



United Community Options of South Florida Charter Schools, Inc.
D/B/A United Community Options of South Florida Charter Schools
D/B/A Early Beginnings Academy
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August 11, 2020

Dear Board Members:

Enclosed you will find a record of actions taken at our Charter School Board Meeting of August 06, 2020.

Board members present via zoom or call in due to COVID 19 included: Roy Lustig, Jeremy Steinhart, Raisa Bauza and Valerie Jennings.

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

The meeting was called to order at 12:05 pm.

Actions Taken:

1. Roll Call was taken and confirmed
2. The minutes of June 23, 2020 were accepted as emailed on July 07, 2020 and presented. (Motion-Raisa Bauza/second-Valerie Jennings) (Vote: 4:0)
3. There were no public comments.
4. Reports
 - a. Financial Reports (presented by Linda Gluck)
 - i. Statement of Financial Position - The unaudited Statement of Financial Position for year ending June 30, 2020 were presented. These are unaudited statements for the fiscal year and are subject to adjustments by the auditors. The school had total assets of \$1,215,000, total liabilities of \$288,000 and fund balance of \$927,000. The year to date results of operations for the year ending in June 30, 2020 show an actual surplus of \$287,000 compared to a budgeted surplus of \$25,000, which is better than projected by \$262,000. For the month of June, we are showing an actual deficit of \$141,000 compared to a budgeted surplus of \$43,000, which is less than projected by \$184,000. This is due to certain expenses being recorded at the end of the year based on the school's ability to pay.

- ii. Revenue - Total revenue for year ending June 30, 2020 is \$2,680,000, which is \$276,000 more than we projected. Revenue includes a budgeted donation of \$30,000 from John T. McDonald to be used for therapy. Revenue from the State of Florida and Miami-Dade County Public Schools is \$2,648,000, which is \$274,000 more than projected. Projected enrollment for the last 6 months from January-June was 128 students, with a 2% down factor, which roughly makes it 125.4 FTEs. The actual FTE count in February was 122 students and the average enrollment in June was 121 students. The school received payment in June for 120.17 students, 1.83 FTEs short from actual FTE count in February of 122 and 5.23 FTEs short from our budget of 125.4. However, the annual payment from MDCPS of \$2,393,000 represented an increase to our annual budget of \$178,000. We received the maximum the School District gave to any charter school for Safety and Security which is \$62,548. This revenue was not budgeted. The budget for capital outlay for the year was \$69,000, but received \$75,765 which represented an additional \$6,765 for our school. In 2020, we budgeted \$90,000 in IDEA funds and received \$89,000, which was received in July 2020.
- iii. Expenses - Total expenses for year ending June 30, 2020 is \$2,393,000 against a budget of \$2,379,000, an overage of \$13,500. As mentioned earlier, there are expenses recorded in June based on the school's financial results for the year. Personnel overspent \$13,800, due to the Registrar being budgeted in UCO Miami but charged to Charter for July & August, in addition to an adjustment to the salary of administrative staff. Savings in Operating and Purchased Services expenses combined of \$235 due to the school starting virtual instruction on March 16. Operating expenses exceeded the budget by \$109,000, due to additional rent paid to UCO of \$112,000. One of those expenses recorded based on the school's financial ability at the end of its fiscal year, and \$32,000 in supplies for virtual instruction. There was a savings of \$109,000 in Purchased Services and Admin Fee. Additional educational and admin fees to UCO Miami/Central \$120,000. This being the other category where an additional expense is recorded at the end of the year only if the school has the ability to pay. There was a savings in services purchased from Miami of \$271,000 including police officers, therapists, teachers & transportation services provided through March 13.
- iv. In closing, the annual budget calls for a surplus of \$25,000. The school ended the year with a surplus of \$287,000, which is \$262,000 better than projected. This is after the teachers' salaries were adjusted retroactively and increasing rent payments, educational and administrative services payments to UCO, according to agreements that are in place. As discussed, these expenses are partially budgeted because they are based on the school's financial ability at the end of its fiscal year. If by the end of the fiscal year the school would have had a deficit, UCO would not have made any adjustments but would have continued to provide educational and administrative services.
(Motion-Raisa Bauza/second-Valerie Jennings)

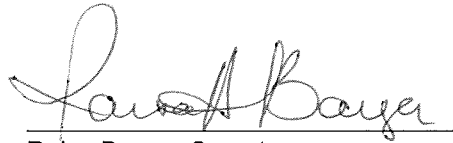
- b. Charter School Budget 2020-2021 (presented by Linda Gluck)

