

# MEETING MINUTES

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

Board Meeting: March 11, 2021  
 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  
 Innovation Preparatory Academy  
 Winthrop College Prep Academy  
 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:
March 11, 2021	1:05pm	2:35pm	April 8, 2021	1pm	R.Weaver
<b>Meeting Location:</b>					
<b>On-Site Location:</b> Schools listed above					

<b>Attended by:</b>	
<b>Board Members:</b> Valora Cole –Chair Eric Johnson – Director (joined at 1:25pm) Randy Walker – Treasurer Dr. Steve Knobl – Secretary Dr. Ramdas Chandra – Vice Chair  <b>Absent:</b> none	<b>Other Attendees:</b> Principals and Parent Facilitators of Above-Mentioned Schools Levi Williams – Board Attorney Dr. David Christiansen, Chief of Schools Dr. Eddie Ruiz, State Director Rita Weaver – Governing Board Director, CSUSA Dr. Corbet Wilson, Vice President, CSUSA Dr. Meredith Ross, Director, CSUSA Yolanda Thomas, Director, CSUSA Stephanie Smith, Sr. Financial Analyst, CSUSA Penny Walcott, Finance Director

## CALL TO ORDER

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

### I. ADMINISTRATIVE

Approval Board Meeting Minutes

- The Board reviewed the meeting minutes from the February 4, 2021 FCEF/BACF Board Meeting Minutes.

**MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Randy Walker to approve the Florida Charter Educational Foundation and Bay Area Charter Foundation Meeting Minutes from February 4, 2021, as presented. Motion was approved unanimously. (4-0, 1 absent).**

## II. CSUSA REPORTS

### COGNIA Reaccreditation Results

- Dr. David Christiansen updated the Board on the reaccreditation results issued by COGNIA and advised the board that CSUSA has increased its IEQ score from COGNIA by over 60 points with No Insufficient Evidences identified which is better than many districts scores. Dr. Christiansen thanked the board members who participated in the COGNIA interviews and assisted in this process.
- Yolanda Thomas reported to the Board an overview of the COGNIA Results reports which included the standards that CSUSA excelled in as well as those standards that were scored as Initiating. Mrs. Thomas also called out those schools that were in this board that assisted with the COGNIA interviews.

### Assessments

- Dr. Eddie Ruiz updated the Board on winter assessments and projections. Dr. Ruiz reviewed academic trends, short term initiatives for the Spring, mid-term Summer 2021 planning including a Summer Bridge program at the schools, and long-term planning info Fall 2021 and beyond which includes implementation of the BEST Standards, Professional Development planning, and Master Scheduling Analysis for each school.
- Dr. Ruiz also presented to the board the Tutoring options for the school and a review of the mid-year projections by each area. All questions were answered by Dr. Ruiz.
- The Board reviewed the mid-year dashboards of the schools.

### Enrollment

- The Board reviewed the February FTE Enrollment report which included the building capacity, the enrollment target for the FY21 school year, the October FTE count, the February FTE count, and the variance of each for all the schools in the Florida Charter Education Foundation, Inc. and Bay Area Charter Foundation, LLC portfolio of schools.

## III. FINANCIALS

### Q2 FY21 Financial Review

- Stephanie Smith presented the Q2 FY21 Financial Review, which included budget variances, revenues by district, and enrollment impact. All questions were answered by Ms. Smith. Randy Walker discussed his review with the Board and reiterated his concern for Keys Gate Charter School enrollment/revenue shortfall.

**MOTION:** Motion was made by Dr. Chandra and seconded by Randy Walker to approve the Q2 FY21 Financial Review for Florida Charter Education Foundation, Inc., and Bay Area Charter Foundation, LLC, as presented. Motion was approved unanimously.

#### IV. OLD BUSINESS

##### Parent/Student Handbook Addendum

- The Board reviewed the Addendum to the Parent/Student Handbook and discussed the proposed changes.

**MOTION:** A motion was made by Dr. Chandra and seconded by Randy Walker to approve the Addendum to the Parent/Student Handbook of the schools in the Florida Charter Education Foundation, Inc., and Bay Area Charter Foundation, LLC, portfolio, as presented. Motion was approved unanimously.

