

**MEETING AGENDA
KISSIMMEE CHARTER SCHOOL BOARD**

**KISSIMMEE CHARTER ACADEMY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, DECEMBER 1, 2022 AT 4:30 PM**



- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. AGENDA ADDITIONS OR REVISIONS**
- 4. PRESENTATIONS**
 - 4.A American Heart Association Grant Recipient
 - 4.B Bach Festival Society of Winter Park - Grant Recipient - Didgeridoo Down Under K-5th grade
- 5. HEAR AUDIENCE**
- 6. CONSENT AGENDA**
 - 6.A School Advisory Board Minutes 9.22.2022
 - 6.B Instructional Materials Policy
 - 6.C Policy on Complaints Related to House Bill 1557 (2022)
 - 6.D Online Educational Services Policy
- 7. OLD BUSINESS**
 - 7.A Bus Purchase Update
- 8. NEW BUSINESS**
 - 8.A Hurricane Ian Renovations Update
 - 8.B Financial Report
- 9. SCHOOL REPORT**
- 10. REGION REPORT**
- 11. HEAR CHAIRMAN AND BOARD MEMBERS**
- 12. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Kissimmee Charter School Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 4.A**American Heart Association Grant Recipient****Explanation**

American Heart Association named Kissimmee Charter Academy as a recipient of the Kids Heart Challenge and American Heart Challenge grant in the amount of \$1,500. These funds will support the project Heart Healthy Habits at Imagine Kissimmee Charter Academy. The American Heart Association is working with over 32,000 schools in our nationwide movement to finally and forever change the course of heart disease, stroke, and congenital heart defects. The Kids Heart Challenge and American Heart Challenge grant program was developed to allow schools to implement various wellness activities with additions such as physical activity equipment and resources that will impact your school and community. Purchases for the program have occurred. Coach Suazo is working with students to set smart personal heart-healthy goals and will measure their progress throughout the school year using each student's baseline data. Students have been able to record their baseline assessments measuring their aerobic capacity, muscular strength, muscular endurance, and flexibility. By establishing these baseline measurements, students know the areas in which they're doing well and the areas that need improvement. They can see where they need to focus and which components of fitness, such as muscular strength and aerobic capacity, need the most attention.

Requested School Board Action: No Action**Attachment(s):**

None

ITEM 4.B

Bach Festival Society of Winter Park - Grant Recipient - Didgeridoo Down Under K-5th grade

Explanation

Requested School Board Action: No Action

A Big Shout Out to Mr. Apostolides. He applied to the Bach Festival Society of Winter Park and was awarded a grant to bring a unique musical experience to our school in January 2022. The DDU Show is an energetic fusion of Australian music, culture, art, science, literacy development, comedy, character building, anti-bullying, motivational speaking and audience participation. The didgeridoo has been played by Aboriginal Australians for at least 1,500 years, and is known for its otherworldly sound. We are excited to share this new musical experience with our students.



Attachment(s):

None

ITEM 6.A

School Advisory Board Minutes 9.22.2022

Explanation

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

1. 9.22.22 SAB Minutes

**MEETING MINUTES
KISSIMMEE CHARTER SCHOOL BOARD**

**KISSIMMEE CHARTER ACADEMY
2850 BILL BECK BOULEVARD, KISSIMMEE, FL 34744
THURSDAY, SEPTEMBER 22, 2022 AT 4:30 PM**



1. **MEETING CALLED TO ORDER** The meeting was called to order at 4:39 pm by Kelly Trace.
Board Members: Kelly Trace, Joshua Pies, Brenda Ryan, Patrick North
Kissimmee Charter Academy and Imagine Schools Representatives: Dr. Jennifer Fornes, Patricia Robinet, Greg Young
City of Kissimmee Representative: Austin Blake
Osceola County School District Representative: Tonya Snelling
2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE** Kelly Trace led the Pledge of Allegiance and Moment of Silence.
3. **AGENDA ADDITIONS OR REVISIONS** None.
4. **HEAR AUDIENCE** None.
5. **CONSENT AGENDA** Brenda Ryan made a motion to approve the consent agenda as presented. Joshua Pies seconded. All in favor. Motion carries.
 - 5.A Minutes from August 25, 2022
 - 5.B Reunification Plan
6. **OLD BUSINESS** None.
7. **NEW BUSINESS**
 - 7.A Bus Repair and Purchase Discussion