- i. The Charter School Budget for year ending June 30, 2021 was presented. The budget shows a net surplus of \$10,906 and revenue of \$2,513,685.
 1. Revenue - Revenue includes \$2,306,357 from Miami Dade County Public Schools, including a "teacher salary increase allocation" of \$48,872 that we need approval for from the Charter School before it is received. Revenue also consists of the IDEA Grant of \$90,000, a Capital Outlay of \$69,000, Donations and/or grants of \$48,328 from John T. McDonald for \$25,000 plus \$23,328 from Title IV ACAD Enrichment.
 2. Expenses – The budget shows total expenses of \$2,502,778. Personnel expenses of \$134,490, which are the Principal and HR Coordinator. The Principal and HR Coordinator are employees of UCO and their services are purchased by the Charter School. Operating expenses of \$541,085 for therapy, transportation, materials and supplies, and admin fees to MDCPS. Purchase services of \$1,827,203. This expense is made up of two components, personnel related purchased services and operating related purchased services. Purchased services personnel related expenses of \$1,378,831, which are all personnel, except the Principal and HR Coordinator. This budget includes \$77,663 in salary increases for the teachers. If we do not receive the related revenue of \$48,872, we will not incur this expense either. There is purchased services operating related expenses of \$448,372, which represent payment to UCO for rent/space and educational services and fees.
 3. Net Surplus - There is a net surplus of \$10,906. If the "teacher salary allocation" of \$48,872 is not approved/received and the expense of \$77,663 is not incurred either, the net surplus will increase by \$39,697 to \$50,603. (Motion-Raisa Bauza/second-Valerie Jennings)
 - c. 2020-2021 Teacher Increase HB 641 – The Distribution Plan parameters will come from the district. Principal's meeting is scheduled for August 7, this item is to be covered during the meeting.
5. Principals' Report (presented by Makeesha Coleman)
- a. The school's fall reopening will mirror the district's school calendar with a reopening date of Monday, August 31 and all instruction will be done virtually during the remainder of COVID Stage Phase 1.
 - b. EpiCenter will be replacing Charter Tools. EpiCenter will allow more people to access portal with better online tool functionality but may require Board Chair as a member. The recommend the maximum of three users. EpiCenter is pending roll out and the date is to be announced.
 - c. District Charter Principal Meeting on August 7, 2020 will include a presentation on EBA's virtual platform to share accommodations needed for exceptional students and their families.
6. Vice President's Report (presented by Debbie Terenzio)
- a. North Shore - The North Shore will not be used for the upcoming school year

- b. Medicaid Reimbursement for School Based Services - HB 81; 7/1/2020 revisions -
The amended statute will allow the Agency for Health Care Administration (AHCA) to reimburse charter schools for Medicaid reimbursable school based services, defined by AHCA, provided to all students who are Medicaid eligible, not just services provided via an individual education plan (IEP). It also eliminates requirement that charter school staff need to enroll as a Medicaid providers and aligns with Florida law with the Dec. 2014 Centers for Medicaid and Medicare Services guidance that eliminated the requirement Medicaid recipients receive services through the Florida Medicaid School Match program to qualify for Exceptional Student Services or have an IEP. This could present a new funding stream for EBA as well as private schools.
7. Other Business: Requires board approval (Motion-Raisa Bauza/second-Valerie Jennings)
- a. Out of Field Teacher Review and Approval
 - i. Sandra Rodriguez, Jahmeela Samuel, Alexandra Rodriguez—Pre-K ESE
 - ii. Villardie Latortue—Elementary ESE
 - b. ESOL Agreements –review and approval
 - i. Villardie Latortue
 - c. Grants – Grants for review and board approval are:
 - i. Title IV in the amount of \$2,006 for well-rounded education
 - ii. Under the CARES ACT funding, we are not participating in the GEER Fund summer funding and the ESSER Fund will award Early Beginnings Academy's share of \$20,428 for ionization for HVAC and student kits virtual education.
 - d. New issues raised at Principal's meeting 8/6/2020
 - i. Safety Act review clarified the school safety officer is mandated when teachers are present on school grounds to protect staff as well as school property.
 - e. Board Member Nominations - Disclosure forms must be resubmitted signed by Chair and Principal to new finger printing person at Charter School Office. Board resolution will be required after background clearance returns for Daphne Jean-Pierre and Dale Jennings for formal nomination to the Board.
8. Next Meeting
- a. Date: Thursday, November 12, 2020
 - b. Time: 12:00 PM
 - c. Location: 2700 W. 81 Street, Hialeah, FL 33016 or virtual pending status of COVID 19 in our community.
9. Meeting adjourned at 1:00 PM ((Motion-Raisa Bauza/second-Valerie Jennings)

Dated: August 11, 2020

Minutes submitted by:

A handwritten signature in black ink, appearing to read "Raisa Bauza", written over a horizontal line.

Raisa Bauza, Secretary

CC: Board members/officers
Joe Aniello Ed. D., President, UCO of South Florida
Linda Gluck, CPA, CEO, UCO of South Florida
Debbie Terenzio, Ed. D., Vice President, UCO of South Florida
Betty Rodriguez, CFO, UCO of South Florida
Leigh Kapps, Ph.D., COO, UCO of South Florida
Tamika Lewis, Ph.D., Associate Director of Children's Services, UCO of Miami
Makeesha Coleman, Principal, UCO Charter Schools/EBA
Joe Menendez, CPA, Auditor