

MEETING MINUTES

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

Board Meeting: January 13, 2022

School(s): Clay Charter Academy
Creekside Charter Academy
Henderson Hammock Charter School
Innovation Preparatory Academy
Keys Gate Charter School
SouthShore Charter Academy
Union Park Charter Academy
Waterset Charter School
Winthrop Charter School
Winthrop College Prep Academy
Woodmont 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: |
|---|--------------|------------|---|-------------------|---------------------|
| January 13, 2022 | 1:00 p.m. | 2:15pm | February 10, 2022 | 1pm | M.Llanes/R.Weaver |
| Meeting Location: | | | | | |
| On-Site Location: At each school listed above | | | | | |
| Attended by: | | | | | |
| Board Members: Valora Cole –Chair Eric Johnson – Director Randy Walker – Treasurer Dr. Ramdas Chandra – Vice Chair Dr. Steve Knobl – Secretary Absent: none | | | Other Attendees: Principals and Parent Facilitators of Above-Mentioned Schools Board Attorney Levy Williams Dr. Eddie Ruiz, State Director Dr. Sara Capwell, Area 3 Deputy Director Christina Hamlin, Area 5 Deputy Director Rita Weaver – Governing Board Director, CSUSA Penny Walcott, Finance Director Maggie Ramsey – VP of Marketing & Enrollment Maggie Llanes, Executive Coordinator Board Governance | | |

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 1:00 p.m. with a Call to Order by Chair, Valora Cole. Roll call was taken, and quorum established.

I. ADMINISTRATIVE

Approval of the December 9, 2021 Board Meeting Minutes

- The board reviewed the meeting minutes.

MOTION: Motion was made by Eric Johnson and seconded by Steve Knobl to approve the Meeting Minutes from the December 9, 2021, FCEF BACF Board Meeting, as presented. Motion was approved unanimously. (5-0)

II. CSUSA REPORTS

State Director Report

- State Director Dr. Eddie Ruiz updated the board on the surge in COVID cases due to the new variant and returning from winter break and that the CSUSA policy on mandating masks for all adults in the building and strongly recommended masks for students is still in place, as are the COVID protocols implemented at the beginning of the school year. The board discussed the winter assessment testing and the tiering of the schools. Dr. Ruiz advised that the State Directors and Deputies will be meeting in February to review the status of the Tier 3 schools and the initiatives in place to improve student outcomes. The Board will review this data at the February meeting.

Marketing Update

- Mrs. Maggie Ramsey, VP of Marketing and Enrollment, presented to the board the marketing results and a data analysis which included retention as well as recruitment. The board reviewed the school data and discussed some specific targeted marketing such as Spanish radio ads in the Orlando market. Mrs. Ramsey also discussed the total cost as well as the ROI for the digital marketing plan and the upcoming initiatives that will be added to marketing outreach. The board expressed contentment to have this amount of data and thanked Ramsey for all this information. The board expressed how marketing is the key to an organization making them aware we are here and follow up is the key.

III. FINANCIALS

Q1 FY22 Budget Amendments

- The Board reviewed the budget amendments for Innovation Preparatory Academy and Union Park Charter Academy, both of which include higher enrollment than originally budgeted. Treasurer Randy Walker reviewed with CSUSA Finance Director Penny Walcott prior to the board meeting.
- The board discussed that this is an additional layer over what they normally do and confirmed with Finance Director, Penny Walcott, that the information the board receives and reviews is still the same, however, this was a request made by Pasco County during the renewal process for Union Park Charter Academy. Mr. Johnson stated that this is a process the board has continually followed and that the specific format layer is not necessary.

MOTION: A motion was made by Dr. Steve Knobl and seconded by Dr. Ramdas Chandra to approve the Q1 FY22 Budgeted Amendments for Innovation Preparatory Academy and Union Park Charter Academy, as presented. Motion was approved unanimously. (5-0)

IV. OLD BUSINESS

Charter Renewal Updates

- Henderson Hammock Charter School and Waterset Charter School renewal contracts will be presented at the 2/8/22 school board meeting for Hillsborough County.
- Union Park Charter Academy had a great site visit with the Charter district office and the renewal is scheduled to go to the school board on 3/1/22. Pasco County has not issued its recommendation to date.

