

# VIERA CHARTER SCHOOLS, INC.

Board Meeting

5:00 p.m., Wednesday, September 11, 2019

Viera Charter School

6206 Breslay Drive

Viera, FL 32940

## Location: Viera Charter School Multi-Purpose Room (Lunchroom)

### The Mission of Viera Charter School:

*To provide students with a challenging program which emphasizes scientific inquiry, critical thinking, understanding of mathematical concepts and effective communication using innovative, reform-based instructional methods in a simulating and nurturing environment that fosters maximum student achievement*

#### A. Opening Exercises

1. Call to Order – *The meeting was called to order at 5:00 pm. In attendance: Robert Jordan, Board Chairman-President, Robert Naberhaus (Founding Board Member), Vice-Chairman, Kim Africano, CPA-Treasurer, and Scott Steele (Founding Board Member)*
2. Pledge of Allegiance
3. Adoption of the Agenda – *Kim Africano approved, second by R. Naberhaus*
4. Approval of meeting minutes (May 22, 2019) – *Scott Steele made motion to approve, Kim Africano seconded, all approved motion*

**B. Public Comment** (Members of the public that wish to address the Board must sign-in and will have 3 minutes to speak. The Board will not address the presenter or take action at this time but may give direction to staff following a presentation. The total time allotted for public comments shall not exceed fifteen (15) minutes.

1. *Jen Sizemore, PTSO President addressed the Board on the topic of the upcoming 7<sup>th</sup> annual Panther Cup Golf Tournament being held on 12/7/19. She emphasized the importance of this years events to support the needs of the school and the enhancements that will be desired as part of the planned school expansion for the upcoming school year. Ms. Sizemore asked the Board for their full support and commitment in securing sponsors for this annual event*
2. *At 5:07 PM the Board meeting stopped for the Annual Meeting and Election of Board Officers*

#### C. Annual Meeting and Election of Officers –

1. *Meeting called to order at 5:07 PM*
2. *Motion made by Scott Steele to maintain the current Board organizational Structure: Robert Jordan, Board Chairman-President; Robert Naberhaus, Vice-Chairman; and Kim Africano, CPA-Treasurer. The motion was seconded by Kim Africano and approved unanimously*
3. *At 5:10 PM, the regular school board meeting resumed*

#### D. Principal's Report – Dr. Julie Cady, VCS Principal presented the Board her Principals Report. Topics included:

1. *Recognition of perfect scores on the FSA – Viera Charter School had 13 students who were presented Certificates of Recognition by the Governor of Florida, Mr. Ron DeSantis for their outstanding achievements*
2. *Announced and Recognized the VCS Teacher of the Year: Ms. Suzanne Hoffman*
3. *Announced and Recognized the VCS Employee of the Year: Mr. Saxon Boucher*
4. *Announced and Recognized the VCS Volunteer of the Year: Ms. Jennifer Sizemore*
5. *Updates on the school's FSA performance*
6. *School Staffing model – expected enrollment of 1,058 students with 352 students on the waiting list*
7. *Nomination of the Board Representative (Liaison) for 2019-2020, Steve Muzzy. Mr. Muzzy's nomination was approved by Scott Steele, seconded by Robert Naberhaus, and unanimously approved by the Board*

- E. Athletics Report – Steve Muzzy, Board and school Liaison provided the Athletics Report. Topics included:**
1. *Importance and continued emphasis on athletics at VCS as an integral part of the student learning experience*
  2. *Update on current fall sports, coaches, and related information*
  3. *Partnership of Duran Golf Club and VCS – intent to re-establish golf as an opportunity for VCS students and Duran’s new golf instructor*
  4. *Update on the 2019 Golf Tournament and Panther Cup competition*
  5. *Review of previous year’s highlights*
  6. *Recognition of Board, Staff, and Parents for their positive support and examples they set during game contests.*