Dr. Jennifer Fornes shared the need for discussion on current bus repair and maintenance for the school year and the impact of the expenses on the operating budget. Greg Young shared a bus fleet analysis with the purchase of 6 new buses and its impact over the 10-year term at the school. Discussion on current busing needs and analysis of ridership was held. The school leadership team will work through the busing needs of the campus and review the routing and ridership for future discussion. Greg Young requested preauthorization in the event of an auction presented with school buses to support the school's current fleet needs. Discussion on assigned funds in the reserve account for transportation of \$60K.

Brenda Ryan motioned to preauthorize Imagine School representative a not-to-exceed total price of \$60K for up to two buses in the assigned transportation reserve account. Joshua Pies seconded. All in favor. Motion carries.
 - 7.B FY 2022 Audit Presentation

Greg Young shared the FY 2022 Audit. The audit was already presented to the City of Kissimmee commissioners on September 13, 2022.

7.C Budget Amendment

Greg Young shared the 2022-2023 budget amendment.

Joshua Pies made a motion to approve the amended budget for the month ending August 2022. Brenda Ryan seconded. All in favor. Motion carried.

8. SCHOOL REPORT

8.A School Improvement Plan Goals

Dr. Jennifer Fornes discussed the school improvement plan goals, strategies, actions steps, strategies, and aligned professional learning opportunities with the board.

Joshua Pies made a motion to approve the school improvement plan. Brenda Ryan seconded. All in favor. Motion carried.

- 9. REGION REPORT** Dr. Jennifer Fornes shared the recent school events with the board and highlighted the success of parental involvement this school year. She shared that there was standing room only at the breakfast event of "Dad's Day" where fathers and father figures take their children to school. This event will help to launch the All Pro Dads Chapter he would like to bring to the school. She also shared the Pathways to Flight program that will begin in October with 6th and 8th grade in the fall semester for a school visit and end with on-site field trip to the Kissimmee Airport to explore careers in the airport industry. 7th grade would experience this opportunity in the spring semester. She shared that the school now has an organization supporting feeding families every Thursday by providing fresh fruit and vegetables. This agency helps to support over 125 families each week. She shared the school will be visited by the Osceola County School District on Tuesday and also Imagine Schools CEO, Jason Bryant on October 3rd.
- 10. HEAR CHAIRMAN AND BOARD MEMBERS** Joshua Pies shared a commendation for Officer Matt Koski. He explained the great detail Officer Matt goes through with the students on campus, teaching them respect for the American Flag and how it is to be raised and lowered each school day.
- 11. ADJOURNMENT - Next Meeting November 17, 2022** Kelly Trace adjourned the meeting at 7:06pm.

ITEM 6.B

Instructional Materials Policy

Explanation

Requested School Board Action: Approve

Attachment(s):

1. Policy on Selection of Materials

POLICY ON SELECTION OF INSTRUCTIONAL AND READING MATERIALS

KISSIMMEE CHARTER ACADEMY

Adopted and Effective: _____

It is the intent of the Board of Directors (“Board”) of KISSIMMEE CHARTER ACADEMY (the “School”) to provide a wide range of materials, in print, electronic, and digital format, on all levels of difficulty, with diversity of appeal and the representation of different points of view. The School and its staff will utilize materials that meet the following criteria:

- a) Materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
- b) Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- c) Materials that include a background of information enabling students to make intelligent judgments in their daily life;
- d) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
- e) Materials of a high quality that place principle above personal opinion and reason above prejudice.

