

MEETING MINUTES

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

Board Meeting: April 11, 2019
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 11, 2019	1:04 pm	1:54 pm	May 10, 2019	1:00 pm	K. Robertson
Meeting Location:					
Telephonic access at all FCEF/BACF Affiliated Schools					
On-Site Location: Winthrop Charter School – 6204 Scholars Hill Ln., Riverview, FL 33578					

Attended by:	
Board Members: Rod Jurado – Chairman Randy Walker – Treasurer Valora Cole – Vice Chair Steve Knobl – Director Telephonically: Rod Cunningham – Director Absent: Eric Johnson – Director Ramdas Chandra – Secretary	Other Attendees: Eddie Ruiz – Florida State Director Jodi Evans – N. Florida Curriculum & Instruction Director Terry Johnson – Principal, Winthrop Charter School Cecilia Garcia – Principal, SouthShore Charter Academy Sara Capwell – Principal, Waterset Charter School 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 Rasheema Caldwell – Principal in Train., Woodmont Charter School Dianne Stahl – Principal, Creekside Charter Academy Tracey Ware – Principal, Union Park Charter Academy Jasmine Parris – Parent Facilitator, Union Park Charter Academy Levi Williams – Board Attorney Kerrian Robertson – Governing Board Manager, CSUSA

CALL TO ORDER

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

I. ADMINISTRATIVE

Approval Board Meeting Minutes

- The Board reviewed the board meeting minutes from February 14, 2019

MOTION: Motion was made by Valora Cole and seconded by Randy Walker to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Board Meeting Minutes from February 14, 2019. Motion was approved unanimously.

- The Board reviewed the special meeting minutes from March 27, 2019
- Mr. Jurado gave an overview of the lawsuit and final settlement between the Board and Palm Beach School District.
- The Board meeting minutes were part of the agenda and were made a part of these minutes.

MOTION: Motion was made by Valora Cole and seconded by Randy Walker to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Special Meeting Minutes from March 27, 2019. Motion was approved unanimously.

II. NEW BUSINESS

Charter Amendment for Clay Charter

- Kerrian Robertson explained to the Board that the school district of Pasco amended the charter agreement to change the end of year audit timeline from September 30 to September 1, which was vetted by the attorneys on both sides before presenting to the Board for approval.
- Attorney Williams explained that he reviewed the document and advised he approved as to form and legal sufficiency for Board consideration.
- The charter amendment for Clay Charter was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve the charter amendment for Clay Charter as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

RAD Development Agreement for Epperson Ranch

- The Board and Attorney Williams discussed the RAD Development Agreement for Epperson Ranch in Pasco County. Mr. Williams explained the fee structure outlining the development cost for pre-construction, which consist of attorney and professional fees. All other questions were answered by Mr. Williams
- The RAD Development Agreement for Epperson Ranch was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve the RAD Development Agreement for Epperson Ranch as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

2019-20 Academic Calendars for FCEF/BACF Schools

- The Board reviewed each calendar presented for approval.
- The 2019-20 academic calendars for the FCEF/BACF schools were part of the agenda and were made a part of these minutes.

MOTION: Motion was made by Randy Walker and seconded by Steve Knobl to approve the 2019-20 academic calendar for the Hillsborough schools as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve the 2019-20 academic calendar for the Pasco school as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve the 2019-20 academic calendar for the Clay school as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

MOTION: Motion was made by Randy Walker and seconded by Steve Knobl to approve the 2019-20 academic calendar for the Miami-Dade school as presented at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

Parent Facilitator for SCA and UPCA

- Mr. Jurado introduced Dr. Cecilia Garcia, the current principal of SCA. Dr. Garcia shared a brief history of her background.
- Principal Ware introduced Jasmine Parris to the Board.
- The Board reviewed and discussed the parent facilitator nominees for SCA and UPCA.
- The parent facilitator nominees for SCA and UPCA was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve Principal Cecilia Garcia as the parent facilitator for SCA as discussed at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

MOTION: Motion was made by Steve Knobl and seconded by Valora Cole to approve Administrative Assistant Jasmine Parris as the parent facilitator for UPCA as discussed at the Florida Charter Educational Foundation and Bay Area Charter Foundation. Motion was approved unanimously.

ESOL/Out of Field Waivers

- Ms. Robertson explained that the ESOL/Out of Field Waivers presented for Woodmont was an updated list of what was previously approved by the Board.
- Mr. Jurado introduced Rasheema Caldwell as the principal training at Woodmont. Ms. Caldwell shared a brief history of her background.
- 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 Steve Knobl to approve the ESOL/Out of Field Waivers for Woodmont 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

- There was no old business

IV. CSUSA REPORTS

School Report – FCEF/BACF Schools

Staff/Parent Survey Results

- Principal Terry Johnson presented the staff and parent survey results for the FCEF/BACF schools. He explained that CSUSA changed the survey format and questions, which are more aligned to CSUSA's theory of action, revised accreditation standards, and desired culture. The survey was also shortened with new constructs around equity, global citizenship, and local decision making. He shared the top results and areas of improvement, which translated to an element of trust among employees as the company goes through a transformation.
- Dr. Ruiz explained to the Board that these survey results were reviewed at the principal meeting and a discussion ensued of what went well, and how the schools could improve their results.
- Dr. Knobl asked about participation rate best practices.
- Mr. Johnson explained that his school make the survey period a personal matter by utilizing the car line, parent event and reminders, parent link, and newsletter.