**F. Information Items – CSA**

1. *Monthly Financials – April, May, June – Mr. Michael Strader, President of CSA, provided the Board an update on the April – June financials and directed them to their Board Packet for details*
2. *Expansion Update – Mr. Strader and Mr. Jordan provided an update on the expansion. Highlights of the update included planned upcoming milestones: GMP from Rush Construction, Closing on land acquisition with The Viera Company, and bond proceeds targeted amount by 9/30/19. Bond closing and final approval of Bond by Board by 10/30.*
3. *FY 19 Audit Update – Mr. Strader informed the Board the audit was in progress and is scheduled for completion by 9/30/19*
4. *FY 20 Capital Outlay Update – Mr. Strader estimated the amount would be \$500 per student. The funding amount would not be finalized until after the October surveys and state legislative approval of financing.*
5. *Mental Health and School Safety Update – Mr. Jay Drag and Mr. Ken Green provided the Board updates on the VCS mental health and school safety plan & processes.*
6. *Technology Update – Mr. Brian Strader of CSA provided the Board an update on a number of technology improvement initiatives and enhancements to include: redundant internet circuitry utilizing software defined networking technology, capabilities to create virtual local area networks by device types to aid in performance and troubleshooting, and improved load balancing to optimize network performance. These enhancements were made possible in a “budget neutral” manner due to CSA’s participation in the e-rate program.*
7. *2019-2020 Handbooks: Employee, Student – New student and employee handbooks were provided*
8. *2019-2020 Board Meeting Schedule – Proposed calendar of Board Meetings was provided to the Board*

**G. Consent Agenda Items**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion. Unless specifically requested by a Board Member for further discussion or removed from the consent agenda, there will be no discussion on these items prior to the vote taken by the Board. *The Board unanimously approved a motion by Scott Steele, seconded by Rob Naberhaus to approve all consent agenda items below*

1. *Approval of Purchase Orders and Agreements*
2. *Approval of 2019-2020 Personnel – Certification Waivers – Exhibit A*
3. *Approve 2019-2020 Handbooks: Employee, Student*
4. *Approve 2019-2020 Board Meeting Schedule*
5. *Approval for the Board Chairman-President to authorize up to \$15M in bond proceeds to fund the planned school expansion*

**H. Items Scheduled for Action & Discussion**

1. *Authorize Board Chair to Approve FY 19 Audit – The Board unanimously approved a motion by Scott Steele, seconded by Rob Naberhaus to approve the items scheduled for action and discussion*

**I. Board Member Reports**

1. *Scott Steele – Recognized CSA and school leadership for a job well done*
2. *Robert Naberhaus – Expressed his congratulations to Dr. Cady and staff for another year of outstanding FSA results and recognition as an “A” school in the state of Florida*
3. *Kim Africano – Echoed Mr. Naberhaus’ congratulatory remarks and praised Mr. Strader and CSA for the outstanding accomplishments in the areas of technology and mental health and school safety*
4. *Robert Jordan – Thanked his Board colleagues, CSA, the parents, Dr. Cady, and the entire school staff for continuing to provide the outstanding services for the students we serve*

**J. Adjournment – The meeting adjourned at 6:30 PM**

  
Board Approval

12-11-2019  
Date





**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted

Subject Area (s)

Viera Charter School

Please Print

Attending: Marjorie

Please Print

Last Name, First Name

938136268

School

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

**OR**

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken

Subject Area Test must be taken within 60 days of assignment.

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

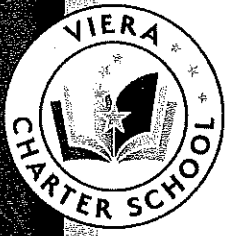
*Marjorie*  
Date 9/11/19

Signature of Principal

*Julie C. Cade*

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Marjorie Allarding – Gifted Endorsement**

Mrs. Allarding meets all the State requirements to teach in the public schools and is currently working toward certification for her Gifted Endorsement. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Allarding's qualifications.

