

-VIERA CHARTER SCHOOLS, INC.

Board Meeting

5:00 p.m., Wednesday, September 26, 2018

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 5:03 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 -- *The agenda was unanimously adopted under a motion by Robert Naberhaus, second Scott Steele*
4. Approval of meeting minutes (May 17, 2018) -- *The 5/17/18 meeting minutes were unanimously adopted under a motion by Robert Naberhaus, second by Kim Africano*

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.

- *Jen Sizemore, President of the PTSO briefed the board on fundraising activities and provided a handout on Panther Sponsorships. The Board expressed their gratitude to Ms. Sizemore and her team for the outstanding work they do on behalf of Viera Charter School.*

C. Principal's Report - Dr. Julie Cady, Principal provided the Board her Principals Report. The following items were addressed:

- *Recognized perfect scores in the middle school for various subjects*
- *Recognized perfect scores in the elementary school for various subjects*
- *Recognized the VCS Teacher of the Year – Ms. Corey Powers*
- *Recognized the VCS Employee of the Year – Ms. Norma Commando*
- *Recognized the VCS Volunteer of the Year – Ms. Krystle Hubble*
- *Updated the Board on some “what’s new” items to include: media center, playground cover area, an character education program*
- *Staff members provided an update on the new Character Houses program*
- *The School Resource Officer, Corporal Colin Kearns was introduced. Mr. Kearns also addressed the Board regarding the positive experience he has had at VCS.*
- *The new Guidance Counselor, Ms. Kim Anders was also introduced. Ms. Anders also addressed the Board regarding the positive experience she has had at VCS*
- *Recapped the performance of the Odyssey of the Mind Team that finished 11th in the world last school year*
- *Reviewed the VCS academic scores for the 2017/2018 school year and reviewed plan for improvement*
- *Reviewed the current VCS staffing model.*

D. Athletics Report – Steve Muzzy, Board/School/Community/Athletics liaison, provided the Board an update on:

- *A look back of VCS Athletics*
- *Fall Sports update*
- *Miscellaneous Items*
- *Panther Cup Update*

E. Information Items - CSA

- a. Annual Meeting – Viera Charter Schools, Inc. – *The annual meeting commenced at 5:55 PM and concluded at 6:08 PM*
 - i. Election of Officers: President, Vice-President, Secretary, Treasurer - *The Board unanimously elected the following Officers of the Board: President/Chairman, Robert Jordan; Vice-President, Robert Naberhaus; and Secretary/Treasurer – Kim Africano*
 - ii. Appoint Board Liaison, 2018-2019 – *The Board unanimously appointed Steve Muzzy as the Board Liaison for the 2019/2019 school year.*
- b. Monthly Financials – April, May, June – *Michael Strader, President of Charter School Associates, Inc., (CSA) provided an updated financial report for the last quarter of FY18. Mr. Strader also gave the Board an update of various services that have been “in-sourced” within CSA to improve services and control costs*
- c. FY 18 Audit Report – *Mr. Brian L. Nemeroff, CPA- Partner for Berman Hopkins, CPAs provided the Board an overview of the FY 18 audit report. The audit resulted in a “clean, unmodified” opinion, with no findings, difficulties, or disagreements with management.*
- d. FY 19 Capital Outlay Update – *Mr. Strader provided an update to the Board on capital outlay for FY19, explaining how the Board is expected to receive an approximate \$530K in FY1 based on PECO projections. This represents an increased allotment from previous years. However, this funding formula has a 3-year sunset clause and the current political environment places this source of future revenue at risk.*
- e. Bond Update (Disclosure Requirements and Investor Call) – *Mr. Brian Strader, CSA, presented an update to the Board on the post-issuance requirements for municipal securities, to include disclosure requirements and an upcoming investor call. A policy document was also presented for review which is also part of the consent agenda*
- f. Expansion Update – *Mr. Strader, deferred to Mr. Jordan to provide an update to activities associated with the planned expansion. “Still on track” was how it was described with recent clearance obtained to move forward with a local developer, which was a stated goal of the Board. The school has received a \$10M financial commitment from PNC – with a short-term loan for the land and a bond agreement for the building being planned as the method of financing the expansion. Mr. Strader informed the Board that all key financial indicators such as days cash on hand, debt ratios, etc. are properly in order to accommodate this financing methodology.*
- g. Technology Services Update – *CSA Director of Technology, Joaquin Infante, provided the Board an update on Technology Service initiatives that CSA is undertaking with the goal of serving its family of schools – including Viera Charter School – with quality technology support services. Mr. Infante provided an overview of the existing hybrid infrastructure that is moving to a cloud computing arrangement with plans for improved uptime due to a redundant, high availability network architecture. He also provided insight into how business continuity and disaster recovery operations will be enhanced through this new arrangement. A presentation that detailed the infrastructure, applications, and user experience tools and applications being utilized was also provided to the Board.*
- h. CSA HR/Payroll Services Transition – *Mr. Strader informed the Board that CSA has moved from the employee lease model with a 3rd party to direct VCS employed model This is part of the overall “in-sourcing” strategy that CSA is moving towards to improve services for its schools and employees. The benefits of moving away from the leasing model includes more cost certainty around items such as worker compensation, and health insurance.*
- i. VCS Security Update – *Mr. Strader gave the Board an update on the grants and compliance activities associated with the VCS security initiatives that are aligned with the safety and security requirements of the Board.*
- j. 2018-2019 Handbooks: Employee, Student – Ratification – *Mr. Strader noted the new handbooks are on the consent agenda and available for review*
- k. NLSP Interagency agreement – *The Board was provided a history of the NLSP arrangement with The Charter School at Waterstone School Food Authority (SFA) and how this benefits VCS in particular. The Interagency Agreement is on the agenda for consent*
- l. 2018-2019 Board Meeting Schedule – *The 2018-2019 Board Meeting Schedule was provided to the Board*

