

# **MEETING MINUTES**

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

**Board Meeting:** December 13, 2018  
**School(s):** Woodmont Charter School                               Creekside Charter Academy  
 Winthrop Charter School   Union Park Charter Academy  
 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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
December 13, 2018	1:05 pm	2:19 pm	February 14, 2019	1:00 pm	K. Robertson
<b>Meeting Location:</b>					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: SoutShore Charter Academy-11667 Big Bend Rd., Riverview, FL 33579					

<b>Attended by:</b>	
<p><b>Board Members:</b>            Rod Jurado – Chairman            Valora Cole - Vice Chair            Ramdas Chandra – Secretary            Randy Walker – Treasurer            Rod Cunningham – Director            Eric Johnson – Director</p> <p><b>Telephonically:</b>            Steve Knobl – Director</p> <p><b>Absent:</b>            None</p>	<p><b>Other Attendees:</b>            Dr. Eddie Ruiz – Florida State Director            Jermaine Dawson – North Florida Area Director            Terry Johnson – Principal, Winthrop Charter School            Dawn Lamb – Interim Principal, SouthShore Charter Academy            Migdalia Rivera – Parent Facilitator, SouthShore Charter Academy            Corinne Baez – Principal, Keys Gate Charter School            Talya Taylor – Principal, Clay Charter Academy            Alisha Findlay – Parent Facilitator, Clay Charter Academy            Jami Shetter – Principal, Henderson Hammock Charter School            Lane Morris – Principal, Woodmont Charter School            Tracy Ware – Principal, Union Park Charter Academy            Dianne Stahl – Principal, Creekside Charter Academy            Levi Williams – Board Attorney            Kerrian Robertson – Governing Board Manager, CSUSA            Derek Kelmanson – Sr. Director of Bus. Development, CSUSA            Yoshira Saenz – Enrollment Specialist, CSUSA            Mike Santoro – Regional Facility Manager, RAD            Member of the Public – Parents of SouthShore Charter Academy</p>

## **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**

Approval of Board Meeting Minutes

- The Board reviewed the board meeting minutes from November 8, 2018.
- The board meeting minutes was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Ramdas Chandra and seconded by Eric Johnson to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Board Meeting Minutes from November 8, 2018. Motion was approved unanimously.**

Introduction of Florida State Director

- Kerrian Robertson introduced Florida State Director, Dr. Eddie Ruiz.
- Dr. Eddie Ruiz welcomed and thanked everyone who joined the meeting. He explained that he has been with CSUSA for three months, and that he oversees all the Florida schools logistically and academically. He spoke about the assignment of all tired schools in Florida, which were supported by him and the area directors. He was the assistant superintendent for student support services of curriculum and equity in Palm Beach County prior to joining CSUSA. He also spoke about his background serving schools in Georgia, and other Florida counties.
- Chairman Jurado introduced all the current board members of FCEF/BACF.
- The introduction of the Florida State Director was not part of the agenda but was made a part of these minutes.

**II. NEW BUSINESS**

New Charter Application

- The Board discussed the new charter application with Derek Kelmanson. Mr. Kelmanson explained that the board was looking to grow in Pasco County and was successful in opening their first school for the 2018-19 school year. The district is amiable to additional charter application, and as such, the board authorized CSUSA to submit two K-8 charter applications in February 2019. Epperson Ranch would have a timeline for school year 2020, and the other thereafter.
- There were discussions around staffing, school name, and the new schools having the same design as Union Park in Pasco.
- The new charter application was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Ramdas Chandra and seconded by Randy Walker to authorize CSUSA to submit two K-8 charter applications on behalf of FCEF as discussed at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.**

School Progression Plan – UPCA

- Kerrian Robertson explained that the school progression plan needed to be approved by the board and is a requirement of the Pasco School District.
- Principal Tracy Ware presented the school progression plan explaining the differences in the plan as compared to other Pasco county schools. Principal Ware answered all questions.
- The school progression plan was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Ramdas Chandra and seconded by Valora Cole to approve the school progression plan for UPCA as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.**