Sincerely,

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted

Subject Area (s)

Peluso, Megan

938187154

Viera Charter School

Viera Charter School

Last Name, First Name

Please Print

ID Number

School

School

Please Print

Please check one:

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Megan Peluso  
Signature of Teacher

Jillie L. Casby  
Signature of Principal

9/11/19  
Date

Signature of Chairman of the Governing Board



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Megan Peluso – Gifted Endorsement**

Mrs. Peluso meets all the State requirements to teach in the public schools and is currently working toward certification for her Gifted Endorsement. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Peluso's qualifications.

Sincerely,

A handwritten signature in cursive script, appearing to read "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)





**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted

Subject Area (s)

Finnell, Robyn

918229329

Viera Charter School

Last Name, First Name

Please Print

ID Number

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

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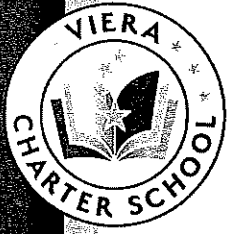
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Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

9/11/19  
Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

## **Robyn Finnell – Gifted Endorsement**

Mrs. Finnell meets all the State requirements to teach in the public schools and is currently working toward certification for her Gifted Endorsement. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Finnell's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

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**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted

Subject Area (s)

Oliver, Dawn

Last Name, First Name

Please Print

ID Number

School

Please Print

903547525

Viera Charter School

Please check one:

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Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Dawn Oliver – Gifted Endorsement**

Mrs. Oliver meets all the State requirements to teach in the public schools and is currently working toward certification for her Gifted Endorsement. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Oliver's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

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**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted

Subject Area (s)

Hock, Angelina

Last Name, First Name

Please Print

964298195

ID Number

Viera Charter School

School

Please Print

Please check one:

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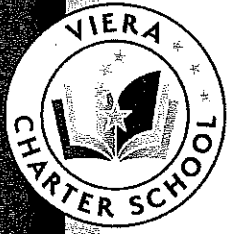
Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

9/11/19

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

## **Angelina Hock – Gifted Endorsement**

Ms. Hock meets all the State requirements to teach in the public schools and is currently working toward certification for her Gifted Endorsement. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Ms. Hock's qualifications.

Sincerely,

Julie A. Cady, Ed. D.  
Principal

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**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

World Language - German

Subject Area (s)

Lee, Courtney

Please Print

Last Name, First Name

97468082

ID Number

Viera Charter School

School

Please Print

Please check one:

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Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

**Courtney Lee – World Language, German**

Mrs. Lee meets all the State requirements to teach in the public schools and is currently working toward certification for World Language - German. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Lee's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

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**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Elementary Art

Subject Area (s)

Sreenagesh, Rachelle

971381927

Viera Charter School

Last Name, First Name

Please Print

ID Number

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

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**X OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

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Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

9/11/19  
Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

**Rachelle Sreenagesh – Art, Kindergarten through 12<sup>th</sup> Grade**

Mrs. Sreenagesh meets all the State requirements to teach in the public schools and is currently working toward certification for Art, Kindergarten through 12<sup>th</sup> Grade. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Sreenagesh's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Reading

Subject Area (s)

Payton, Kathleen

Please Print

Last Name, First Name

956930577

ID Number

Viera Charter School

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken

Reading 4

Reading 5

Subject Area Test must be taken within 60 days of assignment.

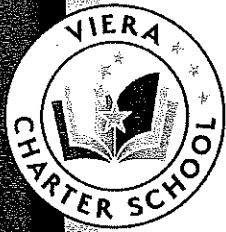
Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Kathleen Pavone - Reading**

Mrs. Pavone meets all the State requirements to teach in the public schools and is currently working toward certification for Reading. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Pavone's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

08/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

Reading

Subject Area (s)

D'Avia, Matthew

930521000

Viera Charter School

Last Name, First Name

Please Print

ID Number

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken

Reading 5

Subject Area Test must be taken within 60 days of assignment.

