

MEETING MINUTES

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

Board Meeting: April 26, 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

Creekside Charter Academy
Union Park Charter Academy

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:
April 26, 2018	1:05 pm	3:25 pm	May 24, 2018	1:00 pm	K. Robertson
Meeting Location:					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: Keys Gate Charter School – 2000 SE 28 th Ave., Homestead, FL 33035					

Attended by:	
Board Members: Rod Jurado – Chairman Valora Cole - Vice Chair Rod Cunningham – Treasurer Telephonically: Steve Knobl – Director	Other Attendees: 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 Kaitlyn Dassatt – AP, Henderson Hammock Charter School Sara Capwell – Principal, Waterset Charter School Lane Morris – Principal, Woodmont Charter School Sherly Laguerre – AP, Woodmont Charter School Dianne Stahl – Principal, Creekside Charter Academy Levi Williams – Board Attorney Kerrian Robertson – Governing Board Manager, CSUSA Myrna Laine-Hyppolite – VP. FP&A, CSUSA Derek Kelmanson – Dir. Business Development, CSUSA Penny Walcott – Manager of FP&A, CSUSA Maria Garzon – Accountant, CSUSA Dr. Ramdas Chandra – Potential Board Member Dr. Richard Louis – Potential Board Member Randy Walker – Potential Board Member

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 1:05 p.m. with a Call to Order by Board Chair, Rod Jurado. Roll call was taken and quorum established.

I. ADMINISTRATIVE

Introduction of Prospective Board Members

- Board Chairman, Rod Jurado introduced the three potential board members to the Board:
 - Ramdas Chandra, PhD. – Associate Professor of International Business – Nova Southeastern University
 - Richard Louis, PhD. – Associate Dean of Broward College
 - Randy Walker – Vice President of BankUnited
- The introduction of prospective board members was part of the agenda and was made a part of these minutes.

Approval of February 22, 2018 Meeting Minutes of FCEF-BACF

- The Board reviewed the minutes from February 22, 2018 Meeting.
- The board meeting minutes was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Valora Cole and seconded by Rod Cunningham to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Meeting Minutes from February 22, 2018. Motion was approved unanimously.

May Meeting Date

- Chairman, Jurado reminded the Board that the May meeting will held onsite at Woodmont Charter School on May 24, 2018.
- The May meeting date was part of the agenda and was made a part of these minutes.

II. OLD BUSINESS

Marion Appeal

- Board Attorney, Levi Williams presented an update of the Marion appeal and recommended the Board formally withdraw the charter application; hence, withdrawing from the appeal process.
- The Marion appeal was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Valora Cole and seconded by Rod Cunningham to approve the withdrawal of the charter application for Marion and discontinuing the appeal process as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

Polk Charter Contract

- Derek Kelmanson presented the update of the Polk Charter Contract, and all questions were answered by Mr. Kelmanson.
- The Polk Charter Contract 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 continue the appeal process for Polk Charter as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

NSOT Updates for Union Park and Creekside

- Derek Kelmanson presented the New School Opening information for both Union Park and Creekside, and all questions were answered by Mr. Kelmanson.
- The NSOT updates for Union Park and Creekside were part of the agenda and were made a part of these minutes.

III. NEW BUSINESS

Approval of 2018-19 Academic Calendars for FCEF/BACF Schools

- The Board reviewed and discussed each calendar by county and made separate motions.
- The approval of the 2018-19 academic calendars for FCEF/BACF schools was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Valora Cole and seconded by Rod Cunningham to approve the Union Park Charter Academy 2018-19 academic calendar 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 Valora Cole and seconded by Rod Cunningham to approve the Creekside Charter Academy 2018-19 academic calendar 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 Clay Charter Academy 2018-19 academic calendar 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 2018-19 academic calendars for all the Hillsborough FCEF/BACF schools 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 Keys Gate Charter School 2018-19 academic calendar 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

- Assistant Principal Kaitlyn Dassatt presented the ESOL/Out of Field Waivers for Henderson Hammock Charter School which is an updated list of the one previously approved.
- The ESOL/Out of field waivers were part of the agenda and were made a part of these minutes.

MOTION: Motion was made by Valora Cole and seconded by Rod Cunningham to approve the ESOL/Out of Field Waivers for Henderson Hammock 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 Sara Capwell presented the ESOL/Out of Field Waivers for Waterset Charter School which is an updated list of the one previously approved

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 Terry Johnson presented the ESOL/Out of Field Waivers for Winthrop Charter School which is an updated list of the one previously approved

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

IV. FINANCIALS

FY2018 Financial Update

- Myrna Laine-Hyppolite presented the FY2018 financial updates for all the FCEF/BACF schools which included the inter-school loan, working capital loan, cross-foundation loan, and increase in Support Center cost reimbursements. All questions were answered by Ms. Laine-Hyppolite.
- The FY2018 financial update for the FCEF/BACF schools was part of the agenda and was made a part of these minutes.
- Attorney Williams informed the Board that a conflict of interest waiver should be considered and voted on since he represents both FCEF and Renaissance Charter School, Inc. in the cross-foundation loan transaction between Keys Gate Charter and Keys Gate Charter High.

