



130 E. Central Ave.  
Lake Wales FL 33853

P.O. Box 3309  
Lake Wales FL 33859

PHONE 863-679-6560  
FAX 863-679-6565  
lwcharterschools.com

SUPERINTENDENT  
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## Right to Know Professional Qualifications of Teachers and Paraprofessionals

September 30, 2019

Dear Parents,

As a parent of a student at Hillcrest Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. *Whether your child's teacher—*

- *has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
- *is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,*
- *is teaching in the field of discipline of the certification of the teacher.*

2. *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

If you wish to request information concerning your child's teacher and/or paraprofessional qualifications, please contact Jennifer Barrow at **863-678-4216**.

The mission of Lake Wales Charter Schools, Inc. is to bring the best of public education to our community by providing innovation and choice within a continuous pre-school through postsecondary curriculum so that each child recognizes the benefits of life-long learning, constructive citizenship and personal happiness.

The Lake Wales Charter Schools, Inc. is an equal opportunity institution for education and employment.

Sincerely,

**Jennifer Barrow**  
**Principal**  
**Hillcrest Elementary**

9/26/19

**Parental Notification Instructional Staff Roster as of 9/30/19**

| <b>Last Name</b> | <b>First Name</b> | <b>Position</b>                | <b>Out of Field</b> |
|------------------|-------------------|--------------------------------|---------------------|
| Dent             | Tera              | Teacher, Kindergarten          |                     |
| Hernandez        | Melissa           | Teacher, Kindergarten          | ESOL                |
| Kieffer          | Kaitlyn           | Teacher, Kindergarten          | ESOL                |
| Johnson          | Amber             | Teacher, Kindergarten          | ESOL                |
| Kirkland         | Jessica           | Teacher, Kindergarten          | ESOL                |
| Outing           | Chayla            | Teacher, Kindergarten          | ESOL                |
| Skinner          | Bonnie            | Teacher, Kindergarten          |                     |
| Anderson         | Donna             | Teacher, First                 | ESOL                |
| Cooper (Davis)   | Moriah            | Teacher, First                 | ESOL                |
| Powell           | Alex              | Teacher, First                 | ESOL                |
| Savarimuthu      | Kelsea            | Teacher, First                 | ESOL                |
| McLean           | Sarah             | Teacher, First                 | ESOL                |
| Goodman          | Nicole            | Teacher, First/Second          |                     |
| Hershberger      | Tianna            | Teacher, First/Second          | ESOL                |
| Janoski          | Karla             | Teacher, Third                 |                     |
| Brescia          | Brittany          | Teacher, Third                 | ESOL                |
| Gayheart         | Jamie             | Teacher, Second                |                     |
| Bush             | Alicia            | Teacher, Second                | ESOL                |
| Starnes          | Carrie            | Teacher, Second                | ESOL                |
| Tucker           | Jennifer          | Teacher, Second                | ESOL                |
| Williamson       | Toni              | Teacher, Third                 |                     |
| Turner           | Ira "Shane"       | Teacher, Third                 |                     |
| Yates            | Trisha            | Teacher, Third                 | ESOL                |
| Bush             | Lori              | Teacher, Third                 | ESOL                |
| Comeaux          | Leslie            | Teacher, Fourth/Fifth          |                     |
| Gulley-Hall      | Charmin           | Teacher, Fourth/Fifth          |                     |
| Turner           | Hayley            | Teacher, Fourth/Fifth          | ESOL                |
| Brown            | McKenzie          | Teacher, Fourth/ Fifth         |                     |
| Cernell          | Kelly             | Teacher, Fourth/ Fifth         |                     |
| Mitchell         | Irissa            | Teacher, Fourth/Fifth          |                     |
| Nelson           | Justine           | Teacher, Fourth/Fifth          |                     |
| Holman           | Karen             | Teacher, Fourth/Fifth          |                     |
| Spila            | Christina         | Teacher, Fifth                 |                     |
| Stegman          | Scott             | Teacher, Fifth                 | ESOL                |
| Barrow           | Jennifer          | Principal                      |                     |
| Bearden          | Kimberly          | Teacher, Technology Mgr        |                     |
| Borders          | Elizabeth         | Teacher, Referral Coordinator  |                     |
| Cockrell         | Ashley            | Teacher, Dean                  | ESOL                |
| Coffman          | Jenni             | Teacher, Dance                 |                     |
| Croley           | Melinda           | Teacher, Second Grade          |                     |
| Finnell          | Betty             | Teacher, Title 1 /Science      |                     |
| Geils            | Donna             | Teacher, Media Specialist      | ESOL                |
| Griffiths        | Kim               | Teacher, Curriculum Specialist |                     |
| Grondin          | Hillary           | Teacher, ESE                   |                     |
| Lawson           | Brannan           | Teacher, Art                   |                     |
| Leatherland      | Nancy             | Teacher, Physical Education    |                     |
| Polston          | Rita              | Teacher, Primary Support       |                     |
| Guzzetta         | Christine         | Teacher, Music                 |                     |
| Brewer           | Whitney           | Teacher, Third                 |                     |

