



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**

September 4, 2015

Dear Board Members:

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

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

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

The Meeting was opened at 12:10 p.m.

Actions Taken:

- 1) The minutes of the meeting of June 3, 2015 were presented and accepted (Motion- Anne Steinhart/Second – Jack Schillinger) (Vote 5-0).
- 2) There were no Public Comments.
- 3) The Financial Report was given by Dr. Joseph Aniello. The Financial Statement for month ending July 31, 2015 was presented. There is very little activity in July since the school year starts in August. There was a lengthy discussion of the problems we encounter in understanding the actual funding formulas from DOE especially in light of the fact that the statements accompanying the payments are not technically correct.
- 4) The Audit for FYE 2015 was presented and accepted. It was a very successful year financially. We had a surplus of \$100,000. Our net assets are now \$252,000. (Motion – Jack Schillinger/Second – Anne Steinhart) (Vote 5-0).
- 5) The Budget for Year 2015-2016 was as previously presented. The Budget is approximately \$2,100,000 with a projected surplus of \$19,000. We are serving approximately the same number of students as last year. (Motion – Marianne Bennett/Second – Jack Schillinger) (Vote 5-0).

- 6) Makeesha Coleman gave the Principal's Report. She noted our current enrollment is 148 students. We have increased the teacher assistance salaries by 50 cents per hour. We are also structuring a small salary increase for teachers and other staff based on performance.
- 7) Dr. Leigh Kapps gave the Executive Director's Report. She noted that enrollment to start the year was much more than last year. We are having the same problem we have every year, we lose teachers a week or so before school starts as the school system offers them last minute positions and they have to start immediately. We are trying to cut down the cost of transportation with one less bus. We will see if this works out.
- 8) Approvals were given for out of field teachers. Tania Aranda and Dora Gervasi. Approval was given for ESOL for Dora Gervasi. (Motion-Jack Schillinger/Second-Marianne Bennett0). (Vote 5-0).
- 9) It was noted that our Lease at North Shore is extended for ten more years.
- 10) Our next meeting will be Dec. 8, 2015 at noon at 1411 NW 14 Avenue, Miami, FL
- 11) The meeting adjourned at 1:00 p.m.

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**

December 8, 2015

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of Dec. 8, 2015.

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

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

The Meeting was opened at 12:10 p.m.

Actions Taken:

- 1) The minutes of the meeting of Sept. 3, 2015 were accepted as presented (Motion-Jack Schillinger/Second – Silvia Calderon) (Vote 3-0).
- 2) There were no Public Comments.
- 3) The Financial Report for month ending Oct. 31, 2015 was given by Dr. Joseph Aniello. We have an actual rev. over exp. by \$79,000. This is \$44,000 better than planned Budget. This is resultant of having very little expense in July, as school was not open yet and a slightly better attendance than expected to date. There was discussion as to attendance perhaps dropping slightly as we have had a few students move, etc. However, there is also a question as to if we are getting properly funded. There are a number of potential discrepancies in levels of students and also the State published Rates versus what we are getting from the local DOE.
- 4) Makeesha Coleman gave the Principal's report. We recently had an FTE Audit. The first one in some four years. This is routine, we did very well. Auditor suggested that, although they had no control of it but because of the level of care our students require, we need to be paid more. We had one minor error and may have to repay approximately \$6,000.

- 5) Dr. Leigh Kapps, gave the Executive Director's report. She noted that we are serving 148 students which is at the anticipated level for the first semester. However, the goal level for next semester is 152 which we may not make due to recent student movement.
- 6) There was a review and approval by the Board of Christina McMahon for out of field and ESOL (Motion-Jack Schillinger/Second-Silvia Calderon). (Vote 3-0)
- 7) The Board also approved the District's Standard Student Attire Policy and the Performance Accountability Form for a financial supplement payment. (Motion Silvia Calderon/Second-Jack Schillinger) (Vote 3-0).
- 8) Our next meeting will be Thursday, March 10, 2016 at the Civic Center location.
- 9) The meeting adjourned at 12:50 p.m.