##### Out of Field and ESOL Waivers

- The board reviewed the Out of Field and ESOL Waivers presented for the portfolio of schools for Florida Charter Education Foundation, Inc., and Bay Area Charter Foundation, LLC ("FCEF BACF") Dr. Chandra asked for an outline of the requirements for the Out of Field and ESOL Waivers and Dr. Sara Capwell reviewed the requirements and process for the Board.

**MOTION:** A motion was made by Dr. Chandra and seconded by Randy Walker to approve the Out of Field and ESOL Waivers for the FCEF BACF cohort of schools, as presented. Motion passed unanimously.

##### Teacher Certification Extension

- Principal Cuwana Lawson presented to the Board a teacher at Woodmont Charter School that has her certification expiring in June and needed an extension. The board discussed the tracking of teacher certifications.

**MOTION:** A motion was made by Dr. Ramdas Chandra and seconded by Randy Walker to approve extending the teacher certification, as presented. Motion passed unanimously.

**MOTION:** A motion was made by Dr. Ramdas Chandra and seconded by Randy Walker to add Charter Renewals Update to the agenda. Motion passed unanimously.

##### Woodmont Charter School Renewal Application

##### Southshore Charter Academy Renewal Application

##### Union Park Charter Academy Renewal Application

- Rita Weaver updated the Board as to the status of the three Charter renewals listed above.

CSP Grant Application for Winthrop College Prep Academy

- Rita Weaver updated the board on the open window for CSP Grants and outlined the submission phases. The Board discussed the benefits of applying for CSP Grant Allocations for Winthrop College Prep Academy since they missed the window prior to the school opening.

**MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Dr. Steve Knobl to approve the filing of the CSP Grant Application for Winthrop College Prep Academy, as presented. Motion passed unanimously.**

Leasing of FF&E for Innovation Preparatory Academy

- Rita Weaver presented the documentation for the previously discussed action item during the January board meeting regarding financing for the FF&E at Innovation Preparatory Academy. Board Attorney Levi Williams outlined the documents for the Board.

**MOTION: A motion was made by Eric Johnson and seconded by Dr. Ramdas Chandra to accept the filing of the financing and lease agreements for Innovation Preparatory Academy and by FCEF BACF, as presented. Motion passed unanimously.**

**V. NEW BUSINESS**

CARES Grants Part II

- Rita Weaver outlined the CARES Grant funding, Parts I and II and what the grants provide in terms of flexible funding and the funding priorities of the schools. The Board discussed discussing and approving financials with grants spend included as well as all of the other Grants the schools are eligible for.

**MOTION: Motion was made by Dr. Ramdas Chandra and seconded by Eric Johnson to approve and authorize their management company to apply and use CARES Grants funding on behalf of the FCEF BACF Board, and their portfolio of schools, as presented. Motion was approved unanimously.**

Legislative Update

- Rita Weaver outlined the CSUSA legislative update agenda for the 2021 Legislative Session.

Dual Enrollment between Winthrop College Prep Academy and Hillsborough Community College

- The Board discussed the benefits of establishing an articulation agreement with Hillsborough Community College for Dual Enrollment purposes.,

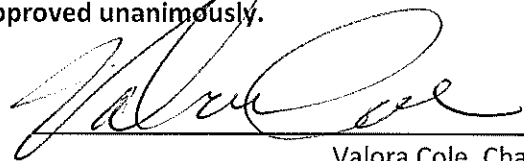
**MOTION: Motion was made by Eric Johnson and seconded by Dr. Ramdas Chandra to authorize Board Attorney, Board Chair, and CSUSA to work with Hillsborough Community College to establish a dual enrollment program at Winthrop College Prep Academy, as presented. Motion was approved unanimously.**

VI. PUBLIC COMMENTS

- Dr. Chandra updated the Board on his Quest visit at Keys Gate Charter School and wanted to bring to a future agenda the initiatives for professional development for teachers and tech training and the blended learning model is most likely here to stay.

VII. ADJOURMENT

MOTION: Motion was made by Eric Johnson and seconded by Dr. Ramdas Chandra to adjourn the FCEF/BACF March 11, 2021 board meeting. Motion was approved unanimously.



Valora Cole, Chair

Date: 04-08-2021



February 19, 2021

Dear Parent/Guardian:

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. 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 813-602-0622.

