	ESOL
Julie Whittington	Grade 2	07/20/17	Elem Ed K-6	ESOL

Sincerely,

Sara Capwell, Principal

Waterset Charter School

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



02/20/2018

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 813-708-1596.

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
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	ELEM ED
L. FLEMING	ESE TEACHER	08/10/2016	PREK-3 <sup>RD</sup>	ESOL & ELEM ED K-6
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

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

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	MG MATH 5-9
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	ELEM ED
J. MILLER	4 <sup>TH</sup> GRADE	11/01/2017	ELEM ED K-6	ESOL & ELEM ED

REV: 02/20/2018



February 20, 2018

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. Per the No Child Left Behind Act (NCLB), we are also required to notify parents when their child has been taught for four or more consecutive weeks by a teacher not highly qualified for that class.

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/or not highly qualified (HQ) 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)769-1209.

The enclosed table below lists teachers who are currently out-of-field and/or not highly qualified (HQ).

Sincerely,

Kristen Taylor  
SouthShore Charter Academy

Enclosure



Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
Ares, Lindsey	1 <sup>st</sup> Grade Teacher	7/18/2016	Elementary Education (Grades K-6)	ESOL
Arias, Karla	ESE Teacher --Pre K/Primary	9/27/2016	Exceptional Student Education (Grades K-12) World Language-Spanish (Grades K-12) Social Science (Grades 6-12) Social Science (Grades 5-9)	ESOL ElemEd (PreK-3)
Bombard, Tegan	4 <sup>th</sup> grade teacher	7/27/2017	Elementary Education (Grades K-6)	ESOL
Castro, Stephanie	4 <sup>th</sup> grade teacher	8/3/2017	Elementary Education	ESOL
Cole, Beverley	Co-teacher gifted		Elementary education (K-6) General Science (grades 5-9)	Gifted ESOL
Crouse, Elizabeth	5 <sup>th</sup> grade teacher	8/3/2017	Elementary Education (Grades K-6)	ESOL
Frankson-Hanson, Charmalee	5 <sup>th</sup> grade teacher	7/27/2017	Business Education (Grades 6-12)	ElemEd (K-6) ESOL
Garcia, Sherryia	Kindergarten	7/27/2017	Prekindergarten/Primary Education (Age 3-Grade 3)	ESOL
Guley, Amanda	3 <sup>rd</sup> grade teacher	7/27/2017	Elementary Education	ESOL
Hartnett, Colleen	6 <sup>th</sup> Math	11/3/2017	Elementary Education	Math 5-9
Hinkle, Lydia	2 <sup>nd</sup> grade teacher	7/27/2017	Marketing (Grades 6-12) Business Education (Grades 6-12)	Elem Ed (K-6) ESOL
Hom, Jennifer	Kindergarten Teacher	7/18/2016	Elementary Education (K-6)	ESOL
Ichmura, Pamela	Art Teacher	8/3/2017	Elementary Education (Grades K-6)	Art (grades K-12) ESOL
Jamison, Karen	5 <sup>th</sup> grade teacher	8/3/2017	Elementary Education (K-6) Reading Endorsement	ESOL
Keating, Jennifer	4 <sup>th</sup> grade teacher	7/18/2016	Elementary Education (Grades K-6)	ESOL
Leavitt, Janice	3 <sup>rd</sup> Grade teacher	7/18/2016	Elementary Education (Grades K-6) Mathematics (Grades 5-9)	ESOL
Lyons, Catherine	Kindergarten teacher	7/18/2016	Prekindergarten/Primary Education (age 3-grade 3)	ESOL
McGriff, Khadijah	2 <sup>nd</sup> grade teacher	8/3/2017	Elementary Education (grade K-6)	ESOL
Mettler, Nicole	1 <sup>st</sup> grade teacher	7/18/2016	Elementary Education (grades K-6)	ESOL

Murphy-Philon, Tosha	Kindergarten	7/31/2017	Prekindergarten/Primary education (Age 3-Grade 3)	ESOL
O'Donohoe, Amy	Intensive reading teacher	8/3/2017	Family and Consumer Science (Grades 6-12) Reading Endorsement	English (Grades 5-9) ESOL
Ojeda, Montalvo, Francheska	Co-teacher	7/18/2016	Elementary Education (Grades K-6)	ESOL
Perry, Regina	Student Service Coordinator	7/27/2017	Pre K-3; Social Worker	ESOL
Pfister, Cassie	Curriculum Resource Teacher	7/27/2016	English (Grades 5-9) Social Science (Grades 5-9)	ESOL
Rondon, Rios Luzemarie	2 <sup>nd</sup> grade teacher	3/30/2017	Social Science (Grades 5-9)	ESOL Elementary Ed K-6
Soto Quintana, Glorianna	ES Spanish	7/27/2017	Social Science (Grades 6-12)	ESOL World Language-Spanish (Grades K-12)
Summey, Katie	1 <sup>st</sup> grade	7/27/2017	Speech-language Impaired Associate (Grades K-12)	ESOL
Terry, Mary	3 <sup>rd</sup> grade teacher	8/3/2017	Art K-12 Elementary Education (Grades K-6)	ESOL
Walters, Stephanie	MS ELA teacher	8/3/2017	Social Science (grades 6-12)	ESOL MG English 5-9
Watts, Andrea	Curriculum Resource Teacher	7/1/2016	Elementary Education K-6	ESOL