MOTION: Motion was made by Rod Cunningham and seconded by Valora Cole to approve the conflict of interest waiver for Attorney Levi Williams as the attorney representative of both FCEF and RCS in the cross-foundation loan transaction between Keys Gate Charter and Keys Gate Charter High, and to authorize the board chairman to act on behalf of the board regarding the inter-school loan, working capital loan, cross-foundation loan, and increase in Support Center cost reimbursements as discussed at 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 cross-foundation loan between Keys Gate Charter and Keys Gate Charter High in the amount of \$1.5M for a 5-year term subject to the school's ability to repay at a 4% interest rate beginning July 1, 2018 as discussed at 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 working capital loan for Waterset Charter School in the amount of \$450,000.00 for a 3-year term at a 3% interest rate beginning on July 1, 2018 as discussed at 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 inter-school loan between Winthrop Charter School and Woodmont Charter School in the amount of \$975,00.00 for a 3-5-year term subject to the school's ability to repay at a 4% interest rate beginning

July 1, 2018 as discussed at 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 accept the one-time FY2018 rent forgiveness from Red Apple Development (RAD) for Winthrop Charter School in the amount of \$249,274.00 and to transfer this amount as a one-time increase in the Support Center cost reimbursement for Winthrop Charter School as discussed at 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 increase in Support Center cost reimbursement for Waterset Charter School in the amount of \$867,510.00 resulting in a total cost of \$924,092.00 for FY2018 as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

Audit Planning

- The Board discussed the retention of Keefe McCullough as auditor for the FCEF/BACF schools.
- The audit planning for FCEF/BACF schools 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 retain Keefe McCullough as auditor for the FCEF/BACF schools as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

Approval of the Audit Engagement Letters

- Maria Garzon presented the audit engagement letters for consideration.
- The discussion of the audit engagement letters 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 audit engagement letters for the FCEF/BACF schools as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

V. CSUSA REPORTS

All FCEF/BACF Affiliated Schools Enrollment/Dashboard

- Each principal shared their individual school enrollment and dashboard report. Each principal explained the different ways they are improving on their enrollment and survey goals. 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.

VI. PUBLIC COMMENTS

- During the public comments section, the Board Chair asked Attorney Williams if having three board members from the Broward County area would pose an issue to the Hillsborough Charter Agreement and to the overall composition of the Board. Attorney Williams explained that the Board make-up of the three additional board members does not violate the Hillsborough

Charter Agreement since 57% of the Board is from Hillsborough and the contiguous counties; therefore, adding three board members from Broward would not pose an issue.

- Mr. Jurado asked the Board to consider and vote on accepting the new board members. All potential board members were asked to leave the meeting room.

MOTION: Motion was made by Rod Cunningham and seconded by Valora Cole to confirm Ramdas Chandra as board member, director 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 confirm Richard Louis as board member, director 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 confirm Randy Walker as board member, director to the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board. Motion was approved unanimously.

VII. ADJOURNMENT

Chairman Rod Jurado adjourned the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting at 3:25 p.m. Motion was approved unanimously.



Rod Jurado, Chairman

Date: _____

5-24-18



Date: March 1, 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)739-6633.

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

Sincerely,

Jami Shetter

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes	Highly Qualified
Natalie Horner	1 st grade	08/01/2014	Elem Ed K-6	ESOL	YES
Eileen Bugea	Kindergarten	08/01/2013	Elem Ed K-6	ESOL	YES
Haley Puckhaber	4 th grade	08/01/2014	Elem Ed K-6	ESOL	YES
Carly Loewenthal	2 nd	12/01/2013	Elem Ed K-6	ESOL	YES
Maxine Medina	1 st	08/01/2014	Elem Ed K-6	ESOL	YES
Ashriel West	Kindergarten	08/01/2014	Elem Ed K-6	ESOL	YES
Jean O'Connor	2 nd	08/05/2015	Prekinder-3 rd grade	ESOL	YES
Carissa Kuper	3 rd grade	8/1/2016	Math (6-12)	ESOL	YES
Jessica Hudoff	5 th grade	8/1/2016	ESE & K-6	ESOL/ K-6	YES
Veronica Case	2 nd grade	8/1/2016	Elem Ed K-6	ESOL	YES
Margarte Petronio	MS LA	8/1/2013	Elem Ed K-6	ESOL	YES
Wilmarie Falconi	MS LA	8/1/2016	English 6-12	ESOL	YES

