

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

United Community Options of South Florida Charter Schools
Early Beginnings Academy

1411 N.W. 14 Street, • Miami, Florida 33125
Phone: (305) 325-1080 • Fax: (305) 325-1313
www.unitedcommunityoptionssfl.org

June 23, 2020

Dear Board Members,

Enclosed you will find a record of the actions taken at our Charter School Board meeting of June 23, 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 March 12, 2020 were accepted as mailed on March 17, 2020 and presented. (Motion-Raisa Bauza/second-Valerie Jennings) (Vote: 4:0)
3. There were no public comments.
4. Reports:
 - a. CEO Report: Ms. Linda Gluck gave this report.
 - Linda gave the financial report for the month ending April 30, 2020 which is the tenth month of the fiscal year that started on July 1st. It was noted as per the Statement of Financial Position (balance sheet) which represents a snapshot of the school's financial position that we have a current fund balance of \$998,000. Year to date we are ahead of our projected budget by \$328,000. For the month of April we are ahead of our projected budget by \$109,000. Our expenses are under budget by \$265,000 mostly in the areas of operating expenses (\$58,000) and Purchased Services/Adm. Fees (\$219,000.00) due to the COVID 19 pandemic. Personnel was slightly over (\$12,000). Year-end projections would be surplus of revenue over expenses of approximately \$400,000 and will allow the charter school to adjust salaries of staff retroactively, adjust base salaries, increase lease payments and educational/administrative service payments in accordance with agreements in place.

b. Principal Report: Ms. Makeesha Coleman gave this report.

- Update fall re-opening of school—expect 116 students to be attending via a hybrid model that combines attendance in person and virtually based on feedback from parents surveyed and meeting social distancing requirements.
- Fingerprinting changes—staff and board members will not be fingerprinted by MDCPS but via community based providers with the cost being deducted from the FTE payment
- Banking Form—will send new form once posted in charter tools. There have been issues regarding this form in the past that impacted score.
- Unaudited Financial Statements/Cost Report 2018-2019—issue is unresolved regarding IDEA funds. As per Ms. Betty Rodriguez this was revised into new format that should resolve the issue in August 2020.
- Teacher evaluation modifications due to COVID 19 have been revised because unable to do in person observations.
- End of Year School Improvement Plan and Continued Improvement Plan for 2019-2020—none of the students could be tested for submission to the state due to closure of in person classes due to COVID 19.

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

- IDEA grant update for 2019-2020—the grant is being re-submitted today due to adjustments necessary in one position
- North Shore campus update—there will be no charter school students for the 2020-2021 school year due to the cost of the School Safety Officer.

d. Vice President Report—Dr. Debbie Terenzio

- CARES ACT—funding for schools for 2019-2020 and summer stabilization; Elementary and Secondary Education Relief (ESSR) Fund and Governor’s Emergency Management Relief (GEER) Fund will allow a grant via the Miami Dade Public Schools for \$250 per student and \$25.00 per student respectively. The due date and details for submission of the grants is pending from the Charter School Office.

5. The following items were approved by vote of 4-0 by motion from Raisa Bauza and second from Valerie Jennings.

- a. Best and Brightest—The \$1,200 balance will be equally distributed between eligible teachers
- b. Safe School Allocation 2019-2020 revision was approved to add additional cameras
- c. Marjory Stoneman Douglas High School Safety Act –the following were approved:
 - Florida Safe School Assessment
 - Threat Assessment (including Mental Health modification for age and disability) Board Resolution required
 - Safety and Preparedness Manual
 - Charter Safety and Security Requirements Assurances
 - Mental Health Assessment Allocation Plan
 - Charter School Safe School Officer Selection—City of Miami officer vs. Guardian
- d. By Laws reviewed and accepted with no revisions

- e. MEPS (Managerial Evaluation Performance System)—Principal evaluation review and approval
- f. Capital Outlay funding for 2020-2021 (PECO—Public Education Capital Outlay—Tallahassee) Board approval to complete on application for funds and follow guidelines for use of funds; funding amount-TBA; Principal submit online by 6/29/2020
- g. IDEA grant for 2020-2021 —authorized to submit grant to receive funds based on student FTE
- h. Lease for Civic Site for 2020-2021—review and approval effective July 1, 2020
- i. Educational Provider Service Agreement (Management Agreement) for 2020-2021 review and approval for July 1, 2020
- j. Personnel Policies and Parent Handbook for 2020-2021 –approval
- k. Parent Handbook ratification for 2020-2021 – includes changes to safety updates and Covid awareness policies, may require revision in the fall based on MDCPS guidelines
- l. Governing Board Disclosure form must be completed every 3 years—none due
- m. Governance Training –2 hour –due for Raisa Barragan by August 1, 2020
- n. MDCPS Principal and Teacher Evaluation Systems for 2020- 2021 school year—Board approval required to continued use
- o. IRS annual statement signed by Officers –federal tax exemption and conflict of interest (signed by President/Chair and Vice Chair/Secretary)
- p. CPA engagement letter approved
- q. Board meeting dates for upcoming year 2020-2021:

- August 6, 2020, (1st Thursday)
- Nov. 12, 2020 (2nd Thursday)
- Feb. 11, 2021 (2nd Thursday)
- May 27, 2021 (4th Thursday)

- r. Board member nominations---Board Disclosure form review and Board Resolution required to be sent to Charter School Office upon completion of fingerprint clearance.
 - ✓ Daphne Jean-Pierre
 - ✓ Dale Jennings

6) Election of Board and Officers for 2020-2021. The slate accepted and unanimously approved. Special thanks were expressed by Board and Staff to Jeremy Steinhart for his board service since 2009.

Roy Lustig.....President/Chairman

Raisa Bauza.....Vice Chairperson/Secretary/Parent Member

Valerie Jennings.....Member

Daphne Jean-PierreProposed Member pending background clearance

Dale JenningsProposed Member pending background clearan

7) Our next meeting will be Thursday, August 6, 2020 at noon at 2700 W. 81 Street, Hialeah, FL 33016 or virtually pending status of COVID 19 in our community.

8) The meeting was adjourned at 1:15 pm.

Dated: June 24, 2020

Minutes submitted by:



Jeremy Steinkart, 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