F. Consent Agenda Items - *The following items unanimously approved under a motion by Robert Naberhaus second by Kim Africano*

1. Approval of Purchase Orders and Agreements
2. Approval of Personnel – Certification Waivers – Exhibit A
3. Approve FY 18 Audit Release
4. Ratify 2018-2019 Handbooks: Employee, Parent/Student
5. Ratify 2018-2019 School Calendar
6. Approve National School Lunch Program (NSLP) Interagency Agreement
7. Approve 2018-2019 Board Meeting Schedule
8. Ratification of Post-Issuance Municipal Securities Disclosure Policy

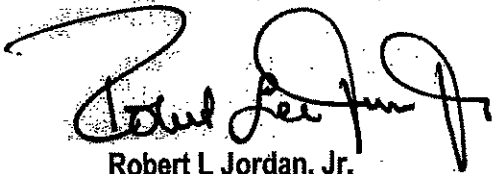
G. Items Scheduled for Action & Discussion - *The following item was unanimously approved under a motion by Kim Africano, second by Scott Steele*

1. Authorize Board Chair to negotiate LOI and continue expansion objective –

H. Board Member Reports

- *Scott Steele expressed his appreciation for the efforts of CSA under the leadership of Michael Strader*
- *Kim Africano stated that she is excited and looking forward to the expansion and the addition of a school gymnasium in particular*
- *Robert Naberhaus echoed the comments of his Board colleagues and how pleased he continues to be with the direction of the Board*
- *Robert Jordan discussed the expansion in more detail and how it aligns with the vision and goals of the school in support of his “Best Place for Kids” strategy. He pledged his continued commitment and leadership for the school to keep pushing and getting better each and every day.*

I. Adjournment – *The meeting adjourned at 7:07 PM.*



**Robert L Jordan, Jr.
President & Chairman
Viera Charter School Board**



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Kathleen Pavone – Reading and Gifted Endorsement

Mrs. Pavone meets all the State requirements to teach in the public schools and is currently working toward certification for Reading and 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. Pavone'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



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted

Subject Area (s)

Pavone, Kathleen

Last Name, First Name

Please Print

966930577

ID Number

Viera Charter School

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 PSS) 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 Governing Board

9/26/18

Date



Out-of-Field Agreement Form

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Reading

Subject Area (s)

Pavone, Kathleen

Last Name, First Name

Please Print

956930577

ID Number

Viera Charter School

School

Please Print

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Reading Endorsement courses to be taken

Reading 2

Reading 3

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

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Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18

Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Matthew D'Avis – Reading and Gifted Endorsement

Mr. D'Avis meets all the State requirements to teach in the public schools and is currently working toward certification for Reading and 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 Mr. D'Avis' 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



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted

Subject Area (s)

Davis, Matthew

Last Name, First Name

Please Print

930521000

ID Number

Viera Charter School

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.

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Reading Endorsement courses to be taken _____

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

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[Signature]
Signature of Teacher

[Signature]
Signature of Principal

[Signature]
Signature of Chairman of Governing Board

9/26/18
Date



Out-of-Field Agreement Form

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018
Date of Out-of-Field Assignment (mm/dd/yyyy)

Reading
Subject Area (S)

D'Avis, Matthew 930521000 Viera Charter School
Last Name, First Name ID Number School Please Print

Please check one:

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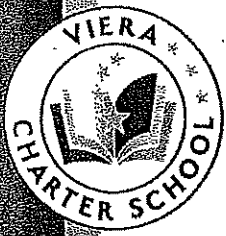
Reading Endorsement courses to be taken Reading 4 Reading 5
Subject Area Test must be taken within 60 days of assignment.