UPCA 2019-20 Academic Calendar

- Kerrian Roberson explained that Pasco is dissimilar to other districts, and have asked UPCA to submit their 2019-20 academic calendar earlier than the normal timeline for CSUSA. Pasco had also submitted their academic calendar to the principal to use as a guide.
- Principal Tracy Ware presented the 2019-20 UPCA academic calendar for approval by the Board. Principal Ware explained the different professional and early/late release days, and as such, she added two professional days to UPCA 2019-20 academic calendar. Principal Ware answered all questions.
- Dr. Ruiz explained that the approval and submission of this calendar is outside the normal planning period for CSUSA, and might be subjected to amendments later.
- The 2019-20 UPCA academic calendar was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Eric Johnson and seconded by Ramdas Chandra to approve UPCA 2019-20 academic calendar subject to amendments as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.**

ESOL/Out of Field Waivers

- Principal Talya Taylor presented the ESOL/Out of Field Waivers for Clay Charter Academy, and Ms. Taylor answered all questions.

**MOTION: Motion was made by Ramdas Chandra and seconded by Eric Johnson to approve the ESOL/Out of Field Waivers for Clay Charter Academy as presented at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting. (See Attachment). Motion was approved unanimously.**

- Principal Terry Johnson presented the ESOL/Out of Field Waivers for Winthrop Charter School, and Mr. Johnson answered all questions.
- The ESOL/Out of Field Waivers were part of the agenda and were made a part of these minutes.

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

**III. OLD BUSINESS**

Lake Board Member Compliance Update

- Kerrian Robertson gave an update of the board member compliance requirements for Lake County School District. All board members as of date were fingerprinted and all meeting minutes were being submitted to Ms. Julie Summerlin at the district.
- The Lake board member compliance update was part of the agenda and was made a part of these minutes.

**IV. CSUSA REPORTS**

School Report – FCEF/BACF Schools

- Chairman Jurado thanked Jami Shetter and Henderson Hammock for the event held at Chick-fil-A the night before. Dr. Chandra heard about the event through social media.
- Each principal gave a verbal report of all the different events being held at their school. These reports included enrollment, NWEA updates, surveys, and community service events.
- The school report and enrollment report for all the FCEF/BACF schools were part of the agenda and were made a part of these minutes.

**V. PUBLIC COMMENTS**


- One parent in the boardroom spoke about the special courses offered at SouthShore, and would like more attention to be given to these special courses. The other parent spoke about seeing a difference in SouthShore since Interim Principal Lamb took over. She would like to be more involved in the school, and she asked for better communication.
- Dr. Ruiz, thanked the parents for attending the board meeting, and talked about revamping the master schedule and special courses. He said additional follow up would be made to parents.
- Chairman Jurado thanked the parents for attending, and explained that CSUSA is working on finding the right principal fit for the school. He explained that caring and involved parents make a difference in the schools.
- Parent facilitator, Migdalia River asked the parents to give SouthShore a chance to improve because the school is great.

**VI. ADJOURNMENT**

- The board discussed their upcoming meeting and decided to cancel the meeting in January. They however would like to have their regularly scheduled meeting in February along with a trip to Tallahassee to meet with the legislators during their February session.

**MOTION:** Motion was made by Ramdas Chandra and seconded by Eric Johnson to cancel the January 10, 2019 board meeting as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting. Motion was approved unanimously.

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: 2/12/19



December 3, 2018

Dear Parent(s)/Guardian(s):

All of our professional educators are responsible for upgrading their skills and increasing their level of expertise through continuing course work and/or training sessions. At Clay Charter Academy, some of our teachers are participating in continuing education in order to expand their certification to include their current teaching assignment.

