

# MEETING MINUTES

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

Board Meeting: **June 26, 2023**

Schools - Principals:

Clay Charter Academy–Brian Gifford	Union Park Charter Academy – Kristen Land
Creekside Charter Academy–Lane Morris	Waterset Charter School – Dr. Chad McBane
Henderson Hammock Charter School–Nirvani Ramnath	Winthrop Charter School – Terry Johnson
Innovation Preparatory Academy – Meagan Smith	Winthrop College Prep Academy – Timothy Greenier
Keys Gate Charter School – Corinne Baez	Woodmont Charter School – Marvin Jones
Southshore Charter Academy – Amy Sams	

*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:
June 26, 2023	4:00 pm	5:07 pm	August 3, 2023	4:00 pm	R.Weaver/ L. Peake

## Meeting Location:

**On-Site Location:** At each school listed above

## Attended by:

### Board Members:

Valora Cole – Chair  
 Randy Walker – Treasurer  
 Eric Johnson – Director  
 Dr. Steve Knobl – Director

### Absent:

Dr. Ramdas Chandra – Vice  
 Chair/Secretary

### Other Attendees:

Principals and Parent Facilitators of Above-Mentioned Schools  
 Board Attorney Levi Williams  
 Dr. Eddie Ruiz, Florida State Superintendent  
 Dr. Sara Capwell, Area 3 Deputy Director  
 Christina Hamlin, Area 5 Deputy Director  
 LaShonda White, Area 1 Deputy Director  
 Lianne Morton, Finance Director  
 Robby Holroyd, Tripp Scott  
 Rita Weaver, Sr. Governing Board Director  
 Leah Peake, Board Governance Manager

## CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:00 p.m. with a Call to Order by Board Chair Valora Cole. Roll call was taken, and quorum established.

### I. PUBLIC COMMENTS

- Board Chair Valora Cole asked for public comments. There were none.

### II. ADMINISTRATIVE

#### Approval of the April 13, 2023, Board Meeting Minutes

- The board reviewed the meeting minutes of the April 13, 2023 Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. (“FCEF-BACF”) Meeting.

**MOTION: Motion was made by Eric Johnson and seconded by Randy Walker to approve the April 13, 2023, Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC, Meeting Minutes, as presented. Motion was approved unanimously. (4-0, 1 absent)**

### Legislative Update

- Robby Holroyd from Tripp Scott gave a legislative update. Legislative updates from the 2023 Florida session included an increase in FEFP funding of approximately \$552 per student, a continuation and increase to the Teacher Salary Increase Allocation, an overview of House Bill 1 which allows for full movement of FEFP dollars to all school choice options as well as teacher certification extension, and an over view on capital outlay funding which includes equal funding of charter and district managed schools. Board Director Eric Johnson thanked Mr. Holroyd for the update.

### **III. CSUSA REPORTS**

#### State Director Update

- Dr. Ruiz updated the board on continuous education opportunities for school leadership including Principal Leadership Academy, AVID Conference, Cambridge Training.
- Dr. Ruiz updated the board on student growth using the PM3 Dashboard.

#### Facility Update

- Facilities provided an update on a HVAC replacement needed for Woodmont Charter School.

**MOTION: Motion was made by Dr. Steve Knobl and seconded by Eric Johnson to accept the State Director's Report, as presented, and approve the necessary HVAC work to Woodmont Charter School. Motion was approved unanimously. (4-0, 1 absent)**

### **IV. FINANCIALS**

#### Q3 FY23 Finance Review

- The board reviewed the Q3 FY23 Financial Report as presented by Finance Director Lisanne Morton.

**MOTION: Motion was made by Eric Johnson and seconded by Randy Walker to accept the Q3 FY23 Finance Review for the Florida Charter Educational Foundation, and Bay Area Charter Foundation, LLC portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

#### Support Center Cost Reimbursement Overview FY23

- The board reviewed the Support Center Cost Reimbursement Overview FY23 as presented by Finance Director Lisanne Morton.

