

**Collaboratory Preparatory Academy Board Meeting Agenda 12/11/17** Attendees:

Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Caitlin Dreher

**Agenda**

1. **Call to Order** – 1 Minute
2. **Additions or Corrections** – Up to 5 Minutes
3. **Approval of Minutes** - 10/13/17 & 10/30/17 (Attachment A)
4. **Public Comment on Agenda Item** – As needed
5. **Reports/Discussion**
  - a. Lottery Dates 2018-2019 School Year
6. **Consent Agenda** – Up to 5 Minutes
  - a. Approval of wellness policy (Attachment B)
7. **Old Business**
8. **New Business**
  - a. Board meeting dates for quarter 3 and 4
9. **Comments** – As Needed
  - a. Public
  - b. Principal
  - c. Board

**Adjourn**

**Collaboratory Preparatory Academy Board Meeting Minutes 10/13/17**

Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Kevin Scott

**Agenda**

- 1. Call to Order** – Trey Traviesa called the meeting to order at 3:02
- 2. Additions or Corrections** – Nothing to be added or corrected
- 3. Public Comment on Agenda Item** – None
- 4. Reports/Discussion**
  - a. Heather Jenkins spoke about the completion of Parent-Teacher conferences and indicated that they were successful.
- 5. Consent Agenda** –
  - a. Approval of Letter to Parents informing them that four of the Teachers are Teaching out of field in ESOL, and that those that are, are currently pursuing ESOL certification in the state of Florida. These teachers are Yvonne Shirley, Jordan Fuchs, Elizabeth Speers and Matthew Schanck.
    - i. No discussion followed.
    - ii. Suzanne Legg made a motion to approve. Darren Curtis seconded. The motion passed by unanimous consent.
- 6. Old Business**
  - a. None
- 7. New Business**
  - a. None
- 8. Comments** – As Needed
  - a. Public- None
  - b. Principal- None
  - c. Board- None

**Adjourn**

Kevin Scott Motions to Adjourn, Darren Curtis Seconds. Trey Traviesa declares the meeting adjourned at 3:15

## **Collaboratory Preparatory Academy Board Meeting Minutes 10/30/17**

Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Kevin

### **Scott Agenda**

- 1. Call to Order** – Trey Traviesa called the meeting to order at 8:00am
- 2. Additions or Corrections** – Nothing to be added or corrected
- 3. Public Comment on Agenda Item** – None
- 4. Reports/Discussion**
  - a. Heather Jenkins gave an Academic Progress report.
    - i. Kindergarten started the year with letter recognition at a 74% accuracy rate. They were retested in September and achieved an 84% accuracy rate. They were also tested on letter sounds in September and students had an accuracy rate of 75%. The goal for the second quarter is 100% mastery. In math, there was number recognition (1-10) of 95% accuracy. They'll go on to basic addition and subtraction.
    - ii. First grade started by testing for the alphabet, reading and writing, and reciting sounds with 100% accuracy. They tested for pre-primer and primer sight words and high frequency words at 65% accuracy. At the end of September they had 90% accuracy with reciting pre-primer and primer words. Spelling was also at 90%. Pre-assessment math was graded at 96% accuracy. Mid assessment addition and subtraction is at 90% mastery.
    - iii. Second Grade came in with a mastery of previous concepts. By October they were spelling and reading at a second grade level with 70% mastery. Number recognition at 90% accuracy. Addition at 80% accuracy.
    - iv. Third grade took an end of second grade assessment and came in with a 40% mastery rate. By the end of the first quarter, there is a 70% mastery of these concepts. Next quarter will blend review of these concepts with new third grade concepts. 47% of students struggle with reading fluency. They spell well at a 96% accuracy.
    - v. Most students stay for aftercare, which is being used as extra tutoring time. They study reading and vocabulary, do writing prompts every other day. Will incorporate Istation. Heather is confident in the students success for the April assessment.
  - b. Trey Traviesa gave an overview of the quarter's financial report
    - i. \$205,000 of total income, \$196,000 of total expense. About \$91,700 came from the school district, \$77,000 from federal grants and \$36,000 came from internal revenue (contributions and donations).

- ii. Heather indicated current utilization of grant is close to \$150,000 out of \$525,000.
- iii. Private funding is at about \$209,000. This is not indicated on P&L because they reflect startup costs and facility costs. That's why no facilities expense is shown on the P&L.

