



Creating the Future...  
One Person at a Time  
Formerly United Cerebral Palsy since 1947

## United Community Options of South Florida Charter Schools

Formerly United Cerebral Palsy

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EARLY BEGINNINGS ACADEMY  
Unlocking children's potential

June 7, 2017

Dear Board Members:

Below please find a record of the actions taken at our Board Meeting of June 2, 2017.

Board members present included: Roy R. Lustig, Anne Steinhart, Jeremy Steinhart, Silvia Calderon and Raisa Bauza.

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

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

Actions Taken:

- 1) The minutes of the meeting of March 8, 2017 were presented and accepted (Motion Anne Steinhart/Second-Silvia Calderon) (Vote 3-0).
- 2) There were no public comments.
- 3) Linda Gluck gave the Financial Report for the period ended April 30, 2017. It was accepted. The actual results of operations reflect a surplus of \$30,090. We are ahead of the budget by \$62,035. Revenue is behind projections by \$202,328 due to lower enrollment. The reason for the lower enrollment is that students have transitioned out, either for graduation or have tested out, and it has been difficult to get students to transfer in during the year because those students have already been placed in other programs. This year, only 3 students transferred in. The District is now requiring that we report monthly the number of FTE students enrolled in our program. We don't know if this will have an impact on how we will be paid in the future. The approved annual funding for the capital campaign revenue has changed to \$44,129 from the \$52,808 previously allocated, but it is still better than our budget by \$22,129. There are savings in personnel of \$197,506 due to vacant positions. Operating and purchased services' expenses are lower than projected by \$66,856 due to lower therapy cost. (Motion Anne Steinhart/Second-Silvia Calderon) (Vote 3-0).
- 4) The annual budget for 2017-2018 was discussed. The annual budget has not been finalized as of yet. It is anticipated it shall be done in the coming weeks and will be

submitted to Charter School by August, 2017. The Board members shall be contacted for final approval. (Motion Anne Steinhart Second/Jeremy Steinhart) (Vote 3-0).

- 5) Makeesha Coleman gave the Principal's report. They had their 4 EESAC (Educational Excellence School Advisory Council) meetings for the year and both Silvia Calderon and Raysa Bauza attended, to review and submit the school's improvement plan. All teachers' evaluations have been completed and are ready to be submitted by the end of the year. We are preparing for graduation which is scheduled for June 9, at Diamond Minds.
- 6) Dr. Leigh Kapps gave the Chief Operating Officer's report. She noted how well we have done financially thus far this year. As a result, we are going to be giving raises to the staff. The raises vary depending on the positions and responsibilities. We are getting our direct care staff/teacher's assistants salaries up. Nobody will be making less than \$9/hour. We're giving the teachers a starting base salary of \$40k, which is commensurate with DCPS. We have considerable savings in personnel because some of our top level management has left and has not been replaced. Instead, we are reorganizing and assigning more responsibility to existing staff and promoting. We hired a new music therapist and a high level executive assistant for our Principal.
- 7) There were no Out of Field Teacher Reviews for approval.
- 8) There was one ESOL endorsement reviewed and approved for Maurice Lane.
- 9) By-laws were reviewed and approved as amended to add d/b/a-United Community Options of South Florida Charter Schools.
- 10) The Principal's evaluation was reviewed and approved, as required by MEPS (Management Evaluation Performance System).
- 11) The amended Charter contract (unexecuted) adding the d/b/a's United Community Options of South Florida Charter Schools and Early Beginnings Academy was reviewed and approved.
- 12) The IRS 501 c 3 letter regarding the school's tax-exempt status (effective 8/13/2004) was updated on 4/7/17 to reflect the addition of the d/b/a United Community Options of South Florida Charter Schools.
- 13) The Board approved the completion of the on line application for funds of Capital Outlay for 2017-2018. The amount is unknown at this time. (Motion Silvia Calderon/Second Anne Steinhart) (Vote 3-0).
- 14) The Board approved the Controlled Open Enrollment Policy-FS 1002.31; HB 7029-2016 that Legislature requires each district and charter school to adopt, allowing any student in the state to enroll in any school that has not reached capacity, effective 2017-2018. The Board also authorized the school to publish the capacity of EBA Civic and EBA North

Shore on the schools' websites for 2017-1018. (Motion Anne Steinhart/Second Silvia Calderon) (Vote 3-0).

15) There were no Public Records.

16) The Board reviewed and approved the leases between UCO of Miami and UCO Charter Schools Civic and North Shore for 2017-1018. Any changes will be presented for approval when the 2017-2018 budget is finalized.

17) The Educational Provider Service Agreement (Management Agreement) between UCO of Miami and UCO Charter Schools for 2017-2018 was reviewed and approved. Any changes will be presented for approval when the 2017-1018 budget is finalized.

18) The Personnel Policies and Parent Handbook for 2017-2018 was reviewed and approved. (Motion Silvia Calderon/Second Jeremy Steinhart) (Vote 3-0).

19) The schedule of meeting dates for 2017-2018 was presented and approved, with the exception of the June 7, 2017 date which needs to be changed to May 31, 2017 and is awaiting approval because it's out of the quarter.

20) The Election of Board and Officers was held and approved as stated below. (Motion Jeremy Steinhart/Second Silvia Calderon) (Vote 3-0).

- Roy Lustig ..... President/Chairman
- Anne Steinhart ..... Vice Chairperson/Secretary
- Marianne Bennett ..... Treasurer
- Jeremy Steinhart ..... Member
- Silvia Calderon ..... Member
- Raysa Bauza ..... Parent Member

21) Next meeting: Thursday, September 14, 1017, at noon at 2700 W. 81 Street, Hialeah, FL 33016.

The meeting was adjourned at 1:03 pm.

Dated: June 7, 2017

Minutes Submitted by:

  
 Anne Steinhart, 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, UCP of UCO of South Florida, Inc.  
 Tamika Lewis  
 Makeesha Coleman, Principal, UCO Charter Schools  
 Grace Bracamonte, Dir. of Dev. UCO of South Florida, Inc.  
 Joe Menendez, CPA