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

Sincerely,

Bradley Warren

Teacher	Teaching Assignment	Start Date	Certifications Held	Out of Field Area
Sarah Collazo	Gifted	11/01/17	Elem Ed K-6	ESOL, Gifted
Kathryn Rivera-Torres	Kindergarten	07/20/17	Pre-School-Grade 3	ESOL
Melody Gann	Grade 1	08/6/18	Pre-K/Primary Education	ESOL
Tracey Mineo	Grade 1	07/20/17	Elem Ed K-6 ESE K-12 Pre K-Grade 3	ESOL
Eileen Miller	Grade 3	07/20/12	Elem Ed K-6	ESOL
Melissa Whitford	Grade 3	11/29/17	Pre K-Grade 3	ESOL
Derek Hovey	Grade 4	07/26/18	Elem Ed	ESOL
Joshua Krych	Grade 5	07/29/19	ESE K-12	Elem Ed ESOL
Danielle Forrester	Art k-5	04/20/2020	Social Science 5-9 Social Science 6-12	Art k-12
Justine Ellison Sharp	Grade 5	9/4/2019	PE	ESOL/K-6
Nicolle Ubinas	Kindergarten	08/10/2020	Social Science 5-9	Primary k-3, ESOL
Jeanine Henriquez	MS Science	08/05/2019	Elem Ed k-6, ESOL, Reading, ESE	MG General Science



Rhonda Vogt	Kindergarten	08/03/2020	Primary prek-3	ESOL
Kelli Harris-Starks	Grade 2	07/27/2020	PE	ESOL, Elem k-6
Sue Wierbonics	Grade 1	08/10/2020	Elem Ed k-6	ESOL
Cecilia Rhoads	Grades 3	08/21/2020	Primary Prek -3	ESOL
Abbey McLuckie	Grade 2	10/03/2019	Pre K-3	ESOL
Amanda Guley	Grade 3	08/10/2020	Elementary k-6	ESOL
Nicole DeCicco	Grade 2	08/17/2020	Primary prek-3	ESOL
Carmen Prada	Grade 3	08/03/2020	Primary prek-3	ESOL
Andrew Von Preysing	Grade 4	08/10/2020	Elementary k-6	ESOL
Jonathan Bergeron	Grade 4	08/19/2020	Elementary k-6	ESOL
Brendan Trumble	Grade 5	08/18/2020	Social Studies 6-12	Elementary k-6 , ESOL
Johnetta Clark	Grade 5	02/28/2020	Social Studies 6-12	Elementary k-6
Lanitra Sanchez-Moore	MS ELA	04/01/2020	Social Studies 6-12	MS ELA 6-12, ESOL
Rosemarie Sledge	MS ELA	08/31/2020	Health	MS ELA 6-12, ESOL
Sarah Skonicki	MS ELA	01/06/2020	Elem k-6	MS ELA
Scott Ehrlich	MS ELA	09/27/2020	English 6-12	ESOL
Brittany Bunn	Kindergarten	10/01/2020	Spanish	Primary prek-3
Sara Cichon	Grade 1	09/22/2020	Biology 5-9	Primary prek-3, ESOL
Danielle Hutchinson	Grade 1	12/14/2020	Chemistry 6-12	Elementary k-6, ESOL
Vanessa Mangroo	Kindergarten	07/01/2020	MS ELA 5-9	ESOL, Elementary k-6
Sindhu Sethunath	MS Science	07/01/2020	Biology 6-12	MG General Science
Sonja Armstrong	Kindergarten	1/25/2021	Prek-3	ESOL
Brittany Rodriguez	MS ELA	07/20/2017	MS ELA	ESOL
Amanda Fox	MS Technology	11/12/2020	Marketing 6-12	Business Education



19 de Febrero de 2021

Estimados padresencargados:

Todos los maestros en Florida son supervisados para asegurar que cumplan con los requisitos de certificación y capacitación, según lo establece la ley. De acuerdo al Estatuto de Florida 1012.42, cuando un maestro se le asigna una posición docente fuera de su área en la cual se ha certificado, los padres de todos los estudiantes en esa clase serán notificados por escrito. Las Escuelas Públicas del Condado de Hillsborough están comprometidas a proporcionar una enseñanza de calidad para todos los estudiantes, y lo hace empleando a las personas más capacitadas para enseñar y apoyar a cada estudiante en el salón de clase. El distrito está ayudando a nuestros maestros con el desarrollo de un Plan Individual de Desarrollo Profesional para completar los requisitos necesarios para que sean certificados en esa área. Todos nuestros maestros están certificados para enseñar, aunque algunos de ellos están actualmente enseñando fuera de su área de certificación, y están obteniendo certificaciones en otras áreas. Usted tiene el derecho de saber las credenciales profesionales de los maestros o auxiliares docentes que están enseñando a su hijo(a). La ley federal le permite solicitar información sobre los maestros de su hijo(a) y al mismo tiempo, nos obliga a proporcionársela en un tiempo adecuado, si usted lo solicita. Si desea más información, por favor comuníquese con la escuela al 813-602-0622.