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[Signature]
Signature of Teacher

[Signature]
Signature of Principal

[Signature] 9/26/18
Signature of Chairman of Governing Board Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Nadja Alfonso – Gifted Endorsement

Mrs. Alfonso meets all the State requirements to teach in the public schools and is currently working toward certification for 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. Alfonso's qualifications.

Sincerely,

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

Julie A. Cady, Ed. D.
Principal

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Phone: 321-541-1434
Fax: 321-608-2322
www.vieracharterschool.com



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted

Subject Area (s)

Alfonso, Nadia

Last Name, First Name

911754556

Please Print

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

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Reading Endorsement courses to be taken _____

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

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Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18
Date

Reset Form



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Julie Mills - Gifted Endorsement

Mrs. Mills meets all the State requirements to teach in the public schools and is currently working toward certification for 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. Mills' 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

08/10/2018
Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted
Subject Area (s)

Julie Mills
Last Name, First Name Please Print ID Number
946088443

Viera Charter School
School Please Print

Please check one:

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

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Signature of Teacher
Julie Mills

Signature of Principal
Julie Mills

Signature of Chairman of Governing Board
[Signature]
Date *9/20/18*



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Gregory Doherty - Gifted Endorsement

Mr. Doherty meets all the State requirements to teach in the public schools and is currently working toward certification for 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 Mr. Doherty's qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie A. Cady".

Julie A. Cady, Ed. D.
Principal

6206 Breslay Drive
Viera, FL 32940
Phone: 321-541-1434
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School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted

Subject Area (s)

Doherty, Gregory
Last Name, First Name Please Print

991314484
ID Number

Viera Charter School
School

Please Print

Please check one:

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

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Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

September 30th, 2018

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Chenistique Goizueta - Gifted Endorsement

Mrs. Goizueta meets all the State requirements to teach in the public schools and is currently working toward certification for 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. Goizueta'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: 321-608-2522
www.vieracharterschool.com



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted
Subject Area (s)

Goizueta, Chenistiqua
Last Name, First Name

Please Print

969063082
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 _____
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 Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Alexis Tahmassebi – World Language - Spanish

Ms. Tahmassebi meets all the State requirements to teach in the public schools and is currently working toward certification for World Language – Spanish. 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. Tahmassebi'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



Out-of-Field Agreement Form

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018
Date of Out-of-Field Assignment (mm/dd/yyyy)

World Language - Spanish
Subject Area (s)

Tamassebi, Alexis
Last Name, First Name
Please Print
ID Number
911617010

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

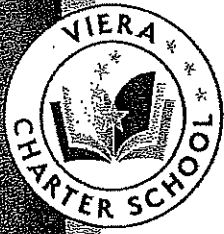
Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Curtis Splain - Gifted Endorsement

Mr. Splain meets all the State requirements to teach in the public schools and is currently working toward certification for 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 Mr. Splain's qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie A. Cady". The signature is fluid and cursive, with a large loop at the end.

Julie A. Cady, Ed. D.
Principal

6206 Breslay Drive
Viera, FL 32940
Phone: 321-541-1434
Fax: 321-608-2322
www.vieracharterschool.com



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way

Viera, Florida 32940

08/10/2018

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

Gifted

Subject Area (s)

Viera Charter School

Please Print

Splain, Curtis
Last Name, First Name

Please Print

904034752
ID Number

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.*

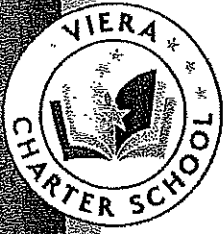
Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 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 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,

Julie A. Cady, Ed. D.
Principal

6206 Breslay Drive
Viera, FL 32940
Phone: 321-541-1434
Fax: 321-608-2322
www.vieracharterschool.com



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Gifted
Subject Area (s)

Peluso, Megan

Last Name, First Name

Please Print

938187154
ID Number

Viera Charter School
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 Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

September 30th, 2018

Dear Parent or Guardian,

Please be advised that the following instructor is teaching out of field in the certification area for the 2018 - 2019 school year.

