



**United Community Options of South Florida Charter Schools, Inc.**  
**d/b/a**

**United Community Options of South Florida Charter Schools**  
**Early Beginnings Academy**

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May 30, 2019

Dear Board Members:

Enclosed you will find a record of the actions taken at our Annual Meeting of May 30, 2019.

Board Members present included: Roy Lustig, Raisa Bauza, Jeremy Steinhart and Valerie Jennings.

Staff present included: Dr. Joe Aniello, Linda Gluck, Dr. Debbie Terenzio, Makeesha Coleman, Evelyn Morales and Betty Rodriguez.

The meeting was called to order at 12:00 PM.

Actions taken:

1. The minutes of the meeting of March 14, 2019 were accepted as presented. (Motion-Raisa Bauza/Second-Jeremy Steinhart) (Vote 4-0).
2. There were no public comments.
3. Linda Gluck gave the Financial Report for month ending April, 2019. She noted an excess of income over expense of \$203,000. This was mostly generated by savings in operating. Year end projection is consistent with this number. We currently have 111 students as of our February FTE Count. This is seven less than budgeted.
4. Ms. Gluck reviewed the base salary adjustments for teacher assistants (75. Per hour) and \$2-4k for teachers, Principal, Registrar, Educational Coordinator and Music Therapists that would be carried over to next year. The rationale for adjustments was to improve recruitment of new staff and retention of current staff as well as recognition of their performance. (Motion-Raisa Bauza/Second Jeremy Steinhart) (Vote – 4-0).
5. Ms. Gluck reviewed the 5/10/19 results of State of Florida Auditor General FEFP/FTE audit for MDCPS for the year ending 6/30/15. The overpayment of \$27,981.00 will be withheld from the May 2019 FEFP payment.
6. Dr. Terenzio, Ms. Gluck and Ms. Coleman reviewed the 2019-2020 annual budget for the coming school year. The Board authorized staff to complete and submit 2019-2020 Budget in mid –August. The budget is based on legislative FTE funding increases and any local and federal grants via state or local

school district to meet the needs of students enrolled for coming school year. (Motion-Raisa Bauza/Second Jeremy Steinhart) (Vote – 4-0).

7. Ms. Makeesha Coleman gave the Principal's Report on the following items:
  - a) Title IV Grant needed to be revised from the original previously approved by the Board. The Board approved a revision in our Title IV funding for curriculum materials and technical support. . (Motion-Raisa Bauza/Second-Jeremy Steinhart. (Vote: 4-0).
  - b) School Safety Plan for 2019-2020 was reviewed relative to revisions projected from current school plan. The Board approved our School Safety Plan for 2019-2020. (Motion-Raisa Bauza/Second-Jeremy Steinhart. (Vote: 4-0).
  - c) Contract amendment request to add 3-5<sup>th</sup> ESE students for the coming school year. The Standard School contract was reviewed by staff and there were no issues that would require negotiation. The Board approved to accept the standard contract language if the contract amendment request to add grades three through five is approved. (Motion-Raisa Bauza/Second Jeremy Steinhart) (Vote – 4-0).
  - d) End of the School Year Improvement plan was and reviewed for 2018-2019. The Board approved our end of year school improvement plan. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
8. . Dr. Debbie Terenzio gave the Vice President's Report. She gave an update on this year's Legislative session as it affects Charter Schools. All board members are current with their required governance training. Raisa Bauza needed to sign an updated Governing Board Disclosure Form as required every three years. IRS annual statements were signed by Officers regarding federal tax exemption and conflict of interest necessary for audit.
9. There were no Out of Field Teacher or ESOL Agreements to review
10. The following items were reviewed by staff for Board approval.
  - A) By Laws reviewed and accepted as amended with added under Article 1 section Actions Jeopardizing Tax Status .Mr. Lustig signed the by-laws.
  - B) MEPS (Managerial Evaluation Performance System)—Principal evaluation was made available for review and approved. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
  - C) Capital Outlay funding for 2019-2020 (PECO—Public Education Capital Outlay—Tallahassee) and Local Option Millage Levy (LOML) —Board approved for staff to complete application for funds, follow guidelines for use of funds and funding amount. . (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
  - D) IDEA grant—authorized staff to submit grant to receive funds based on student FTE. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
  - E) Leases for Northshore and Civic sites for 2019-2020—reviewed and approved for signature. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).

- F) Educational Provider Service Agreement (Management Agreement) for 2019-2020—reviewed and approved for signature (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
- G) Personnel Policies for 2019-2020 was reviewed and approved. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
- H) Parent Handbook for 2019-2020 was reviewed and approved. (Motion-Raisa Bauza/Second Valerie Jennings ) (Vote – 4-0).
- I) MDCPS Principal and Teacher Evaluation Systems for 2019-2020 school year—Board approved to continue using as we have in past years

11. Board meeting dates for upcoming year 2019-2020 were approved as follows:

- September 12, 2019 (2<sup>nd</sup> Thursday)
- Dec. 12, 2019 (2<sup>nd</sup> Thursday)
- March 12, 2020 (2<sup>nd</sup> Thursday)
- May 28, 2020 (4<sup>th</sup> Thursday)

(Motion-Raisa Bauza/Second-Jeremy Steinhart. (Vote: 4-0).

12. Election of Board and Officers: Each Board member accepted and the slate was approved unanimously.

Roy Lustig.....	President/Chairman
Jeremy Steinhart.....	Vice Chairperson/Secretary
Raisa Bauza .....	Parent Member
Valerie Jennings.....	Member

13. The next Board Meeting will be Thursday, September 12, 2019 at noon at 2700 W. 81 Street, Hialeah, FL 33016.

The meeting was adjourned at 1:20 p.m.

Dated: May 30, 2019

Minutes Submitted by:



Jeremy Steinhart, Secretary

Cc: Board Members and Officers

Debbie Terenzio, Vice President UCO of South Florida, Inc.  
 Linda Gluck, CEO, UCO of South Florida, Inc.  
 Leigh Kapps, COO, UCO of South Florida, Inc.  
 Tamika Lewis, Assoc. Dir. of Children's Services, UCO Miami  
 Makeesha Coleman, Principal, UCO Charter Schools  
 Joe Menendez, CPA