



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 NORTH SHORE**

September 13, 2013

Dear Board Members:

Enclosed you will find a record of the actions taken at our Charter School Board Meeting of Sept. 12, 2013.

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

Staff present included: Barbara Penkosky.

Attendees: Dr. Debbie Terenzio, Dr. Leigh Kapps, Linda Gluck, Grace Bracamonte, Evelyn Morales, Linda Walker and Dr. Joseph Aniello.


Actions Taken:

- 1) The Minutes of the meeting held on June 6, 2013, were accepted (motion-Jack Schillinger/second-Marianne Bennett). (Vote 5-0).
- 2) There were no speakers requesting public comment.
- 3) Staff bonuses for 2012-2013 and the operating Budget for 2013-2014, as previously mailed to Board Members, were ratified (motion-Anne Steinhart/second-Marianne Bennett). (Vote 5-0).
- 4) The Financial Report of July 2013 was presented in detail. Although it is only the first month of the fiscal year we are slightly ahead of our projection.
- 5) The Audit for fiscal year ending June 30, 2013 was presented and accepted. Total net assets are \$146,798. This was a \$10,249 increase over the previous year. Our cash position increased by \$65,249. The auditors found no material weaknesses or

problems with reporting on financial controls. (motion-Jack Schillinger/second-Anne Steinhart). (Vote 5-0).

- 6) Barbara Penkosky gave the Principal's report. She noted we have 139 students currently enrolled for the new year. This is approximately 18 students short of our October projections. This is due to the fact that we opened a new classroom and 43 students moved on. She also noted the School Improvement Plan was under development.
- 7) Dr. Leigh Kapps gave the Executive Director's report. She detailed plans to do with our student shortfall. She noted transportation is one of the problems in recruiting students. She also noted the activities we are undertaking to fill all vacancies.
- 8) There were no requests for public records.
- 9) The Chairperson signed ESOL Agreements for teachers Arca Carcache and Yusmari Beltran.
- 10) We discussed the renewal of the North Shore Lease which is due in two years and has a one time 10 year renewal.
- 11) Our next meeting will be November 14, 2013 at noon.

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.
Assistant to Pres. & CEO, United Cerebral Palsy of South Florida, Inc.
Joe Menendez, CPA



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November 25, 2013

Dear Board Members:

Enclosed you will find a record of the actions taken at our Charter School Board Meeting of November 14, 2013.

Board Members attending were: myself, Jack Schillinger, and Marianne Bennett.

Staff present included: Barbara Penkosky.

Attendees: Dr. Debbie Terenzio, Linda Gluck, Dr. Leigh Kapps, Grace Bracamonte, Dr. Joseph Aniello and Evelyn Morales.

Actions Taken:

- 1) The minutes of the meeting of Sept. 12, 2013 were reviewed and accepted (Motion-Anne/Second-Marianne).
- 2) There were no requests for public comment.
- 3) The Financial Statements for month ending Sept. 30, 2013 were reviewed in detail. We have a positive bottom line for the first three months of this year. It was noted that due to the method of DOE Funding it is very hard to project revenue into the future.
- 4) It was noted that due to the fact that we had a successful financial past year we were able to give small Bonus's to staff and the amounts varied across the board by position type. It was also noted, as previously discussed and approved, a plan for raises as a result of Legislative action was submitted to DOE and we are awaiting approval.

- 5) Barbara Penkosky gave the Principal's report. She noted that we have officially enrolled as of the Oct. FTE Count 142 Students. This is 15 below our anticipated and planned enrollment. Much discussion was had on how we can better market our program.
- 6) Dr. Leigh Kapps gave the Executive Director's report. She noted that we are anticipating a big graduation class this year. She noted that we are going to add a B-2 Class at our North Shore location to help with our enrollment going forward.
- 7) The evaluation system for Teachers and Principals was presented and accepted. We are generally following the DOE System. (Motion-Marianne/second-Anne).
- 8) Dr. Debbie Terenzio gave an in depth report on our effort to work with the school system to get our fair share of Federal Entitlement Funds for our students. We are in discussion with the school system on this and anticipate a favorable outcome.
- 9) There were no public records requests for out of field teacher approvals.
- 10) There was an up-date given on the Lease of our North Shore site. There is no new information to report.
- 11) Our next meeting will be March 13, 2013 at noon at our Civic Center Site.

Minutes Submitted by:


Anne Steinhart, Secretary

cc: Board Members and Officers
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Principal
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March 24, 2014

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of March 13, 2014.

Board Members present included: myself, Jeremy Steinhart and Jack Schillinger.

Staff present included: Barbara Penkosky.

Attendees: Dr. Debbie Terenzio, Dr. Leigh Kapps, Linda Gluck, Linda Walker, Dr. Joe Aniello, Evelyn Morales, and Grace Bracamonte.

Actions Taken:

- 1) The minutes of the meeting of Nov. 14, 2013 were approved as submitted (Motion- Anne Steinhart/Second-Jeremy Steinhart).
- 2) There were no speakers for public comment.
- 3) There were no public records requests.
- 4) The Financial Report was given in detail for Jan. 31, 2014. We are slightly behind of plan by \$7,000, however, this does not count capital funds not received as of yet and some adjustments for the various FTE periods. Yearend projections look good as under enrollment to our plan is being offset by cost controls.
- 5) We still have not received State Funds to be allocated to personnel raises. We are expecting approximately \$40,000.