**5. Consent Agenda –**

- a. Approval to amend segregation of financial duties document to include designated staff members as check signers.
  - i. Heather Jenkins explained we need to have separation of check writers and check signers. Purchases under \$10,000 can be approved by Heather, over must be approved by Trey. Checks over \$750 must have two signers. Suzanne Legg wanted to make sure district was fine with \$10,000 amount. Heather indicated that this was fine from Hillsborough. Most of CP's expenses are on credit card so this doesn't come into play often.
    - 1. Trey asked for a motion to approve.
    - 2. Kevin Scott makes a motion to approve.
    - 3. Suzanne Legg seconds.
    - 4. There are no objections
    - 5. The motion passes with unanimous consent.
- b. Appointing a Parent representative
  - i. Heather recommends Crystal Fountain, a parent with two children enrolled in the school. Supportive parents with great things to say about the school. Wrote letter against lawsuit that is being filed on HB 7609.
    - 1. Trey asks for a motion to approve.
    - 2. Kevin Scott makes a motion to approve.
    - 3. Suzanne Legg seconds.
    - 4. There are no objections
    - 5. The motion passes with unanimous consent.

**6. Old Business**

- a. None

**7. New Business**

- a. Enrollment predictions from Heather Jenkins
  - i. With portables we can double our class sizes. Our current building can hold 72 students. This would double to 144. Goal is to increase the kindergarten sections next year from 1 to 4. We will market to pre-schools, day cares and VPKs in area.
    - 1. Suzanne expressed concern about projecting more students than are in charter.

2. Heather indicated she has communicated with the district and this number also accounts for attrition rates. Filling 4 sections means having 3 for next year. We will have a couple openings in each grade.
  - a. Trey asks for a motion to approve.
  - b. Kevin Scott makes a motion to approve.
  - c. Suzanne Legg seconds.
  - d. There are no objections
  - e. The motion passes with unanimous consent.

**8. Comments – As Needed**

- a. Public- None
- b. Principal- None
- c. Board- Suzanne Legg indicates importance of regular and monthly board meetings. Also to make them at a more available time for parents to attend.

**Adjourn**

Kevin Scott Motions to Adjourn, Suzanne Legg Seconds. Trey Traviesa declares the meeting adjourned at 8:42am



**THE  
COLLABORATORY**  

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**PREPARATORY ACADEMY**

# **School Wellness Policy**

## **17-18 School Year**

## Preamble

The Collaboratory Preparatory Academy recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, supporting the development of good eating habits and promoting increased physical activity both in and out of school.

The Collaboratory Preparatory Academy is committed to creating school environments that promote and protect the overall well-being of all students and staff. The guidelines listed below encourage a comprehensive wellness approach that is sensitive to both individual and community needs.

### 1. Local School Wellness Policy Leadership

#### School level

The Collaboratory Preparatory Academy will establish an ongoing Healthy School Team that will meet annually to ensure compliance and to facilitate the implementation of The Collaboratory Preparatory Academy's wellness policy.

- The school principal and local school staff shall have the responsibility to comply with federal and state regulations as they relate to The Collaboratory Preparatory Academy's wellness policy.
- The principal will be responsible for establishing the Healthy School Team that will ensure compliance with the policy.
- The Healthy School Team should include, but not be limited to, the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the general public.
- The Healthy School Team is responsible for:
  - Ensuring compliance with federal and state regulations for competitive food and beverage items sold on the school campus (7 CFR 210.11 and FAC 5P-1.003);
  - Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the frequency specified in paragraph (c) of FAC 5P-1.003;

- And reporting its school's compliance of the aforementioned regulations to the principal, the person responsible for ensuring overall compliance with The Collaboratory Preparatory Academy's wellness policy.

The Collaboratory Preparatory Academy will review and consider evidence-based strategies and techniques in establishing goals for nutrition promotion and education, physical activity and other school based activities that promote student wellness to include, at a minimum, a review of Smarter Lunchroom tools and techniques.

## 2. Nutrition Promotion

Nutrition promotion can positively influence lifelong eating behaviors by creating food environments that encourage healthy choices and encourage participation in the school meal programs.

## 3. Nutrition Education

Academic performance and quality of life issues are affected by the choice and availability of nutritious foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- The nutrition benchmarks included in Florida's Physical Education Standards shall be taught as part of the structured and systematic unit of instruction during physical education classes and will be integrated into other subject areas (e.g., math, science) where there is a natural fit.
- Nutrition education will teach skills that are behavior-focused. Students will be taught about calorie balance, energy expenditure and how to read and interpret nutrition facts labels.

## 4. Physical Activity

The Collaboratory Preparatory Academy shall ensure that physical activity is an essential element of the school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of physical activity.

- All students in grades K-5 shall receive 150 minutes per week of instructionally relevant physical education.
- All elementary school students will have at least 20 minutes of daily recess. The school will provide space, equipment and an environment conducive to safe and enjoyable play.