Selection of Materials

Staff members selecting instructional and reading materials shall follow the considerations set forth in section 1006.34(2)(b), Florida Statutes, including the following:

- 1. The age of the students who normally could be expected to have access to the material.
- 2. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the Florida State Standards.
- 3. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
- 4. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.

In addition, staff members selecting instructional and reading materials shall consider the following:

- 1. The overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation and significance of the author/artist/composer/producer, format, and price, where applicable.
- 2. The staff member’s knowledge of the curriculum, the existing collection, and the needs of the students.
- 3. Requests from students and parents.

Purchase and Donation of Materials

Instructional and reading materials shall only be purchased with the School's funds upon approval of the Director and in accordance with the budget adopted by the Board, taking into account the considerations set forth above. The School may accept donations of instructional and reading materials or money to purchase materials from members of the community with the understanding that such materials must comply with the selection criteria established in this policy.

Materials Review Committee

The Board hereby establishes the Materials Review Committee, which shall review and consider challenges to any instructional and reading materials. The Materials Review Committee shall be considered a committee of the Board and shall be composed of a member of the Board, the Director of the School, a member of the Parent Choice Committee (parent), a member of the School's faculty, and a member of the community. The members of the Materials Review Committee shall be appointed by the Board, or, if the Board so directs, by the Director.

The Materials Review Committee shall meet as often as needed to review any challenges to any instructional or reading materials properly made pursuant to this policy. Meetings of the Materials Review Committee shall be open to the public, noticed at least seven days in advance, and shall allow for public comment in accordance with the Board's Policy on Public Comment. Meetings of the Materials Review Committee may be conducted in-person or via communications media technology. At least three of the five members of the Materials Review Committee must be present for a quorum and a quorum may not be established without the presence of the Director of the School. The Director shall serve as the Head of the Materials Review Committee.

Any parent of a student currently enrolled at the School who finds any material used at the School to be objectionable and has read, viewed, or listened to the material in its entirety may ask the Materials Review Committee for review. To initiate the process, the parent must submit to the Director the Request for Reconsideration of Instructional Materials form, attached hereto as Exhibit "A." Upon receipt, the Director shall forward the form to the various members of the Materials Review Committee and convene a meeting of the Materials Review Committee within 30 days or as early as reasonably possible. Prior to the meeting, the Director shall provide the members with a copy of the challenged material for review. Until such time as the Materials Review Committee meets, the challenged material may be removed from the classroom, at the discretion of the Director.

The Materials Review Committee will meet to objectively determine whether the challenged material aligns with the values and considerations set forth in this policy. In making this determination, the Materials Review Committee should carefully review the challenged material and may review any other documents related to the request. The Materials Review Committee will then vote by majority on whether the challenged material should be removed and prohibited from further use at the School. In the event of a tie vote, the decision of the Director shall be determinative.

The parent who made the challenge or the Director may appeal the decision to the Board in writing by submitting an explanation for the basis of the appeal that is limited to one page. The

Board may choose whether or not to hear any appeal by a majority vote. If the Board chooses not to hear the appeal, the decision of the Materials Review Committee shall be final. If the Board does choose to hear the appeal, the Board must follow the same procedures for reviewing the challenged material as apply to the Materials Review Committee and the Board's decision will be final. Appeals to the Board must be submitted at least 10 days prior to any meeting of the Board to be considered.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Selection of Instructional and Reading Materials for Kissimmee Charter Academy was adopted by a majority vote of a quorum of the Board of Directors at a duly noticed meeting held on _____.

Board Secretary

Printed Name

EXHIBIT A

Request for Reconsideration of Instructional Materials Form

ITEM 6.C

Policy on Complaints Related to House Bill 1557 (2022)

Explanation

At the Florida Charter School Conference in October, the State Board of Education met at the conference on October 19th and adopted a number of new and amended rules which requires the school to adopt new policies or procedures. We have worked with counsel to develop template policy to ensure the school remains in compliance with the law. Many of these new rules and rule amendments are complex. While our team has reviewed these new rules, we are consulting with our counsel when we have questions on implementing them at our school and in the development of the attached policy and/or procedure. The attached policy was created by the Arnold Law Firm as a template for charter schools. Below is a link to the State Board's agenda, which includes links to the adopted rules and additional information.

