



**Charter School Board of Directors Meeting  
January 19<sup>th</sup>, 2017 – Minutes**

**Charter Board Members In attendance:**

Sean Lyles, Dee Sperling, Carla Holoman, Dana Power, Beth Schmude, Alexandra Kotsikas, Elizabeth M. Derilus

**Staff in Attendance:**

Dr. Ilene Wilkins, Steve Judy, Rosina Padilla, Marife Gomez, Dr. Karyn Scott

**Guest in Attendance:**

Matias Trevino, Shavaughn Toole

1. Meeting was called to order at 6:01pm
  - i) Introductions were made from all present.
2. Approval of prior meeting's minutes - Minutes approved at 6:12 pm
  - i) Motion by Dee Sperling, second by Beth Schmude, Motion passed.
3. Upcoming Agency Events
  - i) March 18<sup>th</sup>, 2017 - KaBOOM Playground Build for UCP Downtown Campus
  - ii) March 31<sup>st</sup>, 2017 - Poker at the Palace
  - iii) April 1<sup>st</sup>, 2017 - An Evening at the Palace Gala
4. Staffing Updates/Discussion
  - i) Staffing Updates - Agency Wide - Staff updates approved at 7:25 pm  
Motion by Beth Schmude and second by Dee Sperling. Motion passed.
  - ii) Approval of Out of Field Teachers (list attached)- Motion to approve - Motion approved at 6:22 pm. Motion by Beth Schmude and second by Dee Sperling.
5. Legislative Issues
  - i) Medicaid Billing - School Based Medicaid billing has been approved to be billed for charter schools and private school. It is now going in
  - ii) Consortium/LEA - we are researching a legislation change that would allow UCP Charter Schools to become their own LEA.
  - iii) Control Enrollment - Policy for Approval - Legislation has changed effective for the school year 2017-2018 to allow students to cross counties to attend school. UCP has posted in the UCP website amount of vacancies per school to allow out of county students to

register our schools. Intent to return for families has been released earlier this year to allow our current families to enroll by January 31, 2017, and to give opportunities to new families to enroll. Priorities in categories have been established to facilitate and organize enrollment for the school year 2017-2018. Motion for Board to approve the following priorities:

(1) Priorities will be:

- (a) Current Students
- (b) Siblings of Current Students
- (c) Existing students transferring to other UCP Charter Schools
- (d) In county students
- (e) Students from out of County

Motion to approve: Motion Approved at 6:35pm. Motion by Beth Schmude and second by Dee Sperling

6. Agency Wide Facility Updates -

- i) *Osceola campus* had two new playgrounds installed, a new playground was installed for the Pre K and below students and another playground was installed for the K and above students.
- ii) *Bailes campus* - Bailes Teachers donated the School Recognition funds their received last year to build a Pavilion for the students. The Pavilion is now complete and it looks very nice and big, Disney and other vendors did several in-kind donations.
- iii) *Downtown* - Different renovations/facility maintenance updates have occurred. Major renovation is scheduled for Summer 2017.
- iv) *Pine Hills* - Has completed the building extension.
- v) *West Orange* - The Therapy annex is now complete and we are officially using it to provide therapy services.
- vi) *Seminole* - We had had some air conditioning temperature issues over the summer/fall and a staff member brought concerns about air quality. We have completed some additional repairs and have done an air quality test (waiting for results)
- vii) *TLA* - The school looks great and we are now working on different options for the playground.

7. Instructional Updates -

All elementary campuses have been provided with IPADs and most schools now have 1:1 iPads. Seminole and Pine Hills now have half of their students with iPads and thanks to a recent donation we will be buying more iPads for those Schools. We are all geared up with FSA and schools are preparing for the assessments. UCP has rolled out additional reading curriculum for all schools at the beginning of the year. All of UCP Schools are now accredited.

Accreditation offers our school prestige and many advantages, including the opportunity to have the day care/4C programs have a revenue increase of 25% for some of our schools.

8. Legal Updates -

a) No current updates.

