

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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September 17, 2019

Dear Board Members:

Enclosed you will find a record of the actions taken at our Charter School Board Meeting of September 12, 2019.

Board Members present included Raisa Bauza and Valerie Jennings (via conference call).

Staff present included:, Linda Gluck, Dr. Debbie Terenzio, Makeesha Coleman, Dr. Leigh Kapps, Dr. Tamika Lewis, Betty Rodriguez and Maria Gonzalez.

The meeting was called to order at 12:10 PM.

Actions taken:

1. Roll Call was held.
2. The minutes of the meeting of May 30, 2019 were approved as presented. (Motion-Raisa Bauza/Second-Valerie Jennings) (Vote 2-0).
3. There were no public comments or speakers.
4. Public Records Requests – A public records request has been made for 2017-18 fiscal year. We will be responding to it.
5. Reports:
 - a. CEO Report
 - Linda Gluck presented the audited, special purposes financial statements for year ended June 30, 2019 and 2018. The auditor's report dated August 23, 2019 is of the opinion that the financial statements referred to above present fairly, in all material respects, the financial position, changes in net assets and cash flows of Early Beginnings Academy in accordance with accounting principles generally accepted in the U.S.A. In 2019 the school had total assets of \$855,000 total liabilities of \$216,000 and net assets of \$640,000. Total revenue in 2019 was \$2,175,000, total expenses of \$2,027,000 for an increase in net assets of \$148,000 that added to the net assets at the beginning of the year of \$491,000, resulting in net assets at the end of the year of \$640,000. The Statement of Cash Flows indicated Net

Cash Provided by Operating Activities of \$165,000, Net Cash Used in investing Activities of \$4,000, Net Cash Provided by Financing Activities of \$130,000, for a net increase in cash of \$291,000 that added to cash at beginning of the year of \$424,000 resulted in cash at the end of the year of \$715,000. The notes to the financial statements were referred to as well as the Report on Internal Control over Financial Reporting and Compliance and Other Matters which shows there are no material weaknesses or internal control deficiencies. In addition, the Management Letter in Accordance with the rules of the Auditor General of the State of Florida was referred to, showing there were no findings or recommendations made. The report was approved as presented. (Motion Raisa Bauza/Second Valerie Jennings) (Vote 2-0).

- 2019-2020 Annual Budget - Linda Gluck reviewed the 2019-2020 Annual budget summary. The budget was approved at the May 30, 2109 meeting. The budget shows total revenue of \$2,404,000, total expenditures of \$2,379,000 and Excess of Revenues Over Expenditures of \$25,000. The budget was timely submitted to the Charter School Office on August 15, 2019.

b. Principal's Report

- School Enrollment update – 117 students enrolled. Enrollment is down because 3 students were hospitalized during the summer and have not been able to return to school. The matrix level of 7 students increased which will help offset some of the loss caused by lower enrollment.
- Department of Health, vision and hearing screenings conducted by EBA – The company that donated their services last year will not do so this school year and we are looking for another company.
- Review and approval of updated Florida Safe Schools Requirements for 2019-2020 as per Marjory Stoneman Douglas High School Safety Act (School Safety Plan)
 - ✓ Safe School Assessment
 - ✓ Safety and Disaster Preparedness Manual
 - ✓ Charter Assurances
 - ✓ Mental Health Assessment and Allocation Plan
 - ✓ Active Assailant Response Plan and mandatory staff training
 - ✓ Educational Facilities Security Grant
 - ✓ Forty FL-posting and advertisements
 - ✓ Adoption of a nationally recognized Active Assailant Response Plan
- Contract amendment to add 3rd -5th grades for ESE students submitted for 2019-2020 school year was approved by MDCPS at 7/24/19 school board meeting. Pending executed revision for Roy Lustig's signature. Have not received signed contract yet.
- Best and Brightest Teach bonus for 2018-2019 school year- Received \$8,128.33 last year's funds during the summer. May have to return some funds for teachers no longer employed by us.

- Title IV Student Support and Academic Enrichment Grant for 2019-2020 – Expect to receive the same amount as last year of approx. \$3000 to \$4000 to be used for supplies, physical education and science project.
- MSID – General Education vs. Special Education Center designation – impact and resolution. General Education would require a school grad. It will take approx.. 2 months for MDCPC's to correct the error.
- Exceptional Education Student Advisory Committee (EESAC) – reviewed assurances; recommended approval of School Improvement Plan – 2 improvement plans submitted; goal is 100% of 3rd graders to complete testing and literacy growth.
- Performance Goals – requested an exemption from this because we do not have state assessments from 2018-19 and our children will not make “proficiency”.
- Charter School policies regarding the board responsibilities (NEW) – Roy Lustig to sign.
- Evaluation Declaration (CS minutes for 05/30/2019)
- Employee Contract Attestation – reviewed
- Disclosure of Relatives – None
- Curriculum Compliance Review Action Plan – EBA had not Deficiencies from the 2018-19 SY

c. Chief Operating Officer Report – Dr. Leigh Kapps gave the report.

- End of 2018-2019 School Year staff bonus issued July 2019 in recognition of performance (31 staff/\$65,600; range of \$300 to \$3,500). MDCPS teachers starting salary is \$50k so we are receiving EBA salary schedule.

d. Vice President's Report – Dr. Debbie Terenzio gave the report.

- MDCPS additional funding up to \$70,377 (cost of average school safety officer) less what is received from the State as part of FEFP. MDCPS has not committed to do this again next year.
- School security grant will also be issued by MDCPS for \$30 per student; pending receipt of grant to be submitted.
- Eagle Globe Protective Services, Inc., - contract for Guardian services; pros and cons of Police Officer vs. Guardian; Eagle's rate is \$33/hr vs. \$70/hr for police officers. They are too new but we may consider them for next year, depending on funding.
- Capital Outlay funding for 2019-2020 (PECO - Public Education Capital Outlay – Tallahassee-application completed pending funding amount and issuance, we do not know how much we will get yet.

- Governing Board Disclosure form must be completed every 3 years – none due
- Governance Training- 2 hour – none are due

6. Other business- approved as presented (Motion Raisa Bauza/Second Valerie Jennings) (Vote 2-0).

A) Out of Field Teacher - review and Approval

Ke'arra Richardson
Makeesha Coleman
Meaghan Gasch
Villardie Latortue
Rachel Kasliner
Karla Ponce
Melbys Sanchez

B) ESOL Agreements –out of field; review and approval

Meaghan Gasch
Ke'arra Richardson
Donna Green – has submitted application (just in case)
Jahmeela Samuel

C) Reading Endorsements—out of field ; all Kindergarten and up teachers are required to have this endorsement this year ;new requirement

Jahmeela Samuel
Sandra Rodriguez
Dianelis Anoceto
Donna Green
Meaghan Gasch
Rachel Kasliner
Ke'arra Richardson

D) School Improvement Plan – review and approval

E) Fee Schedule (no fees)

F) Board meeting dates for upcoming year 2019-2020

- Dec. 12, 2019 (2nd Thursday)
- March 12, 2020 (2nd Thursday)
- May 28, 2020 (4th Thursday) change to June 23, 2020 (4th Tuesday)

7. Next Meeting: Thursday, December 12, 2019 at noon at 2700 W. 81 Street, Hialeah, FL 33016

8) The meeting was adjournment at 12:50 pm

Dated: September 17, 2019

Minutes Submitted by:



Jeremy Steinfort, 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