

## **Collaboratory Preparatory Academy Board Meeting Minutes 07/17/18**

Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Caitlin Dreher, Kevin Scott, Crystal Fountain

### **Agenda**

- 1. Call to Order**
- 2. Additions or Corrections**
- 3. Public Comment on Agenda Item**
- 4. Approval of Minutes**
- 5. Reports/Discussion**
- 6. Consent Agenda**
  - a. Approval of amended 2018-19 budget
  - b. Approval of final audit
  - c. Approval of Out of Field Teachers
- 7. Old Business**
- 8. New Business**
- 9. Comments**
  - a. Public
  - b. Principal
  - c. Board

**Adjourn**

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Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Caitlin Dreher, Kevin Scott, Crystal Fountain

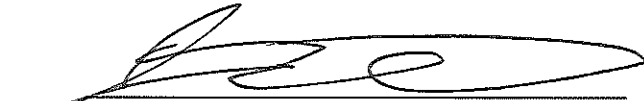
**Agenda**

- 1. **Call to Order** – Meeting called to order at 9:14 am
- 2. **Additions or Corrections** – None
- 3. **Public Comment on Agenda Item** – None
- 4. **Approval of Minutes** – none
- 5. **Reports/Discussion** -none
- 6. **Consent Agenda** –
  - a. Approval of amended 2018-19 budget-
    - i. Kevin Scott moves, Suzanne Legg Seconds. Motion passes with unanimous consent
  - b. Approval of final audit-
    - i. Kevin Scott moves, Suzanne Legg Seconds. Motion passes with unanimous consent
  - c. Approval of Out of Field Teachers-
    - i. Kevin Scott moves, Suzanne Legg Seconds. Motion passes with unanimous consent
- 7. **Old Business** - none
- 8. **New Business**- none.

**Comments** – As Needed

- a. Public
- b. Principal
- c. Board

**Adjourn** - Darren Motions to approve, Suzanne Seconds, no objections, passes by unanimous consent. Trey declares meeting adjourned at 9:28am.

  
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(Board President)

  
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**THE  
COLLABORATORY**  
PREPARATORY ACADEMY

Heather Jenkins, Principal  
(813) 586-3172  
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09/11/2018

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 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 844-702-3123.

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

  
Sincerely,  
Heather Jenkins  
Principal

Teacher	Assignment	Assignment Start Date	Certifications Held	Out-of-Field Area/Classes
Yvonne Shirley	kindergarten	8-1-17	Elementary Education K-3	ESOL
Jordan Fuchs	1st grade	8-1-17	Elementary Education K-3	ESOL
Erika Brooks	2nd grade	8-1-18	Elementary Education K-6	ESOL
Tara Phillips	3rd grade	8-1-18	Elementary Education K-6	ESOL
Jessica Thibou	4th grade	8-1-18	Elementary Education K-6	ESOL



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09/11/2018

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/o estén altamente calificados. 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 844-702-3123. La gráfica a continuación muestra los maestros que están actualmente enseñando fuera de su área de certificación.

Atentamente,  
Heather Jenkins  
Principal

Teacher	Assignment	Assignment Start Date	Certifications Held	Out-of-Field Area/Classes
Yvonne Shirley	kindergarten	8-1-17	Elementary Education K-3	ESOL
Jordan Fuchs	1st grade	8-1-17	Elementary Education K-3	ESOL
Erika Brooks	2nd grade	8-1-18	Elementary Education K-6	ESOL
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