Business Development Update

- The board reviewed the high performing charter replication application draft of Clay Charter Academy to be submitted to Sarasota County School District by 2/1/22.

MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Dr. Steve Knobl to approve the High Performance Charter Replication Application of Clay Charter Academy to be submitted to Sarasota County , as presented. Motion was approved unanimously. (5-0)

- The board reviewed the Letter of Intent to submit a high performing charter replication application draft of Clay Charter Academy and the draft application to be submitted to Pasco County School District by February 7, 2022.

MOTION: A motion was made by Dr. Steve Knobl and seconded by Dr. Ramdas Chandra to approve the High Performance Charter Replication Application of Clay Charter Academy to be submitted to Pasco County, as presented. Motion was approved unanimously. (5-0)

V. NEW BUSINESS

Teacher Compensation Plan

- The board discussed and reviewed the Total Teacher Compensation Plan and all questions were answered by Dr. Ruiz and Mrs. Weaver.

MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Dr. Steve Knobl to approve the Teacher Compensation Plan, as presented. Motion was approved unanimously. (5-0)

Out of Field Waivers

- The board reviewed the Out of Field Waivers.

MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Dr. Steve Knobl to approve the Out of Field Waivers, as presented. Motion was approved unanimously. (5-0)

A+ Recognition Money

- The board discussed that the State DOE has not given guidance whether or not the State will appropriate A+ Recognition money this year and the Board discussed that the schools should take the votes as if the money would be issued. The board reviewed the A+ Recognition money vote for Henderson Hammock Charter School.

MOTION: A motion was made by Dr. Ramdas Chandra and seconded by Dr. Steve Knobl to approve the submission by Henderson Hammock Charter School of the A+ Recognition Money vote for disbursement, as presented. Motion was approved unanimously. (5-0)

VI. PUBLIC COMMENTS

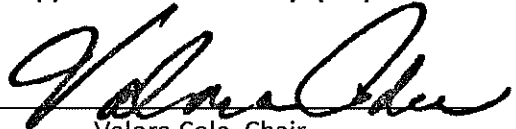
The board asked for public comments. There were none.

Mrs. Weaver informed the board that the next board meeting is on 2/10/22 at Clay Charter School. And the next board meeting after that on is on 3/10/22 at Keys Gate. We also have coming up the National

Charter School Conference on 6/19-22/2022 and will reach out to board individually for travel and registration plans.

VII. ADJOURMENT

MOTION: Motion was made by Dr. Ramdas Chandra and seconded by Steve Knobl to adjourn the FCEF BACF January 13, 2022, Board Meeting at 2:15 p.m. Motion was approved unanimously. (5-0)



Valora Cole, Chair

Date: 2-10-22



1/4/22

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 10 th | Elem Ed. K-6 | ESOL |
| Damien Billups | 1 st Grade | August 10 th | Statement of Eligibility | ESOL |
| Kimberly Fields-Miller | Kindergarten | August 10 th | Pre-K/Primary (Age 3 – Grade 3) | ESOL |
| Alexandra Williams | 1 st Grade | August 10 th | Statement of Eligibility | Elem Ed. K-6, ESOL |
| Kristahl Parker | 1 st Grade | August 10 th | Temporary K-3 | ESOL |
| Katelyn Reid | 2 nd Grade | November 8 th | Statement of Eligibility | Pre-K/Primary (Age 3 – Grade 3), ESOL |
| Richard Gamboa | 5 th Grade | August 10 th | Elem Ed K-6 | ESOL |
| Sara Azinger | MS Language Arts | August 10 th | Statement of Eligibility, English 6-12 | ESOL |
| Sara Campbell | MS Language Arts | August 10 th | Statement of Eligibility Elem Ed K-6 | English 6 -12, ESOL |
| Aja Jordan | Co-Teacher | August 10 th | Temporary for ESE k-12 | English, 6-12, ESOL |
| Whitney Winther | MS Language Arts | August 10 th | English 6-12 | ESOL |
| Christopher White | MS Language Arts | August 10 th | English 6-12 | ESOL |
| Erika Ford | Co-Teacher | August 10 th | Temporary English 5-9 | ESOL |

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

A Member of the Charter Schools USA Family of Schools.

