



United Cerebral Palsy of South Florida Charter Schools, Inc.
1411 N.W. 14 Street, • Miami, Florida 33125
Phone: (305) 325-1080 • Fax: (305) 325-1313
www.ucpsouthflorida.org



Early Beginnings Academy
*unlocking children's potential

UNITED CEREBRAL PALSY OF SOUTH FLORIDA CHARTER SCHOOLS, INC
EARLY BEGINNINGS ACADEMY
LOCATIONS: CIVIC AND NORTHSORE

June 4, 2015 A.S.
~~March 17, 2015~~

Dear Board Members:

Enclosed you will find a record of the actions taken at our Annual Board Meeting of June 3, 2015.

Board Members Present included: Roy Lustig, Jack Schillinger, Silvia Calderon, Marianne Bennett, Jeremy Steinhart and myself.

Staff Present included: Dr. Joseph Aniello, Dr. Debbie Terenzio, Dr. Leigh Kapps, Linda Gluck, Barbara Penkosky, Makeesha Coleman, Grace Bracamonte, Evelyn Morales, Betty Rodriguez and Maria Gonzalez.

Actions Taken:

- 1) The minutes of the meeting of March 12, 2015 were presented and accepted (Motion-Jack Schillinger/Second – Marianne Bennett) (Vote 6-0).
- 2) There were no Public Comments Requested.
- 3) Dr. Joseph Aniello gave the Financial Report. The Statements for month ending April 30, 2015 were presented in detail. Although we are currently running <\$88,000> behind our plan it is anticipated that we will be at break even at years end with the booking of IDEA Funds, getting our billing corrected and a few other Admin corrections.
- 4) The Annual Budget for 2015-2016 was discussed. Due to the Legislature not adopting a Budget it is difficult to finalize a budget at this time. It is anticipated they will do so before July 1st. It was decided to continue our current budget thru mid August so we can accommodate the delay and to approve next year's budget, retroactive to July 1, with the stipulation that it is breakeven or better. If any unusual circumstance should arise we will call a special meeting to deal with it. (Motion-Jack Schillinger/Second-Anne Steinhart) (Vote 6-0).

- 5) Barbara Penkosky gave the Principal's Report. She noted that she is working with Makeesha Coleman, the new Principal to bring her up to date. It was noted we have 140 students in our school. This is less than the 151 Budgeted. We however, are over enrolled in the summer program.
- 6) Dr. Leigh Kapps, gave the Executive Director's Report. She noted the resignation of Barbara Penkosky, noted her contributions and thanked her for her service. She introduced Makeesha Coleman as our new Principal. She talked about our contract renewal, it is for 10 years. There is some discussion about how our Day Care children are integrated into our classrooms and this is being negotiated. Adding the B-2 children was denied but will discuss it later.
- 7) Dr. Debbie Terenzio talked about the IDEA Monies and the signing of the contract for this year. It is approximately \$130,000. She also up-dated the Board on where we were with the Board Governance Training.
- 8) There were no out of Field Teachers for approval or ESOL Endorsements to discuss.
- 9) The By-Laws were reviewed and accepted with no changes (Motion-Jack Schillinger/Second- Anne Steinhart) (Vote 6-0).
- 10) Leases for the two locations were reviewed and approved as written (Motion – Anne Steinhart/Second – Jack Schillinger) (Vote 6-0).
- 11) The Educational Provider Service Agreement (Management Agreement) was reviewed as it exits and accepted (Motion-Jack Schillinger/Second-Silvia Calderon) (Vote 6-0).
- 12) The Personnel Policies and Parent Handbook for the coming year were accepted with no change (Motion-Jack Schillinger/Second-Anne Steinhart) (Vote 6-0).
- 13) The schedule of meeting dates for the coming year was presented.
- 14) The Election of Board and Officers was held and approved as stated below. (Motion-Jeremy Steinhart/Second-Anne Steinhart) (Vote 6-0).

Roy Lustig.....	President/Chairman
Jack Schillinger.....	Vice Chairman/Treasurer
Anne Steinhart.....	Secretary
Marianne Bennett.....	Member
Jeremy Steinhart.....	Member
Silvia Calderon.....	Member

- 15) The next meeting will be held Thursday, September 3, 2015 at the Civic Center location.
- 16) The meeting was adjourned at 1:00 pm.

