



**THE COLLEGE OF THE FLORIDA KEYS**  
**Memorandum**

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**DATE:** 6/15/23  
**TO:** District Board of Trustees  
**FROM:** Brittany Snyder, Executive Vice President and CFO  
**DEPARTMENT:** Finance and Administration  
**SUBJECT:** CFK Academy Report

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To successfully launch the CFK Academy with its first cohort of students in August 2023, the College established six committees to oversee the process. The committees meet on a regular basis and each committee has established deliverables with deadlines. The committee chairpersons and the CFK Principal meet once a month with Dr. Noe, CFK Academy consultant, to monitor progress and to discuss any relevant issues.

**Academic – Curriculum, Behavioral Support Plan, ESE, ELL, Class Schedule**

The Academic Committee has been collaborating with the new principal to help begin finalizing various documents such as the Student Application package and the Student Handbook.

**Admissions – Applications, Lottery System, Enrollment Process, Student Information System**

The CFK Academy received 82 applications as of June 6, 2023. Fifty-six students have accepted their space in the academy resulting in a 68% matriculation rate. More specifically, 29 ninth grade, 12 tenth grade, and 15 eleventh grade students have accepted their spots. The Admissions Committee and several other CFK employees participated in the first FOCUS training session with the Monroe County School District on May 25, 2023. Lastly, the Admissions Committee has finalized the CFK Academy registration packet and intends to distribute them to the 56 students in June.

**Governance – Governing Board Support, TADA, Strategic Planning, Insurance, Contracts**

Trustees Weinstein, Madok, Suga, Maxwell, and Puto have successfully completed the mandatory four-hour charter school governance board training. Each has received a certificate of completion and the Florida Department of Education has been notified of their accomplishment.

Dr. Christine Drewel has been hired to serve as a CFK Academy language arts teacher. Dr. Drewel has over 20 years of teaching experience spanning post-secondary to grades eight and ten. She is Exceptional Student Education credentialed and has a PhD in American Studies and a master's degree in Comparative Religion.

Lisa Kram has been hired as the CFK Academy Office Manager. Ms. Kram has earned a Bachelor of Science in Business Management and Entrepreneurship. She has over thirteen years of experience in leadership and project management.

Principal McPherson, along with the search committee, are conducting interviews for the Assistant Principal and two teacher positions. Recruitment for the School Counselor position continues.

#### **Grant - CSP Grant, Furniture, Technology, Parking, Safety and Security**

The CSP Grant Committee welcomed Tamrah Hill, Director of Facilities, to the committee. The College received its MSID number and has begun working with local law enforcement agencies and the Monroe County School District to secure a school resource officer. The Academy's furniture is scheduled to be delivered on July 5. Building access security features including security cameras and an entry key FOB system are both near completion. The College is still awaiting notification from the Florida Department of Education regarding the CSP grant application.

#### **Marketing – Branding, Webpage, Student Recruitment**

The Marketing Committee continues to build awareness of the CFK Academy and to actively market the new school. Work is underway to plan and promote a fourth recruitment event on June 29. This event will feature a Dual Enrollment Showcase—emphasizing the benefits of simultaneously earning high school and college credits. Prospective students and their families will be led on a tour beyond the new CFK Academy building and venture into the Key West Campus to view classrooms, labs, and learning spaces available to dual enrollment students. Topics featured at previous sessions, like Project-Based Learning and sample curriculum, will be included as well. A personalized letter and brochure were mailed to the parents of current and prospective CFK dual enrollment students. Additionally, the event is being marketed through digital and social media campaigns, newspaper, radio, and email marketing.