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Matthew D'Avis - Reading**

Mr. D'Avis meets all the State requirements to teach in the public schools and is currently working toward certification for Reading. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mr. D'Avis' qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.

Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

8/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

**Business Education**

Subject Area (s)

**Boucher, Judith**

952640824

**Viera Charter School**

Last Name, First Name

Please Print

ID Number

School

Please Print

Please check one:

**X OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading, Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken \_\_\_\_\_

Subject Area Test must be taken *within 60 days of assignment* \_\_\_\_\_

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of the Governing Board

Date

10/10/19



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

## **Judith Boucher- Business Education**

Mrs. Boucher meets all the State requirements to teach in the public schools and is currently working toward certification for Business Education. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Boucher qualifications.

Sincerely,

Julie A. Cady, Ed. D.

Principal

6206 Breslay Drive  
Viera, FL 32940

Phone: 321-541-1434

Fax: 321-608-2322

[www.vieracharterschool.com](http://www.vieracharterschool.com)





**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

**08/12/2019**

Date of Out-of-Field Assignment (mm/dd/yyyy)

**Social Science - Civics**

Subject Area (s)

**Viera Charter School**

School

Please Print

**906207154**

ID Number

Please Print

**Smith, Christina**

Last Name, First Name

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**X OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken \_\_\_\_\_

**X** Subject Area Test must be taken *within 60 days of assignment*

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

10/10/19

Signature of Chairman of the Governing Board

Date



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

### **Christina Smith – Social Science**

Mrs. Smith meets all the State requirements to teach in the public schools and is currently working toward certification for Social Science. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

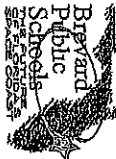
Please feel free to contact me if you have questions regarding Mrs. Smith's qualifications.

Sincerely,

A handwritten signature in black ink that reads "Julie A. Cady". The signature is fluid and cursive.

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

8/12/2019

Date of Out-of-Field Assignment (mm/dd/yyyy)

**Social Studies - Elementary**  
Subject Area (s)

**Rodriguez, Katherine**

980045855

Viera Charter School

Last Name, First Name

Please Print

ID Number

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**X OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Acr" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken \_\_\_\_\_

Subject Area Test must be taken *within 60 days of assignment.*

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

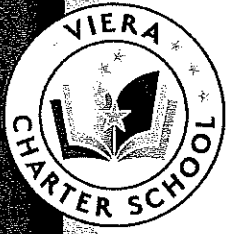
Signature of teacher

Signature of Principal

10/10/19

Date

Signature of Chairman of the Governing Board



# VIERA CHARTER SCHOOL

October 9, 2019

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2019-2020 school year.

**Katherine Rodriguez – Social Studies, Elementary**

Mrs. Rodriguez meets all the State requirements to teach in the public schools and is currently working toward certification for Social Studies, Elementary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Rodriguez's qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Julie A. Cady".

Julie A. Cady, Ed. D.  
Principal

6206 Breslay Drive  
Viera, FL 32940  
Phone: 321-541-1434  
Fax: 321-608-2322  
[www.vieracharterschool.com](http://www.vieracharterschool.com)

SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Wilson, Teresa  
Viera Charter School  
LAST NAME, FIRST (teacher) SCHOOL  
914800670  
Employee Identification Number

8-12-19  
Date of Out-of-Field Assignment in ESOL  
(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

Teresa Wilson 10/9/19  
Signature of Teacher Date

[Signature] 10/9/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

10/10/2019  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
(ESOL - Out of Field - Not Highly Qualified)

September 24, 2019

Dear Parent(s) of Elias Varela:



**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teacher, Mrs. Wilson, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.