La gráfica a continuación muestra los maestros que están actualmente enseñando fuera de su área de certificación .

Atentamente,

Bradley Warren

Maestro(a)	Clases impartidas/ Asignación(es)	Fecha de inicio de la asignación	Certificación(es) obtenidas	Clases/área Fuera de certificación
Sarah Collazo	Gifted	11/01/17	Elem Ed K-6	ESOL, Gifted
Kathryn Rivera-Torres	Kindergarten	07/20/17	Pre-School-Grade 3	ESOL
Melody Gann	Grade 1	08/6/18	Pre-K/Primary Education	ESOL
Tracey Mineo	Grade 1	07/20/17	Elem Ed K-6 ESE K-12 Pre K-Grade 3	ESOL
Eileen Miller	Grade 3	07/20/12	Elem Ed K-6	ESOL
Melissa Whitford	Grade 3	11/29/17	Pre K-Grade 3	ESOL
Derek Hovey	Grade 4	07/26/18	Elem Ed	ESOL
Joshua Krych	Grade 5	07/29/19	ESE K-12	Elem Ed ESOL
Danielle Forrester	Art k-5	04/20/2020	Social Science 5-9 Social Science 6-12	Art k-12





**WATERSET CHARTER  
SCHOOL**

Justine Ellison Sharp	Grade 5	9/4/2019	PE	ESOL/K-6
Nicolle Ubinas	Kindergarten	08/10/2020	Social Science 5-9	Primary k-3, ESOL
Jeanine Henriquez	MS Science	08/05/2019	Elem Ed k-6, ESOL, Reading, ESE	MG General Science
Rhonda Vogt	Kindergarten	08/03/2020	Primary prek-3	ESOL
Kelli Harris-Starks	Grade 2	07/27/2020	PE	ESOL, Elem k-6
Sue Wierbonics	Grade 1	08/10/2020	Elem Ed k-6	ESOL
Cecilia Rhoads	Grades 3	08/21/2020	Primary Prek -3	ESOL
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Andrew Von Preysing	Grade 4	08/10/2020	Elementary k-6	ESOL
Jonathan Bergeron	Grade 4	08/19/2020	Elementary k-6	ESOL
Brendan Trumble	Grade 5	08/18/2020	Social Studies 6-12	Elementary k-6 , ESOL
Johnetta Clark	Grade 5	02/28/2020	Social Studies 6-12	Elementary k-6
Lanita Sanchez-Moore	MS ELA	04/01/2020	Social Studies 6-12	MS ELA 6-12, ESOL
Rosemarie Sledge	MS ELA	08/31/2020	Health	MS ELA 6-12, ESOL
Sarah Skonicki	MS ELA	01/06/2020	Elem k-6	MS ELA
Scott Ehrlich	MS ELA	09/27/2020	English 6-12	ESOL
Brittany Bunn	Kindergarten	10/01/2020	Spanish	Primary prek-3
Sara Cichon	Grade 1	09/22/2020	Biology 5-9	Primary prek-3, ESOL
Danielle Hutchinson	Grade 1	12/14/2020	Chemistry 6-12	Elementary k-6, ESOL
Vanessa Mangroo	Kindergarten	07/01/2020	MS ELA 5-9	ESOL, Elementary k- 6
Sindhu Sethunath	MS Science	07/01/2020	Biology 6-12	MG General Science
Sonja Armstrong	Kindergarten	1/25/2021	Prek-3	ESOL
Brittany Rodriguez	MS ELA	07/20/2017	MS ELA	ESOL
Amanda Fox	MS Technology	11/12/2020	Marketing 6-12	Business Education