Carol Thomas – Elementary Education and Gifted Endorsement

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

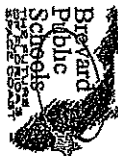
Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please feel free to contact me if you have questions regarding Mrs. Thomas' 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



Out-of-Field Agreement Form

School Board of Brevard County

2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018

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

Elementary Ed.K-6

Subject Area (s)

Thomas, Carol

Last Name, First Name

936335845

Please Print

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 _____

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 Governing Board

Date 9/26/18



Out-of-Field Agreement Form

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940

08/10/2018
Date of Out-of-Field Assignment (mm/dd/yyyy)

Gifted
Subject Area (s)

Thomas, Carol
Last Name, First Name **936335845**
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 _____
Subject Area Test must be taken *within 60 days of assignment* _____

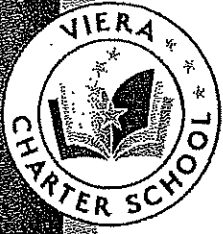
Depending on my contract status (AC, CC or PSC) my employment with the District could be subject to termination or reassignment where a vacancy in my field exists, if I do not complete the required coursework or test. My signature indicates that I have read and understood the terms of this agreement.

Signature of Teacher

Signature of Principal

Signature of Chairman of Governing Board

9/26/18
Date



VIERA CHARTER SCHOOL

Parent Notification

September 30, 2018

Student Name: _____

Dear Parent(s):

ESOL – (8-10-2018) As required by the Florida Department of Education, we are notify you that your child's teacher _____ 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.

OUT OF FIELD SUBJECT AREA - Please be advised that _____ is teaching out of field in the certification area Reading/Language Arts for the school year 2018-2019.

Ms./Mr. meets all the State requirements to teach in the public schools and is currently working toward certification _____ 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 excellence as the standard.

Please feel free to contact me if you have questions regarding Ms./Mr. _____ qualifications.

Sincerely,

Dr. Julie Cady, Principal

Viera Charter School

6206 Breslay Drive
Viera, FL 32940
Phone: 321-541-1434
Fax: 321-608-2322
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

Carr, Dianne
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

911901195
Employee Identification Number

8/10/2018
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.

Dianne Carr 8/30/18
Signature of Teacher Date

[Signature] 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/26/18
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

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


8/10/2018
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 of Teacher 8/30/18
Date


Signature of Principal 8/30/18
Date

SUPERINTENDENT'S APPROVAL


Signature of Superintendent Designee

9/26/18
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

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

Devito, Kathleen
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

968566927
Employee Identification Number

8/10/2018
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.

Kathleen Devito 8/30/18
Signature of Teacher Date

[Signature] 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/26/18
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

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

Downie, Johanna
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

981023597
Employee Identification Number

8/10/2018
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.

Johanna Downie 8/30/18
Signature of Teacher Date

Julia A. Cady 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/20/18
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

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

Micallef, Laura
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

964494298
Employee Identification Number


8/10/2018
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.)

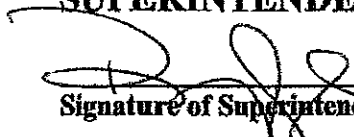
AND/OR

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


Signature of Teacher 8/30/18
Date


Signature of Principal 8/30/18
Date

SUPERINTENDENT'S APPROVAL


Signature of Superintendent Designee

9/26/18
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

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

Pavone, Kathleen
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

956930577
Employee Identification Number

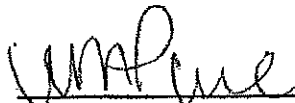
8/10/2018
Date of Out-of-Field Assignment in ESOL
(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

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.

 8/30/18
Signature of Teacher Date

 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL


Signature of Superintendent Designee

9/26/18
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

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

Retto-Kane, Gina
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

967624443
Employee Identification Number

8/10/2018
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 Retto-Kane 8/30/18
Signature of Teacher Date

[Signature] 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/26/18
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

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

Smith, Christina
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

906207154
Employee Identification Number

8/10/2018
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 of Teacher Date

[Signature] 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/20/18
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

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

WEBSTER-JORDAN, RITA
LAST NAME, FIRST (teacher)

VIERA CHARTER SCHOOL
SCHOOL

985161556
Employee Identification Number

8/10/18
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.

Rita Webster-Jordan 10/8/18
Signature of Teacher Date

Julia A. Craig 10/8/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

10/09/18
Date

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Revised 7-29-2016

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

Wyatt, Maria
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

926187288
Employee Identification Number

8/10/2018
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 Lourdes Wyatt 8/30/18
Signature of Teacher Date

[Signature] 8/30/18
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

9/26/18
Date

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Revised 7-29-2016

SCHOOL BOARD OF BREVARD COUNTY
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Viera, Florida 32940-6699

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

Hoffman, Suzanne
LAST NAME, FIRST (teacher)

Viera Charter School
SCHOOL

982789659
Employee Identification Number

8/10/2019
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 Date

[Signature]
Signature of Principal Date

SUPERINTENDENT'S APPROVAL

[Signature]
Signature of Superintendent Designee

02-12-2019
Date

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