**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (Insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.



**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(Insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mrs. Wilson's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal

SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Perez, Alexis Viera Charter School  
LAST NAME, FIRST (teacher) SCHOOL

911617010  
Employee Identification Number

August 12, 2019  
Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

[Signature] 9/11/19  
Signature of Teacher Date

[Signature] 9/11/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

\_\_\_\_\_  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
**(ESOL - Out of Field - Not Highly Qualified)**

September 24, 2019

Dear Parent(s) of Wesley Febo-Lopez:

**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teacher, Mrs. Perez, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (Insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.

**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date) .

(Insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mrs. Perez's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal



SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

D'Avis, Matthew

LAST NAME, FIRST (teacher)

Viera Charter School

SCHOOL

930521000

Employee Identification Number

August 12, 2019

Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

- The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

- The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

[Signature]  
Signature of Teacher

9/11/19  
Date

[Signature] 9/11/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent-Designee

\_\_\_\_\_  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
**(ESOL - Out of Field - Not Highly Qualified)**

September 24, 2019

Dear Parent(s) of Hailey Gines:

**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teachers, Mr. D'Avis and Mrs. Key, are currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that these teachers are fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (Insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.

**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(Insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mr. D'Avis' or Mrs. Key's qualifications.

Sincerely,

*Dr. Spadaccini*

Dr. Spadaccini  
Assistant Principal

SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Kountz, Debra

Viera Charter School

LAST NAME, FIRST (teacher)

SCHOOL

907328845

Employee Identification Number

8-12-19

Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

Debra Kountz 09/10/19  
Signature of Teacher Date

Julie A. Cad... 10/9/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

10/10/2019

Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
(ESOL - Out of Field - Not Highly Qualified)

September 24, 2019

Dear Parent(s) of Giovanni MarthoDeAquino:



**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teachers, Mrs. Thomas and Ms. Kountz, are currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that these teachers are fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.



**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.



**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mrs. Thomas's or Ms. Kountz's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal

SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Wyatt, Maria Viera Charter School  
LAST NAME, FIRST (teacher) SCHOOL

926187288  
Employee Identification Number

August 12, 2019  
Date of Out-of-Field Assignment in ESOL  
(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

Maria Wyatt 9/11/19  
Signature of Teacher Date

Julie A. Cadz 9/11/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

\_\_\_\_\_  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**



**PARENT NOTIFICATION**  
(ESOL - Out of Field - Not Highly Qualified)

September 24, 2019

Dear Parent(s) of Rodrigo Rodriguez:



**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teacher, Mrs. Wyatt, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.



**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.



**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mrs. Wyatt's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal

SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Thomas, Carol

LAST NAME, FIRST (teacher)

Viera Charter School

SCHOOL

936335845

Employee Identification Number

August 12, 2019

Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

- The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

- The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

[Signature] 9/11/19  
Signature of Teacher Date

[Signature] 9/11/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

\_\_\_\_\_  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
(ESOL - Out of Field - Not Highly Qualified)

September 24, 2019

Dear Parent(s) of Hannah Varela Camejo

**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teachers, Mrs. Thomas and Ms. Kountz, are currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that these teachers are fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.

**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.

**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Mrs. Thomas's or Ms. Kountz's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal



SCHOOL BOARD OF BREVARD COUNTY  
2700 Judge Fran Jamieson Way  
Viera, Florida 32940-6699

**ESOL**  
**OUT-OF-FIELD FOR ELL APPROVAL REQUEST**  
**for Language Arts/English and Reading Teachers**

Kane, Gina

LAST NAME, FIRST (teacher)

Viera Charter School

SCHOOL

910762443

Employee Identification Number

August 12, 2019

Date of Out-of-Field Assignment in ESOL

(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

**Check one or both of the statements below:**

- The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

- The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

Gina Pitts - Kane  
Signature of Teacher Date

Julie A. Cady 9/11/19  
Signature of Principal Date

**SUPERINTENDENT'S APPROVAL**

[Signature]  
Signature of Superintendent Designee

\_\_\_\_\_  
Date

**Please send this form to Dinah Kramer in Human Resources**  
**(within 30 days of assignment)**

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 7-29-2016



**PARENT NOTIFICATION**  
**(ESOL - Out of Field - Not Highly Qualified)**

September 24, 2019

Dear Parent(s) of Henrique MarthoDeAquino:



**ESOL** -(August 12, 2019) As required by the Florida Department of Education, we are notifying you that your child's teacher, Ms. Kane, is currently teaching your child English, Language Arts or Reading as a Second Language (ESOL) strategies outside of his/her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in the area of this out of field assignment.