- Students will have the opportunity to be involved in physical activity through physical education programs, before and after school activities or other activity programs. Students will be encouraged to participate in community-offered fitness and athletic programs.
- Regular classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

## 5. Other School-Based Activities

The Collaboratory Preparatory Academy will integrate wellness activities across the entire school setting. These initiatives will include nutrition, physical activity and other wellness components so that all efforts work towards the same set of goals and objectives used to promote student well-being, optimal development and strong educational outcomes.

### General Guidelines

- The Collaboratory Preparatory Academy shall consider the components of the Centers for Disease Control's Whole School, Whole Community, Whole Child (WSCC) model in establishing other school-based activities that promote wellness.
- The goals outlined by the wellness policy will be considered in planning all school-based activities (such as school events, field trips, dances and assemblies).
- Afterschool programs will encourage healthy snacking and physical activity.
- The Collaboratory Preparatory Academy shall actively develop and support the engagement of students, families and staff in community health-enhancing activities and events at the school or throughout the community.
- The Collaboratory Preparatory Academy shall be in compliance with drug, alcohol and tobacco-free polices.

### Eating Environment

- Students will be provided an adequate amount of time to consume their meal with a minimum of 20 minutes after receiving their food from the line.
- The school will provide nutritious, fresh, locally grown food that reflects Florida's bountiful harvest.
- Convenient access to facilities for hand washing and oral hygiene will be available during meal periods.

### HealthierUS School Challenge

- All schools will be encouraged to join the United States Department of Agriculture (USDA) Team Nutrition program and submit an application to be recognized as a HealthierUS School Challenge: Smarter Lunchrooms (HUSC: SL) school.

### Employee Wellness

- All staff will be provided with opportunities to participate in physical activities and healthy eating programs that are accessible and free or low-cost.

### Health Services

- A coordinated program of accessible health services shall be provided to students and staff and shall include, but not be limited to, violence prevention, school safety, communicable disease prevention, health screening, including body mass index, community health referrals, immunizations, parenting skills and first aid/CPR training.

### Use of School Facilities Outside of School Hours

- The school will promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations and for the school community's use. Parents will be allowed to bring their children to the school and have access to basketball courts, playgrounds and track facilities.

### Behavior Management

- The Collaboratory Preparatory Academy is committed to prohibiting the use of food as a reward, unless incorporated into an activity that promotes positive nutrition messages (such as a guest chef or field trip to a farm).
- Teachers and other school personnel will not deny or require physical activity as a means of punishment.

#### 6. Guidelines for All Foods and Beverages Available During the School Day

The Collaboratory Preparatory Academy shall operate and provide food service in accordance with USDA's National School Lunch Program (NSLP) standards and applicable laws and regulations of the state of Florida. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by USDA.

## General Guidelines

- All reimbursable meals will meet nutrition standards mandated by USDA, as well as any additional state nutrition standards that go beyond USDA requirements.
- School meals will include a variety of nutrient-dense foods, including whole grains and fiber-rich fruits and vegetables, while accommodating special dietary needs and ethnic and cultural food preferences.
- To the maximum extent possible, all schools in The Collaboratory Preparatory Academy will participate in available federal school meal programs, including the SBP, NSLP, ASSP, AMP, and SFSP.
- Free, potable water will be made available to all children during each meal service.

## Competitive Foods

- All foods and beverages sold on the school campus to students outside of reimbursable school meals are considered “competitive foods,” and must comply with the nutrition standards for competitive food as defined and required in 7 CFR 210.11.
  - *School campus means, for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.*
  - *School day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.*
- Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, snack bars and for in-school fundraisers.
- Unless being sold by The Collaboratory Preparatory Academy’s food service program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternate and grain products, as defined in 7 CFR 210.10 and 210.11. (FAC 5P-1.003)
- To be allowable, all competitive food items sold to students must meet general nutrition requirements and nutrient standards.

## General nutrition requirements for competitive foods:

- Be a grain product that contains 50 percent or more whole grains by weight or have a whole grain as the first ingredient; or

- Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or
- Be a combination food that contains 1/4 cup of fruit and/or vegetable.
- If water is the first ingredient, the second ingredient must be one of the above.

Nutrient standards for competitive foods:

Nutrient Standards	Snack Items and Side Dishes <i>(including any added accompaniments)</i>	Entrée Items <i>(including any added accompaniments)</i>
Calories	200 calories or less	350 calories or less
Sodium Limits	200 mg or less	480 mg or less
Total Fat Limits	35% or less of total calories	35% or less of total calories
Saturated fat	Less than 10% of total calories	Less than 10% of total calories
Trans fat	0 g of trans fat as served (less than or equal to 0.5 g per portion)	0 g of trans fat as served (less than or equal to 0.5 g per portion)
Sugar	35% of weight from total sugar as served or less	35% of weight from total sugar as served or less

Exemptions:

- Any entrée item offered as part of the breakfast or lunch program is exempt if it is served as a competitive food on the day of service or the day after service in the breakfast or lunch program.
- Fresh or frozen fruits and vegetables with no added ingredients, except water.
- Canned fruits with no added ingredients except water, which are packed in 100 percent juice, extra light syrup or light syrup.
- Low sodium/No salt added canned vegetables with no added fats.
- Reduced fat cheese, nuts, seeds and nut/seed butters, as well as seafood and whole eggs with no added fat are exempt from the total fat and saturated fat standards.