Minutes Submitted by:


 Anna 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.
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**UNITED CEREBRAL PALSY OF SOUTH FLORIDA CHARTER SCHOOLS, INC
EARLY BEGINNINGS ACADEMY**

March 14, 2016

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of March 10, 2016.

Board Members Present included: Anne Steinhart, Marianne Bennett, Jeremy Steinhart and Silvia Calderon.

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

The Meeting was opened at 12:05 p.m.

Actions Taken:

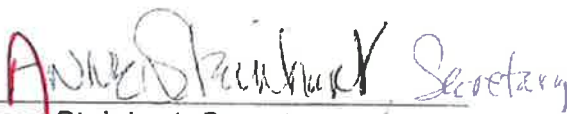
- 1) The minutes of the meeting of Dec. 8, 2015 were presented and accepted. (Motion-Marianne Bennett/Second – Silvia Calderon) (Vote 4-0).
- 2) There were no Public Comments.
- 3) Linda Gluck gave the Financial Report. It was accepted. We are ahead of Budget by \$118,000 actual and \$83,996 to budget thru January 31, 2016. Our Revenue is very close to the projected Budget. We have a savings of \$83,000 in vacant positions (which mostly have been filled to date). Also our operating expenses are under to Budget by \$41,000 due to the fact that we budgeted transportation for twelve months but there is none in July and limited in August and December. (Motion-Jeremy Steinhart/Second-Silvia Calderon) (Vote 4-0).
- 4) Makeesha Coleman gave the Principal's Report. She noted that our Matrix Levels for our Students have been artificially low in the past but we are getting them corrected thus the reason we are so close to our budgeted revenue projections. She also mentioned that we are fully staffed at this time.
- 5) Dr. Leigh Kapps gave the COO Report. She reviewed how the Matrix System works. She noted that UCP Miami will be charging a small weekly fee for the

Anne Steinhart

Summer concert program. She also mentioned that some of the children graduating will be attending the UCP Miami Private School, Diamond Minds. Some of our students are already receiving dance instruction from the Diamond Minds School personnel and in fact will be having a dance recital in May.

- 6) The Board approved a 3% salary increase for staff. This was not in the original Budget but because of current Financial Position it is now possible. These will be effective in April. (Motion-Jeremy Steinhart/Second-Silvia Calderon) (Vote 4-0).
- 7) Caridad Rodriguez was approved by the Board for both out of Field Teacher and ESOL. (Motion Marianne Bennett/Second-Silvia Calderon) (Vote 4-0).
- 8) Some small By-Law changes were approved. These were just changing some position titles to correspond to current staff title changes. (Motion-Silvia Calderon/Second-Jeremy Steinhart) (Vote 4-0).
- 9) Dr. Debbie Terenzio presented a Resolution for the new IDEA Monies Grant of Approximately \$131,000. The resolution was adopted. (Motion-Silvia Calderon/Second-Jeremy Steinhart) (Vote 4-0).
- 10) Revisions to the Personnel Policies effective this month were approved (Motion-Marianne Bennett/Second-Jeremy Steinhart). (Vote 4-0).
- 11) Dr. Debbie Terenzio brought the Board up to date on Capital Outlay money, how it works and what we may expect.
- 12) It was noted that we are changing our location for Board Meetings to the Miami Central Administration Building in Hialeah, as it has the space available and the Miami Building is too small.
- 13) Our next meeting will be our Annual Meeting and be held at noon at the UCP Miami Central Administration Building in Hialeah.
- 14) The meeting adjourned at 12:55 pm.

Minutes Submitted by:


Anne Steinhart, Secretary

cc: Board Members and Officers
CEO UCP South Florida, Inc.
COO UCP South Florida, Inc.
Principal
Dir. of Development, UCP of South Florida, Inc.
Joe Menendez, CPA



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

June 2, 2016

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of June 2, 2016.