Florida Law requires each school to notify parents of all the students in a class that is being served by a teacher who is assigned teaching duties dealing with subject matter that is outside the field in which the teacher is certified. This roster lists all the contracted teachers at our school, their position titles, and a notation of any out-of-field assignments. If you see a notation by your child's teacher's name that he/she is teaching out-of-field, be assured is assigned teaching duties dealing with subject matter that is outside the field in which the teacher is certified. This Principal's signature

*Jennifer Barrow* 9/26/19



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## Derecho a conocer las calificaciones de los maestros y paraprofesionales

30 de septiembre de 2019

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la escuela Elemental Hillcrest le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del maestro de su hijo. Puede solicitar la siguiente información.

1. Si el maestro del alumno;

- Ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en la que el maestro enseña;
- Esta enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la clasificación y
- Está enseñando en el campo de la disciplina de la certificación del maestro.

2. Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofessional de su hijo(a) comuníquese con la Sra. Jennifer Barrow al 863-678-4216.

Cordialmente,

A handwritten signature in black ink that reads "Jennifer Barrow". The signature is written in a cursive, flowing style.

**Jennifer Barrow**  
**Directora**  
**Escuela Elemental Hillcrest**

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| Brown            | McKenzie          | Teacher, Fourth/ Fifth         |                     |
| Cernell          | Kelly             | Teacher, Fourth/ Fifth         |                     |
| Mitchell         | Irissa            | Teacher, Fourth/Fifth          |                     |
| Nelson           | Justine           | Teacher, Fourth/Fifth          |                     |
| Holman           | Karen             | Teacher, Fourth/Fifth          |                     |
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| Barrow           | Jennifer          | Principal                      |                     |
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| Cockrell         | Ashley            | Teacher, Dean                  | ESOL                |
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| Croley           | Melinda           | Teacher, Second Grade          |                     |
| Finnell          | Betty             | Teacher, Title 1 /Science      |                     |
| Geils            | Donna             | Teacher, Media Specialist      | ESOL                |
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| Grondin          | Hillary           | Teacher, ESE                   |                     |
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**Hillcrest Elementry**  
**Parental Notification Instructional Staff Roster as of 10/2019**

| NAME               | POSITION                   | OUT-OF-FIELD |
|--------------------|----------------------------|--------------|
| Melissa Hernandez  | Kindergarten Teacher       | ESOL         |
| Kaitlyn Kieffer    | Kindergarten Teacher       | ESOL         |
| Amber Johnson      | Kindergarten Teacher       | ESOL         |
| Jessica Kirkland   | Kindergarten Teacher       | ESOL         |
| Chayla Outing      | Kindergarten Teacher       | ESOL         |
| Donna Anderson     | First Grade Teacher        | ESOL         |
| Moriah Cooper      | First Grade Teacher        | ESOL         |
| Alexandria Powell  | First Grade Teacher        | ESOL         |
| Kelsea Savarimuthu | First Grade Teacher        | ESOL         |
| Sarah McLean       | First Grade Teacher        | ESOL         |
| Tianna Hershberger | First/Second Grade Teacher | ESOL         |
| Brittany Brescia   | Third Grade                | ESOL         |
| Alicia Bush        | Second Grade               | ESOL         |
| Carrie Starnes     | Second Grade               | ESOL         |
| Jennifer Tucker    | Second Grade               | ESOL         |
| Trisha Yates       | Third Grade                | ESOL         |
| Lori Bush          | Third Grade                | ESOL         |
| Hayley Turner      | Fourth/Fifth Grade Teacher | ESOL         |
| Scott Stegman      | Fifth Grade Teacher        | ESOL         |
| Ashley Cockrell    | Dean                       | ESOL         |
| Donna Gells        | Media Specialist           | ESOL         |

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 9/26/19  
 \_\_\_\_\_  
 Principal's signature