These teachers are:

<u>Name</u>	<u>Current Area of Certification</u>	<u>Out-of-Field Subject Area</u>
ClaireMarie Gonzalez	Middle Grades Math 5-9	ESOL
Rachel Vaughn	Middle Grades English 5-9	ESOL/Reading
Carolyn Smith	Primary Education 1 <sup>st</sup> -3 <sup>rd</sup>	ESOL
Cherish Orr	Elementary Education K-6	ESOL
Emily Barnes	Elementary Education K-6	ESOL
Lindsay Perry	Elementary Education K-6	ESOL
Rachel Gleske	Elementary Education K-6	ESOL
Jessica Mosley	English 5-9	ESOL
Nichole Courey	Science 5-9	ESOL/Social Studies Elem
Estefan Olivares	Elementary Education K-6	ESOL
Shannon Smith	Elementary Education K-6	ESOL
Angelina Wilson	Elementary Education K-6	ESOL/Science 5-9
Matthew Robinson	Math 6-12	ESOL/Science 5-9
Stephanie Egleston	Social Science 6-12	English 5-9/Reading

During the course of the year, the teacher(s) will work to complete requirements for certification compliance.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Talya M. Taylor  
Principal

1417 Red Apple Road, Middleburg, FL 32068  
Phone: 904-406-1607 • Fax: 904-406-1608  
[www.claycharter.org](http://www.claycharter.org)

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# WINTHROP CHARTER SCHOOL

12/13/18

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
Kelsey Smith Samples	Kindergarten	August 1 <sup>st</sup>	Elem Ed. K-6	ESOL
Kimberly Fowler	Kindergarten	August 1 <sup>st</sup>	Elem Ed. K-6	ESOL
Christina Arthurs (Steen)	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
Lisa Jones	1 <sup>st</sup> Grade	August 1 <sup>st</sup>	Business Ed.	Elem. Ed. K-6, ESOL
Kimberly Fields-Miller	1 <sup>st</sup> Grade	August 1 <sup>st</sup>	Pre-K/Primary (Age 3 – Grade 3),	ESOL
Lauren Fechtmann	2 <sup>nd</sup> Grade	August 1 <sup>st</sup>	Pre-K/Primary (Age 3 – Grade 3)	ESOL
Jessica Facto	3 <sup>rd</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Carrie Chronik	3 <sup>rd</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
Lydia Smith	4 <sup>th</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Nicole Girard	5 <sup>th</sup> Grade	August 1 <sup>st</sup>	Elem Ed K-6	ESOL
Rebecca Meloy	MS Language Arts	August 1 <sup>st</sup>	English 6-12	ESOL
Whitney Winther	MS Language Arts	August 1 <sup>st</sup>	English 6-12	ESOL
Maria Cook	MS Language Arts	August 1 <sup>st</sup>	English 6-12, ESOL,	Gifted Endorsement

			Reading Endorsement	
Amy Anastasia	MS Language Arts	August 1 <sup>st</sup>	English 6 - 12	ESOL
Jeremy Rosa	MS Language Arts	August 1 <sup>st</sup>	English 6-12	ESOL
Tracy Holmes	MS Mathematics	August 1 <sup>st</sup>	Elem. Ed. 1 <sup>st</sup> – 6 <sup>th</sup> , Mathematics 5-9, ESOL End	Gifted Endorsement
Christine Woodard	Co-teacher	August 1 <sup>st</sup>	ESE grade K-12, English 5-9, Prekindergarten/Primary Ed (age 3- Grade 3)	ESOL
Roshonda Exantus	Co-Teacher	August 1 <sup>st</sup>	Mathematics 5-9, Health K-12	Gifted Endorsement
Lisa Spriggs	Co-Teacher	September 4 <sup>th</sup>	Elem Ed K-6	ESOL
Emily Miller	Co-Teacher	October 1 <sup>st</sup>	Temp Biology Grades 6-12	Elem. Ed. K-6
Lisa Spitaleri	Co-Teacher	December 3 <sup>rd</sup>	Elem. Ed. K-6	ESOL
Jaime DeAngelo	Co-Teacher	December 3 <sup>rd</sup>	Statement of Eligibility Elem. Ed. K-6	ESOL

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

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