- 6) Barbara Penkosky gave the Principal's Report. Our October FTE Enrollment was 138. We have added a B-2 Class at the North Shore site which will act as a feeder into next year's enrollments. We already have 18-20 new applications for next year.
- 7) Dr. Leigh Kapps gave the Executive Director's Report. She reviewed internal personnel changes.
- 8) Dr. Debbie Terenzio gave a report on the progress we are making on getting Federal IDEA Monies passed thru to our school. We believe this will be \$144,500 for this year. She also presented the "Intent to Receive Federal Funds" as a Board Resolution for 2013-2014 and 2014-1015. There are three Federal Grant monies that we are eligible for. We have chosen just the IDEA money. (Motion-Anne Steinhart/Second-Jeremy Steinhart) (Vote 3-0).
- 9) There were no Out of Field Teachers to present.
- 10) Our next meeting is June 5, 2014 scheduled and which is also our Annual Meeting. We may have to move to June 3, 2014, due to scheduling conflicts.

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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June 11, 2014

Dear Board Members:

Enclosed you will find a record of the actions taken at our Board Meeting of June 3, 2014.

Board Members present included: myself, Marianne Bennett, Jack Schillinger and Roy Lustig.

Staff present included: Barbara Penkosky.

Attendees: Dr. Debbie Terenzio, Dr. Leigh Kapps, Dr. Joseph Aniello, Evelyn Morales and Grace Bracamonte.

Actions Taken:

- 1) The minutes of the meeting of March 13, 2014 were accepted as sent (Motion-Anne Steinhart/second-Jack Schillinger) (Vote 4-0).
- 2) There was no one requesting Public Comment.
- 3) There was a request from Joel Chandler received requesting Principal's salary. We have information, but as per direction of Mr. Lustig, information must be sent to a mailing address, not electronically as requested. Pending mailing address from Mr. Chandler, policy for public records requests was updated as of April 2014, from 2005 version.
- 4) Evelyn Morales gave a detailed Report on the Financial Statements for month ending April 30, 2014. We are currently still getting reimbursed at the Oct. FTE Rates which need updating in both numbers of students being served and levels of

funding. This combined with no February FTE Numbers make it difficult to predict year end results. We are currently <\$65,000> behind our plan. However, with corrected reimbursement and receiving the IDEA money we believe that we will be close to breakeven, by years end.

- 5) The Budget is in draft but revenue projections are not available from Department of Education for FEFP, Capital Outlay, Teacher salary increased and IDEA Funding for 2014-2015. The 2013-2014 Budget will need to be extended until this information is available from DOE. Marianne Bennett made a Motion to extend 2013-2014 Budget until the 2014-2015 Budget is finalized and Anne Steinhart seconded the motion. (Vote 4-0).
- 6) Barbara Penkosky gave the Principal's Report.

Measurement of Student Progress – Reviewed Proposal to use Student Portfolios to Measure Student gains for 50% for Teachers Evaluation in addition to 50% for Teacher Performance based on IPEGS. The past two years gave only used 50% of Measure based on Teacher performance. Anne Steinhart motioned to accept this plan and Jack Schillinger seconded. All in favor (Vote 4-0).

School Advisory Meeting – Meeting held last week at North Shore and introduced new Assistant Director for North Shore Melissa Jablonski.

Barbara Penkosky presented **All The Changes In Staff** – Yvonne Garcia's resignation as Director but staying PT for IEP's, Laura Hernandez promoted from NS Teacher to Assistant Director at Civic, Ingrid Garcia resigning and Michelle Rivas resigning at NS and new Assist Dir. Melissa Jablonski hired as well as a promotion of Lisachy Santana who, used to be at Hialeah and moved to insurance and promotion of Teacher Assistant to Receptionist/Floater at NS. Board asked if resignations were for similar reasons and they were reassured they were not (Family issues, go back to school and new opportunities).

NS Family Meeting- Reviewed concerns of Orthodox Jewish families regarding staff changes, worries re: Dietary rules being followed and if missing school for Jewish Holidays would be honored.

- 7) Dr. Leigh Kapps gave the Executive Director's Report. She reviewed some of the internal staff promotions.

Status of Employee Raises for 2013-2014 – Allocation Plan – The plan was approved and submitted to the Charter School Office and Staff issued Raised for this year. The continuation of raises will be dependent upon additional funding for 2014-2015 School Year.

IDEA 2013 -2014 AND 2014-2015 Update- School Board approved Amendment to receive IDEA Funding for 2013-2014 School Year for \$144,450.0. The invoices are being completed now for submission for expenses incurred this year. The IDEA Grant will be submitted for 204-2015 once the Funding amount has been determined by Charter School Office. This will be ongoing funding.

- 8) There were no Teacher Out of Field Approvals needed.
- 9) Schedule of Meetings: Marianne Bennett moved to Accept the following Meeting Dates and Anne Steinhart seconded the Motion. All in Favor (Vote 4-0).

Tuesday, Sept. 9, 2014 (Due to Inter-Agency Meeting)

Thursday, Dec. 11, 2014

Thursday, March 12, 2015

Thursday, June 4, 2015 (Due to Graduation)

- 10). Election of Board and Officers: Mr. Roy Lustig presented the Slate: Jack Schillinger moved to accept, Anne Steinhart seconded and All In Favor (Vote 4-0).

Roy R. Lustig-----President

Jack Schillinger-----Vice Chairperson/Treasurer

Anne Steinhart-----Secretary

Marianne Bennett----- Member

Jeremy Steinhart----- Member

- 11) Next Meeting: Tuesday, Sept. 9, 2014 at Noon at 1411 NW 14 Ave., Miami, FL 33125

- 12) Adjournment: Mr. Lustig Adjourned the meeting at 1:00 PM

Minutes Submitted by:


Anne Steinhart, Secretary

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Executive Director, United Cerebral Palsy Association of Miami, Inc.
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