State Board Agenda (Oct. 19): <https://www.fldoe.org/policy/state-board-of-edu/meetings/2022/2022-10-19/>

New Rule 6A-6.0791, F.A.C. (Requires Adoption of Policy)

This new rule establishes certain procedures for parent complaints related to the Parental Rights in Education bill (House Bill 1557). Charter school governing boards must establish policies and procedures for handling parent complaints related to House Bill 1557. The charter school must respond within 7 days of receiving the complaint. If the dispute cannot be resolved by the charter school principal or designee within this time period, the school district must attempt to resolve the dispute within 30 days. If the school district is unable to resolve the dispute, the rule sets forth procedures for the parent to request the appointment of a special magistrate utilizing a form prescribed by the Department. Charter schools can be held responsible for the costs of the school district in reviewing and responding to a parent complaint of this nature.

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

1. Policy HB 1557 Complaints 10-28-2022.docx DRAFT

**POLICY ON COMPLAINTS RELATED
TO HOUSE BILL 1557 (2022)**

Adopted and Effective: _____

This is the Policy on Complaints Related to House Bill 1557 of Kissimmee Charter Academy (the “School”). This policy is implemented to comply with the requirements of Rule 6A-6.0791, Florida Administrative Code, Section 1001.42(8), Florida Statutes, and other relevant laws.

1. Types of Concerns Covered. The “Parental Rights in Education” law, also known as House Bill 1557 (2022), sets forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7., Florida Statutes, and on the “Parental Request for Appointment of a Special Magistrate” form published by the Florida Department of Education and available here: <https://info.fl DOE.org/docushare/dsweb/Get/Document-9669/dps-2022-158b.pdf>. This includes any complaints or disputes related to the following:

- Concerns over procedures for notifying a student’s parent if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student.
- Concerns related to any school policies or procedures that are perceived to discourage or prohibit parental notification of and involvement in critical decisions affecting their student’s mental, emotional, or physical health or well-being.
- Concerns over classroom instruction related to sexual orientation or gender identity, which is prohibited in grades K-3 and must be age-appropriate for all other grades.
- Concerns over student support services training developed or provided to school personnel that is believed to be out of compliance with guidelines, standards, and frameworks established by the Department of Education.
- Concerns over parental notification at the beginning of the school year about healthcare services offered by the School, including the ability to opt-out or withhold consent for any such services.
- Concerns over whether the School provided a well-being questionnaire or health screening form to the parent and sought their permission before it was administered to the student. This only applies to students in grades K-3.

2. Complaint Procedures. Parents and guardians have the right to notify the Principal of any concerns related to the above areas. The Principal or designee must provide a response to the parent within seven (7) days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within seven (7) days, the parent may present the dispute to the School District. The School District must attempt to resolve the dispute within thirty (30) days. If the School District is unable to resolve the dispute, a parent may request the appointment of a

special magistrate utilizing the “Parental Request for Appointment of a Special Magistrate” form linked above. For purposes of this policy, the term “days” means business days and excludes state, federal and school holidays.

3. Incorporation of Policy. This policy shall be incorporated into the School’s Parent & Student Handbook to fully inform parents.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Complaints Related to House Bill 1557 was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on _____.

Board Secretary

Printed Name

ITEM 6.D

Online Educational Services Policy

Explanation

At the Florida Charter School Conference in October, the State Board of Education met at the conference on October 19th and adopted a number of new and amended rules which requires the school to adopt new policies or procedures. We have worked with counsel to develop template policy to ensure the school remains in compliance with the law. Many of these new rules and rule amendments are complex. While our team has reviewed these new rules, we are consulting with our counsel when we have questions on implementing them at our school and in the development of the attached policy and/or procedure. The attached policy was created by the Arnold Law Firm as a template for charter schools. Below is a link to the State Board's agenda, which includes links to the adopted rules and additional information.