**TEACHER LETTER – NOT HIGHLY QUALIFIED NO CHILD LEFT BEHIND**

On January 8, 2002, the United States Congress approved the federal No Child Left Behind Act. You may have read or heard about No Child Left Behind in subsequent news reports.

Brevard County Public Schools are committed to following all guidelines as established by No Child Left Behind Act. The No Child Left Behind Act includes a focus on instruction requiring teachers of core academic subjects to meet criteria classifying them as "highly qualified".

**At this time your child's teacher (insert teacher's name) is NOT "highly qualified".**

Your child is being taught by (insert teacher's name) as of (insert date). (insert teacher's name) meets all state requirements to teach in public schools and is currently working toward meeting related federal requirements.

Please contact me at (insert your school's telephone number) if you have questions about the No Child Left Behind Act or would like additional information.



**OUT OF FIELD SUBJECT AREA** Please be advised that (insert teacher's name) is teaching out of field in the certification area (insert subject area) for the school year \_\_\_\_\_ (insert date).

(insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (insert subject area) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellences as the standard.

Please feel free to contact me if you have questions regarding Ms. Kane's qualifications.

Sincerely,

Dr. Spadaccini  
Assistant Principal



**Out-of-Field Agreement Form**

**School Board of Brevard County**

2700 Judge Fran Jamieson Way  
Viera, Florida 32940

01/08/2020

Date of Out-of-Field Assignment (mm/dd/yyyy)

Reading Middle/Junior High

Subject Area (s)

James, Deborah

Please Print

988520320

ID Number

Viera Charter School

School

Please Print

Please check one:

**OUT-OF-FIELD ASSIGNMENT (NON-CORE SUBJECT)**

I understand that during the twelve (12) months following the date of this out-of-field assignment, I must complete six (6) semester hours of appropriate credit in the out-of-field area that I am currently teaching or two (2) endorsement courses. I further understand that each twelve-month period that I continue teaching out-of-field, I must complete six (6) semester hours of appropriate credit or two (2) endorsement courses. If I fail to submit proof of this coursework (transcripts or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

OR

I understand that I may take the subject area exam in the subject that I am teaching out-of-field in lieu of taking six (6) semester hours of credit or two (2) endorsement courses as outlined above. The test must be taken during the twelve (12) months following the date of this out-of-field assignment. (Exceptions: Guidance, Reading Education Leadership, School Psychologist, Speech-Language Impaired, Administration, and Director of Vocational Education, Gifted or two (2) endorsement courses.)

**X OUT-OF-FIELD ASSIGNMENT (CORE SUBJECT)**

I understand that under the "No Child Left Behind (NCLB) Act" all teachers of core academic subjects must be certified in the core subject area(s) they are teaching. Core subjects are English, Reading, Language Arts, Math, Science, Foreign Language, Civics, Government, Economics, Arts (Art, Music, Drama) History and Geography. I have indicated option for completion. If I fail to submit proof of this coursework (transcripts, test, or grade report), I will no longer be eligible to teach out-of-field in Brevard Public Schools.

Reading Endorsement courses to be taken Competency 2 Competency 4 Competency 5

Subject Area Test must be taken *within 60 days of assignment.*

Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Deborah James  
Signature of Teacher

[Signature]  
Signature of Principal

[Signature]  
Signature of Chairman of Governing Board

01/14/2020  
Date

**Reset Form**