*\*Refer to 7 CFR 210.11 competitive food service standards for additional exemptions.*

Nutrition standards for beverages:

Portion sizes listed are the maximum that can be offered.

Beverages	Elementary	Middle	High
Plain water	unlimited	unlimited	unlimited
Unflavored low-fat milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
Unflavored or flavored fat-free milk	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice	8 fl. oz.	12 fl. oz.	12 fl. oz.
100% fruit or vegetable juice diluted with water but no added sweeteners	8 fl. oz.	12 fl. oz.	12 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 5 calories or less per 8 fl. oz., or 10 calories or less per 20 fl. oz.	Not allowed	Not allowed	20 fl. oz.
Other flavored and/or carbonated beverages that are labeled to contain 40 calorie or less per 8 fl. oz. or 60 calories or less per 12 fl. oz.)	Not allowed	Not allowed	12 fl. oz.

For elementary and middle school students: foods and beverages must be caffeine-free with the exception of trace amounts of naturally occurring caffeine substances. Food and beverages for high school students may contain caffeine.

Standards for food and beverages available during the school day that are not sold to students:

- The school will provide parents and teachers a list of ideas for healthy celebrations/parties, rewards and fundraising activities.
- Class parties or celebrations shall be held after the lunch period.

Fundraising

- Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.
- No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.
- The school board is permitted to grant a special exemption from the standards for competitive foods as specified above for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle School/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

- The school’s Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5P-1.003)

## 7. Policy for Food and Beverage Marketing

School-based marketing will be consistent with policies for nutrition education and health promotion. As such, the following guidelines apply:

- Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA’s Smart Snacks in School nutrition standards.
- Marketing activities that promote healthful behaviors are encouraged. Examples may include: vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines, sales of fruit for fundraisers and coupons for discounted gym memberships.
- The Collaboratory Preparatory Academy nutrition department’s replacement and purchasing decisions will reflect the marketing guidelines mentioned above.

## 8. Evaluation and Measurement of the Implementation of the Wellness Policy

The Collaboratory Preparatory Academy wellness committee will update and make modifications to the wellness policy based on the results of the annual review and triennial assessments and/or as local priorities change, community needs change, wellness goals are met, new health information and technology emerges and new federal or state guidance or

standards are issued. The wellness policy will be assessed as indicated at least every three years following the triennial assessment.

### Triennial Progress Assessments

The Collaboratory Preparatory Academy will conduct an assessment of the local school wellness policy to measure wellness policy compliance at least once every three years. This assessment will measure the implementation of the local school wellness policy, and include:

- The extent to which The Collaboratory Preparatory Academy is in compliance with the local school wellness policy;
- The extent to which the local school wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the local school wellness policy.

## 9. Informing the Public

The Collaboratory Preparatory Academy will ensure that the wellness policy and most recent triennial assessment re available to the public at all times. The Collaboratory Preparatory Academy will also actively notify households on an annual basis about any updates made to the wellness policy and the availability of the triennial assessment results, as well as provide information to the community about the school nutrition environment.

- The Collaboratory Preparatory Academy will ensure the most updated version of the wellness policy and triennial assessments are always available on the school website for the public to view.
- The school will provide all parents with a complete copy of the local school wellness policy at the beginning of the school year.

## 10. Community Involvement

The Collaboratory Preparatory Academy is committed to being responsive to community input, which begins with awareness of the wellness policy. The Collaboratory Preparatory Academy will actively communicate ways in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public can participate in the development, implementation and annual review of the local school wellness policy through a variety of means, including:

- The Collaboratory Preparatory Academy will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.
- The Collaboratory Preparatory Academy will use electronic mechanisms, such as email or displaying notices on The Collaboratory Preparatory Academy's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents or sending information home to parents, to ensure that all families are actively notified of any updates to the wellness policy, as well as how to get involved and support the policy.
- At the final public school board meeting of each year, the local school wellness policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.

## Record Keeping

Records to document compliance with the requirements of the local school wellness policy will include, but is not limited to the following:

- The written local school wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public as consistent with the section on informing and updating the public; and
- Documentation of the triennial assessment of the local school wellness policy.