Keys Gate Charter School

ESOL AND OUT OF FIELD WAIVERS

| | <u>TEACHERS' NAME</u> | | <u>ESOL</u> | <u>Reading</u> | <u>Gifted</u> | <u>OOF WAIVER Subject</u> |
|---|------------------------------|--------------------|--------------------|-----------------------|----------------------|----------------------------------|
| | <u>FIRST</u> | <u>LAST</u> | | | | |
| 1 | Carole | Smith | X | | | |
| 2 | Carole | Smith | | | | X - Elementary |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |



Date 01/03/2022

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 813-419-5340.

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

Sincerely,

Lane Morris
Principal

| Teacher | Classes Taught/Assignment(s) | Assignment Start Date | Certification(s) Held | Out-of-Field Area/Classes |
|--------------------|-------------------------------|-----------------------|--------------------------|---------------------------|
| K. Arseneau | ESE Teacher | 08/26/2020 | ESE & ESOL | Elem Ed K-6 |
| A. Brevard | 2 nd Grade Teacher | 08/12/2019 | Social Science 6-12 | ESOL |
| C. Contreras | 4 th Grade Teacher | 08/30/2021 | PreK-3 rd | Elem Ed K-6 |
| K. Eakes | 1 st Grade Teacher | 08/12/2019 | Elem Ed K-6 | ESOL |
| A Elyea | 2 nd Grade Teacher | 08/10/2021 | Elem Ed K-6 | ESOL |
| C. Fahie | MS ELA Teacher | 08/10/2021 | English 5-9 | ESOL |
| K. Ferdinand | KDG Teacher | 08/10/2021 | Pre K-3 rd | ESOL |
| Q. Fleming-English | 5 th Grade Teacher | 08/10/2021 | Physical Ed K-12 | ELEM Ed K-6 & ESOL |
| J. Himes | 3 rd Grade Teacher | 08/12/2019 | Elem Ed K-6 | ESOL |
| S. Jean | MS Science | 01/10/2022 | Business ED | Science |
| J. Mitchell | MS ELA Teacher | 01/11/2021 | English 5-9 | ESOL & Reading |
| T. Lewis-Renaud | 1 st Grade Teacher | 09/10/2019 | PreK-3 rd | ESOL |
| T. Nesmith | 4 th Grade Teacher | 10/04/2021 | ELEM Ed K-6 | ESOL |
| J. Peterson | 4 th Grade Teacher | 08/17/2021 | ESE | ESOL |
| S Plowman | 5 th Grade Teacher | 08/10/2021 | ESE & ELEM Ed K-6 | ESOL |
| D. Reynolds | Gifted | 8/10/2021 | Elem Ed K-6-Gifted-ESOL- | ELA 5-9 |
| J. Richardson | 3 rd Grade Teacher | 08/24/2020 | Elem Ed K-6 & ESE | ESOL |

14020 US Highway 301, Riverview, FL • 33578 Phone: 813-419-5340 • Fax: 813-419-5341

www.creeksidecharter.org

Home of the Tigers!

A Member of the Charter Schools USA Family of Schools

| | | | | |
|-------------|-------------------------------|------------|----------------|-------------|
| R. Simon | Stem K-8 | 08/10/2021 | Biology 6-12 | Elem Ed K-6 |
| K. Sloley | Art Teacher | 08/23/2021 | Social Science | Art K-12 |
| G. Tinson | 3 rd Grade Teacher | 08/10/2021 | Elem Ed K-6 | ESOL |
| B.J. Warren | Kindergarten | 08/12/2019 | Elem Ed K-6 | ESOL |
| T. Woolley | 3 rd Grade Teacher | 12/06/2021 | Elem Ed K-^ | ESOL |
| M. Zacherl | 1 st Grade Teacher | 08/24/2020 | ELEM ED K-6 | ESOL |

14020 US Highway 301, Riverview, FL • 33578 Phone: 813-419-5340 • Fax: 813-419-5341

www.creeksidecharter.org

Home of the Tigers!

A Member of the Charter Schools USA Family of Schools