Board Members Present included: Anne Steinhart, Jeremy Steinhart and Silvia Calderon.

Staff Present included: Linda Gluck, Dr. Leigh Kapps, Dr. Tamika Lewis, Makeesha Coleman, Grace Bracamonte, Evelyn Morales, Betty Rodriguez and Maria Gonzalez.

The Meeting was opened at 12:15 p.m.

Actions Taken:

- 1) The minutes of the meeting of March 10, 2016 were presented and accepted (Motion-Silvia Calderon/Second – Jeremy Steinhart) (Vote 3-0).
- 2) There were no Public Comments.
- 3) Linda Gluck gave the Financial Report for the period ended April 30, 2016. It was accepted. The actual results of operations reflect a surplus of \$70,013. We are ahead of the budget by \$232,798. IDEA revenue was recorded in April in the amount of \$103,594. Revenue exceeds projections by \$57,424. Effective April 2016, a 3% salary increase was given to staff, as approved by the Board. There are savings in personnel of \$121,216 due to vacant positions. Operating expenses are below projections by \$49,847 due to savings in transportation cost which will continue for the remainder of the year. (Motion-Silvia Calderon/Second-Jeremy Steinhart) (Vote 3-0).
- 4) The Annual Budget for 2016-2017 was discussed. The Annual Budget has not been finalized as of yet. It is anticipated it shall be done in the coming weeks and Board Members shall be contacted for Final Approval. (Motion-Silvia Calderon/Second-Jeremy Steinhart) (Vote 3-0).

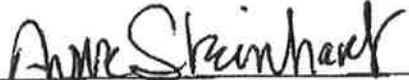
- 5) Makeesha Coleman gave the Principal's Report. Student's Increased from 11 level 254 to 31 level 254. She also mentioned they are having a combined graduation to be hosted at the Diamond Minds location on June 10th
- 6) Dr. Leigh Kapps, gave the Chief Executive Officer's report. She noted the Legislation House Bill 70.29 increased Charter School PECO funding by 25%. To be eligible, the school must have been in operation for 2 year and have 25% of children with free and reduced lunches for ESE kids. Student uniform money will be \$10.00 and they will be available on a first come first serve basis. Waiting on a TAP paper for more information. FEFP Funding increased by 1%. This is an increase of \$73.00 per student. The Mid-year and End of Year Evaluations for Principal Makeesha Coleman were approved. (Motion-Anne Steinhart/ Second- Jeremy Steinhart) (Vote 3-0).
- 7) There were no out of Field Teachers for approval or ESOL Endorsements to discuss.
- 8) The By-Laws were reviewed and accepted at meeting of March 10th 2016.
- 9) Discussion was held on the selection of D/B/A or Fictitious Name of United Community Options of South Florida Charter School or Community Options of South Florida Charter Schools. We have processed the paperwork and are deciding on which name we will use.
- 10) The Capital Outlay funding for 2016-2017 was mentioned but we don't have the amount for next year yet.
- 11) Leases for North Shore and Civic sites for 2016-2017 will be presented for approval when the 2016-2017 budget is finalized.
- 12) The Educational Provider Service Agreement (Management Agreement) for 2016-2017 shall be reviewed when the 2016-17 budget is approved.
- 13) The Personnel Policies and Parent Handbook for the coming year shall be reviewed when the 2016-17 budget is approved.
- 14) The schedule of meeting dates for the coming year was presented. (Motion-Silvia Calderon/Second-Anne Steinhart) (Vote 3-0)
- 15) The Election of Board and Officers was held and approved as stated below. (Motion-Jeremy Steinhart/Second-Anne Steinhart) (Vote 3-0).

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

16) The next meeting will be held Thursday, September 8, 2016 at the Hialeah location.

The meeting was adjourned at 12:38 pm.

Minutes Submitted by:


Anne Steinhart, Secretary

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