State Board Agenda (Oct. 19): <https://www.fldoe.org/policy/state-board-of-edu/meetings/2022/2022-10-19/>

Amendment to Rule 6A-1.0955, F.A.C. (Requires Adoption of Policy)

Charter schools must adopt policies that provide for review and approval of any online educational service that students or their parents are required to use as part of a school activity. This policy must include the following: (a) review of the online educational service's terms of service and privacy policy to ensure compliance with state and federal privacy laws; (b) designation of a person or persons responsible for the review and approval of online educational services; (c) procedures for notifying parents and eligible students if the personally identifiable information ("PII") of students will be collected by the online educational service, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any; and (d) an explicit prohibition against using any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

1. Policy Online Educational Services

POLICY ON PROTECTION OF STUDENT INFORMATION IN CONNECTION WITH ONLINE EDUCATIONAL SERVICES

Adopted and Effective: _____

This is the Policy on Protection of Student Information in Connection with Online Educational Services of Kissimmee Charter Academy (the “School”). This policy is implemented to comply with the requirements of Rule 6A-1.0955(9), Florida Administrative Code, the Family Educational Rights and Privacy Act (“FERPA”), the Children’s Online Privacy Protection Act (“COPPA”) and other relevant laws.

1. Purpose. This policy is intended to protect the personally identifiable information (“PII”) of students when students are required to use online educational services, including to provide protections against potential misuse of PII, data mining, or targeting for marketing and other commercial purposes.

2. Review of Online Educational Services. All online educational services that students or their parents are required to use as part of school activities must be reviewed and approved as described herein, regardless of whether the online educational service is free, whether use of the online educational service is unique to specific classes and courses, or whether there is a written agreement governing student use. The Principal or their designee must review each online educational service’s terms of service and privacy policy to ensure compliance with state and federal privacy laws, including FERPA, COPPA, 15 U.S.C. §§ 6501-6506, Section 1002.22, Florida Statutes, and all applicable implementing regulations (the “Applicable Laws”). The Principal or designee must determine whether the online educational service provider will collect PII, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

3. Approval of Online Educational Service. If a teacher or other employee at the School intends to utilize an online educational service as part of a school activity, they must first submit a request to the Principal or their designee for review and approval. No online educational service may be utilized for any school activity unless it has been reviewed and approved. Following the review described above, the Principal or their designee must approve or deny the use of the online educational service. The Principal or designee reserves the right to deny the use of any online educational service for any reason, including if the online educational service is determined to have policies or practices that could lead to the misuse of student PII or violate the Applicable Laws. The Principal or designee may also approve the use of an online educational service subject to parental consent, as described in more detail below. The Principal or designee will maintain documentation related to the approval or denial of all online educational services. Nothing herein is intended to supersede the authority of the Governing Board to approve the use of an online educational service to the extent such approval is required by any other policy of the School.

4. Parental Notification and Consent. Parents must be notified in writing if student PII will be collected by an online educational service, including what PII will be collected, how it

will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. This notification should be sent to parents at the beginning of the school year, or prior to students utilizing the online educational service if it is implemented after the start of the school year. If during the review process or at any time thereafter it is determined that an online educational service will share or sell student PII for commercial purposes, school personnel shall be strictly prohibited from allowing students to utilize the online educational service in any school activity without having first obtained written parental consent.

5. Notification. For any online educational service that a student is required to use, the School will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed, and the terms of re-disclosure, if any. This notice will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

Board Secretary Certificate

I hereby certify that the foregoing Policy on Protection of Student Information in Connection with Online Educational Services was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on _____.

Board Secretary

Printed Name

ITEM 7.A
Bus Purchase Update

Explanation

Requested School Board Action: No Action

Attachment(s):

None

ITEM 8.A
Hurricane Ian Renovations Update

Explanation

Requested School Board Action: No Action

Attachment(s):

None

ITEM 8.B
Financial Report

Explanation

Requested School Board Action: Approve

Staff recommends Board approval.

Attachment(s):

None