Minutes Submitted by:



Anne Steinhart, Secretary

cc: Board Members and Officers
Vice President and COO, UCP South Florida, Inc.
Vice President and CFO, UCP South Florida, Inc.
Principal
Executive Director, United Cerebral Palsy Association of Miami, Inc.
Director of Development, United Cerebral Palsy of South Florida, Inc.
Joe Menendez, CPA



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EARLY BEGINNINGS ACADEMY
LOCATIONS: CIVIC AND NORTHSORE**

March 17, 2015

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of March 12, 2015.

Board Members Present included: myself, Jack Schillinger, Jeremy Steinhart, Roy Lustig, Marianne Bennett and Silvia Calderon.


Staff Present included: Barbara Penkosky, Dr. Joseph Aniello, Dr. Debbie Terenzio, Dr. Leigh Kapps, Linda Gluck, Grace Bracamonte, Evelyn Morales, Betty Rodriguez and Maria Gonzalez.

Actions Taken:

- 1) The minutes of the meeting of Dec. 11, 2014, were presented and accepted. (Motion-Jack Schillinger/Second- Marianne Bennett) (Vote 6-0).
- 2) There were no Public Comments.
- 3) Dr. Aniello gave the Financial Report. The Statements for month ending Jan. 31, 2015 were presented in detail. We are still dealing with the lateness in the Oct. FTE catch up. We have a loss of \$61,000 however, this will be made up when the IDEA and Capital Monies catch up to the budget and should produce a surplus.
- 4) Barbara Penkosky gave the Principal's Report. She noted we have 141 students and explained some of the disconnects between what we have and the current Oct. DOE records. She also talked about the recent successful Parent Expo.
- 5) Dr. Leigh Kapps gave the Executive Director's Report. She noted the recently submitted Charter Renewal Application. She also explained the MEPS and the Board approved the process and subsequent Principal's Evaluation. (Motion-Jack Schillinger/Second-Anne Steinhart) (Vote 6-0).

- 6) Dr. Debbie Terenzio gave an up-date on our IDEA Monies and use, talked about the Capital Outlay Funds and Use and reminded Board Members of the need to complete the current Board Training on line.
- 7) The Board approved Josie Sarol's Out of Field Assignment and ESOL Status (Motion-Jack Schillinger/Second-Anne Steinhart) (Vote 6-0).
- 8) The next meeting will be the Annual Meeting and be held on Wednesday, June 3, 2015 at the Civic Center Location.
- 9) The meeting was adjourned at 12:50 pm.

Minutes Submitted by:



Anne Steinhart, Secretary

cc: Board Members and Officers
Vice President and COO, UCP South Florida, Inc.
Vice President and CFO, UCP South Florida, Inc.
Principal
Executive Director, United Cerebral Palsy Association of Miami, Inc.
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December 12, 2014

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of December 11, 2014.

Board Members Present included: Jack Schillinger, Roy Lustig, Sylvia Calderon and Marianne Bennett.

Staff Present included: Dr. Debbie Terenzio, Dr. Leigh Kapps, Linda Gluck, Barbara Penkosky, Evelyn Morales, Linda Walker and Dr. Joe Aniello.

Actions Taken:

- 1) The minutes of the meeting of Sept. 9, 2014, were accepted as presented. (Motion-Jack Schillinger/second- Marianne Bennett) (Vote 4-0).
- 2) Our new Board Member was appointed, Sylvia Calderon (current student parent), (Motion-Jack Schillinger/second-Marianne Bennett), (Vote 4-0).
- 3) There were no comments from the Public.
- 4) Dr. Joseph Aniello gave the Financial Report. Currently we have expenses exceeding Revenue by <\$32,000>. This is due to not receiving the correct Oct. FTE Counts, Capital and IDEA monies. Had we received these, and we should, we would be close to or better than break even.
- 5) Barbara Penkosky gave the Principal's Report. We currently have 146 students enrolled. We had to fill 60 slots this year which is a new high for us.
- 6) Dr. Leigh Kapps brought the Board up to date on the next renewal of our Charter School Certification. We have passed the first step in the review with more to follow. We are requesting to add our Birth to 2 children in the Charter School and to have a 10 year contract versus previous five.
- 7) Dr. Debbie Terenzio reported on our IDEA monies. We just received last year's monies. We are waiting approval for this year.