9. UCP Downtown Charter Board -

i) General Update - Elizabeth Derilus board member and Matias Trevino guest parent made update - Key locked Door access for both buildings is still a concern. Parking to facilitate pick up and drop off continues to be a challenge, families are working together to improve the parking challenge. Dr. Wilkins updated that we have hired a new School Administrator (Elementary) that will be starting soon (Dr. Wanda Wade)

ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools were discussed. Board requested YTD and Actuals to be added to the same Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.

iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

10. UCP Transitional Learning Academy High and Middle School Charter Board -

i) General Update - Dr. Wilkins updated - TLA enrollment continues to grow. Students have new internships opportunities through Chic-Fil-A and Walgreens, and more internship opportunities are being evaluated to support the students.

ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.

iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

11. UCP Osceola Charter School -

i) General Update - Dr. Wilkins updated - The Osceola campus continues to interview for the position of School Administrator. The Winter Holidays were full of great activities for the

students and families. Both School playgrounds were updated and look great. All Therapy Suites are now moved to the second floor of the building and are in full function and look great.

- ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.
- iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

#### 12. Pine Hills Charter School -

- i) General Update - Dr. Karyn Scott, Pine Hills Administrator, updated - The expansion has now been completed and it looks great. The school had a great attendance at the grand opening of the new expansion. Enrollment at the Pine Hills campus is almost at capacity. Staff is in preparation for FSA. Parent School involvement continues to grow.
- ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.
- iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

#### 13. UCP Seminole Charter School -

- i) General Update - Marife Gomez, Seminole Campus School Administrator updated - The December Holiday shop was a success. Scholastic donated books to the school. First Principal lunch was held and it was a success. Parent support meetings and workshops continue to be a success, recently we hosted a workshop for parents on "How to Apply for SSI" this work shop was sponsored by a Law Firm. On February 17<sup>th</sup> we will be celebrating a Sweetheart Dance for the students and families.
- ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related

questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.

iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

#### 14. UCP East Orange/Bailes Charter School -

i) General Update - Dr. Wilkins updated - The Bailes Campus had a great Winter Holiday celebration and is now in preparation for FSA assessments - The Bailes campus received again \$20,000.00 for School Recognition. Staff will have the option on how they want to spend these funds.

ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.

iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.

#### 15. UCP West Orange Charter School -

i) General Update - The school had staffing issues during the month of December. Tutoring is being offered to the students. Fall festival and Trunk or Treat was a success. The Holidays were full of fun activities and Santa visiting the School, Holidays activities result in great participation of the parents and bringing the families together.

ii) Financial Update - Charter School Budgets/Financials - Reviewed December 2016 YTD Financial Statements. Financials were explained to the Board and financial related questions were answered and clarified. Charter School Budget was explained to the Board with an explanation of Budget breakdown (all budget lines explained) was provided to the Board. Budget for all Schools was discussed. Board requested YTD and Actuals to be added to Financial Statements. Motion to approve the financials and Budget, Motion approved at 7:19 pm, Motion by Beth Schmude and second by Dee Sperling. Motion Passed.

- iii) Staffing Update - Staff updates approved at 7:25 pm. Motion by Beth Schmude and second by Dee Sperling. Motion passed.
16. Behavior Therapy Partnership - Dr. Wilkins updated - UCP has partnered with Breakthrough Therapy to provide ABA Therapy services to all of our students at all schools. They will accept either private insurance or private pay. They are in process of being Medicaid certified as well. The program will be starting soon.
17. Compliance Update
- i) Governance - Would like to introduce new Board Member Elizabeth Derilus and prospective new board member Matias Trevino who are both parents from the UCP - Downtown Campus. We continue to process new board members. Governance training refresher course will be sent out to Board members that now have to do the three-year refresher course.
  - ii) Board Resignations - N/A
  - iii) New Board Members - Elizabeth Derilus, representing the Downtown/BETA Campus.
18. UCP Phone App - Dr. Wilkins updated and introduce the UCP Smart Phone App which is now being updated and getting ready to be launched. The App is already available for download, but not officially released. This App will help with keeping Families updated on the individual events at the Schools.

Meeting was adjourned at 7:25 pm.

Minutes prepared by: Rosina Padilla

Minutes Approved by Board on: March 2, 2017 at 6:06 pm