Enrollment Update

- Each principal presented his or her enrollment data.
- Principal Taylor explained that the school met the enrollment target for the current school year, and is working on the enrollment target for next year, which is set at 670.
- Principal Stahl explained that the school is focusing on the 698-enrollment target for next year, which of date was already exceeded.
- Principal Shetter explained that the school met the enrollment target for the current school year, and is focusing on info sessions to meet the target for next year, which is set at 1145.
- Principal Garcia explained that current enrollment for the school was down by 38 students, but the focus is on next year's target.
- Principal Ware explained that info sessions were utilized, and that the school has already exceeded the enrollment target for next year of 690.
- Principal Capwell explained that the school met the enrollment target for the current school year, and is on track to meet the enrollment target of 1145 for the next school year.
- Principal Johnson explained that the school is currently overenrolled, and that the target for next year is 1300. The school has kindergarten roundup the following week.
- Ms. Caldwell explained that the target for next year was set at 735, and the school is focusing on kindergarten roundup, and personal phone calls to assist with the enrollment goal.
- Ms. Baez explained that the school was overenrolled, and will use school events for retention, open house, and Facebook advertisement instead of info sessions.
- The school report for the FCEF/BACF schools was part of the agenda and was made a part of these minutes.

V. FINANCIALS

Audit Planning

Audit Engagement Letters

- Ms. Robertson explained that Keefe McCullough was the auditor of choice last year, and as such, the company has presented their engagement letters in hopes of being the auditor for this school year.

MOTION: Motion was made by Steve Knobl and seconded by Randy Walker to approve Keefe McCullough as auditor of choice for the FCEF/BACF 2018-19 school/board audits as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting. Motion was approved unanimously.


VI. PUBLIC COMMENTS

- Chairman Jurado used this opportunity to explain a conflict with the next meeting date of May 9 and asked for suggested meeting dates in May. The Board agreed to meet on May 10.
- The next meeting will commence on May 10 at Henderson Hammock Charter.
- Mr. Jurado handed out and explained to the Board FLDOE comparison of charter schools and district schools.
- Before adjourning the board meeting, Mr. Jurado thanked the schools and board members for their time.

MOTION: Motion was made by Steve Knobl and seconded by Randy Walker to change the next meeting date to May 10 as discussed at the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. Board Meeting. 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 1:54 p.m. Motion was approved unanimously.



Rod Jurado, Chairman
Date: May 10th 2019

10402 N. 56th Street, Temple Terrace, FL 33617
P: (813) 708-1596 F: (813) 739-7301
www.woodmontcharter.org

Lane Morris, Principal
Sherly Laguerre, Assistant Principal



03/11/2019

Dear Parents/Guardians:

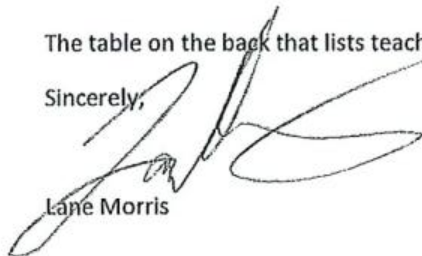
All educators in Florida are monitored to ensure they meet certification and training requirements as mandated by law. Per Florida Statute 1012.42, when a teacher is assigned teaching duties out of the field in which the teacher is certified, the parents of all students in the class shall be notified 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
S. MORSE	CO-TEACHER	11/16/2018	ELEM ED K-6	ESOL & MATH 5-9
C. SNAPP	5 TH GRADE	11/16/2018	PREK-3 RD	Elem Ed K-6
C. CARNES	3 RD GRADE	08/10/2018	ELEM ED K-6	ESOL
K. CLETHEN	PHYSICAL ED	8/10/2018	PE K-12	ESOL
T. DAY	CRT	08/10/2018	ELEM ED K-6	ESOL
J. HARPER JUDD	SCIENCE	11/06/2018	SCIENCE	ESOL
J. FARMER	MS ELA	08/10/2016	ENGLISH 6-12	ESOL

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Lane Morris, Principal
Sherly Laguerre, Assistant Principal

J. LLIL	5 TH GRADE	08/10/2018	PERK-3 RD	ELEM ED K-6 & ESOL
A. DEKKAN	3 RD GRADE	08/10/2016	ELEM ED	ESOL
J. PARDO	KDG	08/10/2017	PREK-3 RD	ESOL
H. KHAN	KDG	8/10/2017	PREK-3 RD	ESOL
A. REID	1 ST GRADE	09/17/2018	ELEM ED K-6	ESOL
N. RAMNATH	GIFTED	8/10/2018	ELEM ED K-6 & GIFTED	LANGUAGE ARTS 5-9
M. RODRIGUEZ	2 ND GRADE	8/11/2017	ELEM ED K-6	ESOL
T MCMILLON	3 RD GRADE	08/10/2018	PREK-3 RD	ESOL
J. MILLER	4 TH GRADE	08/10/2017	ESE K-12-ELEM ED K-6	ESOL
C. ELLIS	3 RD GRADE	08/10/2017	ELEM ED K-6	ESOL
K, KARR	KDG	08/10/2018	ELEM ED K-6	ELEM ED K-6 & ESOL
T. WARREN	CO-TEACHER	08/10/2018	ELEM ED K-6 ED LEADERSHIP	ESOL

REV: 01/25/2019