- 8) The By-Laws were revised, reviewed and approved. (Motion-Jack Schillinger/second-Marianne Bennett (Vote 4-0).
- 9) Dr. Debbie Terenzio also talked about the new Board Trainings coming up in February.
- 10) Approval was given by the Board of the following out of field Teachers: (Motion-Jack Schillinger/second-Marianne Bennett) (Vote 4-0).

Out of Field

Mercedes Beltran
Yoslania Rodriguez
Arla Carcache
Mayelin Munoz
Chari Miller
Tiffany Johnson
Julie Yanes
Odalys Vera
Diana Lizarralde

- 11) Approval was given for the following ESOL Staff: (Motion-Jack Schillinger/Second-Marianne Bennett) (Vote 4-0).

ESOL

Yoslania Rodriguez
Diana Lizarralde
Odalys Vera

- 12) Our next meeting will be Thursday, March 17, 2015 at noon at Civic Center, 1411 NW 14th Avenue, Miami, FL 33125.

Minutes Submitted by:


Anne Steinhart, Secretary

cc: Board Members and Officers
Vice President and COO, UCP South Florida, Inc.
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Executive Director, United Cerebral Palsy Association of Miami, Inc.
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September 12, 2014

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of September 9, 2014.

Board Members Present included: myself, Roy Lustig and Jack Schillinger.

Staff present included: Barbara Penkosky.

Attendees: Dr. Debbie Terenzio, Linda Gluck, Evelyn Morales, Grace Bracamonte and Maria Gonzalez.

Actions Taken:

- 1) The minutes of the meeting of June 3, 2014, were accepted as presented. (Motion-Jack Schillinger/second- Anne Steinhart) (Vote 3-0).
- 2) There were no comments from the Public.
- 3) Dr. Joseph Aniello gave the Financial Report for month ending July 31, 2014, the first month of our fiscal year. Although we are ahead for the month there isn't much meaning to be placed on one month, especially in light of the fact that the Revenue from DOE is not based on real attendance and the expenses are somewhat lower since the students have not started school as yet.
- 4) Dr. Aniello presented the current year Budget and it was approved. It projects a surplus of \$34,460. Our Revenue is slightly down because we have one class that was converted to a B-2 (outside of the Charter School) but we picked up IDEA monies not budgeted last year. Expenses are down for the same reason. (Motion-Jack Schillinger/second-Anne Steinhart) (Vote 3-0).
- 5) Dr. Aniello presented the Audit for FYE June 30, 2014. It was accepted by the Board. Our financial position improved slightly over the last year with a fund balance of \$151,961. We ended the year budget wise in the black by \$5,163. Our cash increased by \$69,749. (Motion-Anne Steinhart/second-Jack Schillinger) Vote 3-0).

- 6) Barbara Penkosky gave the Principal's report. She noted that we have two new site Directors this year and they are working out very well. Our current enrollment is at 145 and we are waiting for some additional students to get through staffings. Because of the slowness of the State to process background screenings, we are having to wait to get staff into employment. We are working on our new Contract Renewal.
- 7) Dr. Debbie Terenzio gave the Executive Director's report in the absence of Dr. Leigh Kapps. She presented to the Board the Resolution for us to submit and renew our contract for another 5 years and request 10 years if possible. (Motion-Anne Steinhart/second-Jack Schillinger (Vote 3-0).
- 8) Dr. Debbie Terenzio presented information on our current year request for IDEA monies. It was noted that we were the only Charter in Miami-Dade County to get the IDEA Money.
- 9) A new "Conflict of Interest" Policy was approved as was required by recent Charitable Solicitation Legislation passed last year.
- 10) By-Laws were reviewed and amended. (Motion-Jack Schillinger/second Anne Steinhart) (Vote 3-0).
- 11) The ESOL Agreement for Teacher Cinda Vivanco was approved by the Board (Motion-Jack Schillinger/second-Anne Steinhart) (Vote 3-0).
- 12) Our next Board Meeting will be Thursday, Dec. 11, 2014 at noon at the Civic Center Location.

Minutes Submitted by:


Anne Steinhart, Secretary

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Vice President and CFO, UCP South Florida, Inc.
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Executive Director, United Cerebral Palsy Association of Miami, Inc.
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