**MOTION: Motion was made by Eric Johnson and seconded by Randy Walker to approve the Support Center Cost Reimbursement Overview FY23 for the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

#### FY24 Budget Review

- The board reviewed the FY24 Budget and Instructional Compensation Plan as presented by Finance Director Lisanne Morton.

**MOTION: Motion was made by Randy Walker and seconded by Dr. Steve Knobl to approve the FY24 Budget Review and Instructional Compensation Plan, for the Florida Charter Educational Foundation,**

**Inc. and Bay Area Charter Foundation, LLC portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

**V. OLD BUSINESS**

New School Opening Update

- Dr. Sara Capwell gave an update on the opening of College Preparatory Academy at Wellen Park, which included a report on the enrollment process being delayed due to the late charter approval by the district.

FY24 Keys Gate Charter School Calendar

- The board reviewed the FY24 Keys Gate Charter School Calendar

**MOTION: Motion was made by Randy Walker and seconded by Dr. Steve Knobl to approve the FY24 Keys Gate Charter School Calendar as presented. Motion was approved unanimously. (4-0, 1 absent)**

Keys Gate Charter School Title I Amendment Budget

- The board reviewed the Keys Gate Charter School Title I Amendment

**MOTION: Motion was made by Randy Walker and seconded by Dr. Steve Knobl to approve the FY23 Keys Gate Charter School Title I Amendment Budget, as presented. Motion was approved unanimously. (4-0, 1 absent)**

Teacher Certification Extensions

- The board reviewed the Teacher Certification Extensions

**MOTION: Motion was made by Dr. Steve Knobl and seconded by Randy Walker to approve teacher certification extensions for the Florida Charter Educational Foundation, Inc., and Bay Area Charter Foundation, LLC. Motion was approved unanimously. (4-0, 1 absent)**

**VI. NEW BUSINESS**

FY24 School Year Master Safety and Security Plan

- The board reviewed the master safety and security plan.

**MOTION: Motion was made by Eric Johnson and seconded by Randy Walker to approve the FY24 School Year Master Safety and Security Plan which includes all the requirements set forth in FS 1006.12, known as the MSD Act for Florida Charter Educational Foundation, Inc., and Bay Area Charter Foundation, LLC. portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

Mental Health Plan

- The board reviewed the mental health plan and discussed the creation of its own Mental Health Plan for its schools.

**MOTION: A motion was made by Eric Johnson and seconded by Dr. Steve Knobl to authorize CSUSA and the Chair to execute and submit the FY24 Mental Health Plan for the Florida Charter Educational**

**Foundation, Inc. and Bay Area Charter Foundation, LLC portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

Youth Mental Health Training

- The board reviewed the youth mental health training requirements for their schools, as presented by Mrs. Weaver.

**MOTION: A motion was made by Randy Walker and seconded by Dr. Steve Knobl to approve and submit the Youth Mental Health Training Assurances for the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

Instructional Evaluation Plan

- The board reviewed the Instructional Evaluation Plan.

**MOTION: A motion was made by Eric Johnson and seconded by Randy Walker to approve the Instructional Evaluation Plan for the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC., portfolio of schools, as presented. Motion was approved unanimously. (4-0, 1 absent)**

Parent Student Handbook

- The board reviewed the Parent Student Handbook.

**MOTION: A motion was made Eric Johnson and seconded by Dr. Steve Knobl to approve the Parent Student Handbook for the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC., portfolio of schools, with school edits, as presented. Motion was approved unanimously. (4-0, 1 absent)**

**VII. ADJOURMENT**

**MOTION: A motion was made by Randy Walker and seconded by Dr. Steve Knobl to adjourn the Florida Charter Educational Foundation, Inc. and Bay Area Charter Foundation, LLC. June 26, 2023 Board Meeting at 5:07 p.m. Motion was approved unanimously.**



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Valora Cole, Chair

Date: 08/14/2023