# WINTHROP CHARTER SCHOOL

2/25/21

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
Kimberly Fowler	Kindergarten	August 24 <sup>th</sup>	Elem Ed. K-6	ESOL
Kelsey Samples	Kindergarten	August 24 <sup>th</sup>	Elem Ed. K-6	ESOL
Damien Billups	1 <sup>st</sup> Grade	November 2 <sup>nd</sup>	Statement of Eligibility	ESOL
Kimberly Fields-Miller	1 <sup>st</sup> Grade	August 24 <sup>th</sup>	Pre-K/Primary (Age 3 – Grade 3)	ESOL
Antonia Lowden	1 <sup>st</sup> Grade	August 24 <sup>th</sup>	Elem Ed K-3	ESOL
Richard Gamboa	5 <sup>th</sup> Grade	August 24 <sup>th</sup>	Elem Ed K-6	ESOL
Jessica Facto	5 <sup>th</sup> Grade	August 24 <sup>th</sup>	Elem Ed K-6	ESOL
Sara Azinger	MS Language Arts	August 24 <sup>th</sup>	Statement of Eligibility, English 6-12	ESOL
Rebecca Meloy	MS Language Arts	August 24 <sup>th</sup>	English 6-12	ESOL
Sara Campbell	MS Language Arts	August 24 <sup>th</sup>	Statement of Eligibility, Elem Ed K-6	English 6 -12, ESOL
Whitney Winther	MS Language Arts	August 24 <sup>th</sup>	English 6-12	ESOL
Olivia Reeb	MS Mathematics	August 24 <sup>th</sup>	Social Science 6-12	Mathematics
Nicole Girard	MS Mathematics	August 24 <sup>th</sup>	Elem Ed K-6	Mathematics
Jazmine Rodriguez	Co-teacher	August 24 <sup>th</sup>	ESE K-12	Elem Ed. K-6, English 6 -12, ESOL
Samantha Fiala	Co-Teacher	August 24 <sup>th</sup>	Elem Ed K-6	ESOL

Christopher White	MS Language Arts	August 24th	English 6-12	ESOL
Megan Paul	Co-Teacher	November20 <sup>th</sup>	Elem Ed K-6, Math 6-12	ESOL
Erika Ford	Co-Teacher	November30 <sup>th</sup>	Temporary English 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.*



March 3, 2021

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.

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

Sincerely,

*Cuwana Lawson*

Cuwana Lawson  
Principal

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes
T ANTHONY	3 <sup>RD</sup> GRADE	8/10/2020	ELEM EDUCATION	ESOL
A. DEKKAN	4 <sup>TH</sup> GRADE	8/17/2020	ELEM EDUCATION	ESOL
B ELLIS	3 <sup>RD</sup> GRADE	8/1/2020	ELEM EDUCATION	ESOL
A GALICIA	KINDERGARTEN	8/10/20	HEALTH K-12	ELEM EDUC ESOL
G GRANIELA	KINDERGARTEN	8/31/20	ENGLISH 6-12	ELEM EDUC ESOL
A GREENLAND	1 <sup>ST</sup> GRADE	8/10/2020	ELEM EDUCATION	ESOL
E JOHNSON	5 <sup>TH</sup> GRADE	8/17/2020	ESE K-12	ELEM EDUC ESOL
W JOHNSON	ELEM CO TEACHER	8/26/2020	Elem 1-6 READING ENDORSEMENT	MS ELA
J JOSEPH	2 <sup>ND</sup> GRADE	8/10/2020	6-12 SOCIAL SCI	ELEM EDUC ESOL
N LEBRUN	4 <sup>TH</sup> GRADE	8/10/2020	5-9 SOCIAL SCI	ELEM EDUC ESOL
L NASIR	2 <sup>ND</sup> GRADE	8/10/2020	PK-3 <sup>RD</sup> GRADE	ESOL
R PORTER	MS MATH	8/10/2020	K-6 MATH	MS MATH ESOL
M SCOTT	1 <sup>ST</sup> GRADE	8/17/2020	PK-3 <sup>RD</sup> GRADE	ESOL
S THOMPSON	MS ELA	8/10/2020	ELEM EDUCATION	ESOL
N STEVENS	3 <sup>RD</sup> GRADE	8/10/2020	ELEM EDUCATION	ESOL
P WARD	MS INTENSIVE READING	8/17/2020	READING K-12	ESOL