Chelsie Roach	MS LA	8/1/2016	English 6-12	ESOL	YES
Jonathan Hudoff	MS Engaged Citizenship	8/1/2016	English 6-12	ESOL	YES
Lynda Howe	ESE	8/1/2016	Mathematics 5-9 K-6, ESE	ESOL	YES
Rhaiza Sarkan	ESOL Teacher	8/9/2014	Elem Ed K-6	ESOL	YES
Nicholas DeAngelo	MS LA	8/1/2016	English 6-12	ESOL	YES
Sarah Slusser	1 st Grade	8/1/2016	Elem Ed K-6	ESOL	YES
Brittani fisher	MS LA	8/1/2017	English 5-9	ESOL	YES
Nicole Lohman	MS SS	8/1/2017	Social Sciences 6-12	ESOL	YES
Judy Core	MS LA	8/1/2017	English 6-12	ESOL	YES
Katelyn Temple	5 th Grade	8/1/2017	Elem Ed K-6	ESOL	YES
Rebecca Gutknecht	5 th Grade	8/1/2017	Elem Ed K-6	ESOL	YES
Khal Lahlou	MS Technology	8/1/2017	Computer Science	ESOL	YES
Angela Brigato	Kindergarten	8/1/2017	Elem Ed K-6	ESOL	YES
Patricia Jacobs	ESE	8/1/2017	General & Social Sciences	Math/ ELA/ESOL	YES
James Lain	PE Teacher	8/1/2017	Health & PE	ESOL	YES
Louise Mahonchak	Kindergarten	1/1/2018	Elem Ed K-6	ESOL	YES
Eddie Green	MS Math	8/1/2017	Math (6-12)	ESOL	YES
Carlo Pardo	MS Math	8/1/2018	Math (6-12)	ESOL	YES

Jami Shetter,

Principal
Henderson Hammock Charter School



April 10, 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
Linda Stein	Intensive Reading		Reading	ESOL
Eileen Miller	Grade 3	07/20/12	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



WINTHROP CHARTER SCHOOL

Date: 3/21/2018

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)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 st	Chemistry and Math 5-9	Gifted Endorsement
Kelsey Samples	Kindergarten	August 1 st	Elem Ed. K-6	ESOL
Jazmin Force	1 st Grade	August 1 st	Pre-K/Primary (Age 3 – Grade 3), ESE K-12	ESOL
Alexandra Lowden	1 st Grade	August 1 st	Elem Ed K-6	ESOL
Samantha Fiala	4 th Grade	August 1 st	Elem Ed K-6	ESOL
Kimberly Fowler	Kindergarten	August 1 st	Elem Ed. K-6	ESOL
Amy Anastasia	MS Language Arts	August 1 st	English 6 - 12	ESOL
Jessica Schepis	MS Foreign Language	August 1 st	Foreign Language K - 12	ESOL
Christina Arthurs (Steen)	Kindergarten	August 1 st	Elem Ed K-6	ESOL
Nicole Girard	3 rd Grade	August 1 st	Elem Ed K-6	ESOL
Roshonda Exantus	Co-Teacher	August 1 st	Mathematics 5-9, Health K-12	Gifted Endorsement ESOL
Nancy McClellan	4 th Grade	August 1 st	Elem Ed K-6, Business Ed (6-12)	ESOL
Brianna Grear	ESE Teacher	August 1 st	ESE K-12	ESOL, Elem. Ed. K-6
Jessica Facto	3 rd Grade Teacher	August 1 st	Elem Ed K-6	ESOL
Christopher White	MS Language Arts	August 1 st	Journalism (6-12)	ESOL, Eng.6-12
Christine	Co-Teacher	August 1 st	English 5-9, PreK-3,	ESOL

Gile-Woodard			ESE K-12	
Tracy Holmes	MS Math	August 1st	Elem. Ed. 1 st – 6 th , Mathematics 5-9, ESOL End	Gifted Endorsement
Lauren Fechtman	2 nd Grade	August 1 st	Pre-K/Primary (Age 3 – Grade 3)	ESOL
Isis Cainis	ESE	August 1 st	ESE K-12	English, ESOL
Tiffany Dilport	Co-Teacher	August 4 th	Mathematics 5-9	Elem Ed. K-6, ESOL
Rebecca Meloy	MS Language Arts	August 1 st	English 6-12	ESOL
Danielle Deaton	2 nd Grade	August 1 st	Elem Ed K-6	ESOL
Whitney Winther	MS Language Arts	August 1 st	English 6-12	ESOL
Deana Sparks	3 rd Grade	August 1 st	Elem Ed K-6, ESE K- 12	ESOL
Richard Gamboa	5 th Grade	August 1 st	Elem Ed K-6, ESE K- 12	ESOL
Donna Terrell	MS Language Arts	March 26 th	Elem Ed K-6, Gifted	ESOL, English 5-9

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