



**Charter School Board of Directors Meeting  
March 2nd, 2017 – Minutes**

**Charter Board Members In attendance:**

Jennifer Johnson, Matias Trevino, Karen Dunne, Carla Holoman, Beth Schmude, Alexandra Kotsikas, Robin Murray, Angela Alban

**Staff in Attendance:**

Dr. Ilene Wilkins, Steve Judy

**Guest in Attendance:**

Shavaughn Toole

1. Meeting was called to order at 6:03pm
  - i.) Introductions were made from all present.
2. Approval of prior meeting's minutes – Minutes approved at 6:11 pm
  - i.) Motion by Beth Schmude, second by Alexandra Kotsikas, Motion passed.
3. Upcoming Agency Events
  - i.) March 18<sup>th</sup>, 2017 – Kaboom Playground Built out 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 7:16 pm  
Motion by Beth Schmude and second by Alexandra Kotsikas. Motion passed.  
UCP hired a new Director of Child and Family Services her name is Dr. Wendy Thomson. The agency will continue doing individual and family counseling, it is a free service provided from a grant to serve children and families that live in Orange County.

Dr. Thomson is housed at Down/town BETA campus but she travels to all the Orange County schools.

UCP continues to grow and offer the opportunity to existent staff members to grow professionally. Recently the Osceola Therapy Assistant was promoted to be a Therapy Program Manager and the registrar for Seminole and Osceola Campus was promoted to a Therapy Program manager at the West Orange Campus.

5. Legislative Issues –

Medical Billing – A state plan was submitted to support with recent changes with Medicaid, currently we are supporting with questions and still waiting to be approved to bill IEP services to Medicaid.

LEA Legislation – UCP would like to be its own LEA (Local Education Agency). We have proposed some language and are working with a pro bono lobbyist to gain legislative support.

6. Fall Enrollment –

Enrollment this year will be different due to the new State Enrollment Policy. Enrollment has been directed by the new policy:

UCP 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 and to provide opportunity to present and future families.

(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

7. Instructional Updates:

Testing has started early this week for all 4<sup>th</sup> and 5<sup>th</sup> graders. FSA will start next month for 3rd, 4th, and 5<sup>th</sup> grades for language arts and math test. TLA is preparing for alternate assessments. Chromebooks were purchased for all schools to accommodate test taking.

8. Legal Updates –

UCP Seminole Campus had concerns related to the air conditioning and air quality. Air quality test were completed at all classrooms and all results came back good, except for one of the classrooms. One classroom had a minor concern as well as a minor issue with the split air unit during the quality test. The bacteria were plant base and not considered a bad mold type. The Air Quality Technician recommended cleaning and a retesting. Unit was cleaned and retested and results came in clear and good.

9. UCP Downtown Campus –

*General Update* – Preparation for the Kaboom playground built is now ongoing. A big tree had to be removed from the playground in preparation for the playground build. Parents have done a water drive at the school resulting in a big amount of water for the volunteers. The school had a very good fundraiser at Ci Ci's pizza. Dr. Wanda Wade, new Assistant School Administrator has had a strong start and very focused on the Elementary side of the school. The new elementary wing built is already in planning stage with all permits approved and will be completed during the summer.

*Financial Update* - Charter School Budgets/Financials – Reviewed January 2017 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. Motion approved at 7:31 pm, Motion by Beth Schmude and second by Alexander Kotsikas. Motion Passed.

*Staffing Update* - Staff updates approved at 7:16 pm

Motion by Beth Schmude and second by Alexandra Kotsikas. Motion passed.

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

*General Update* - To recruit more parents to attend the PTO meetings, TLA will be moving their PTO meetings to 4:00 p.m. due to lack of attendance at the original time of 6:00 pm. TLA is working on expanding internship opportunities for the students. ABC Fine Wine and Spirits is a new proposed site along with Tijuana Flats, Walgreens and Target.

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*Staffing Update* - Staff updates approved at 7:16 pm

Motion by Beth Schmude and second by Alexandra Kotsikas. Motion passed.

11. *UCP Osceola Charter School*

*General Update* – UCP Osceola campus has a new school administrator, Beth Morris who transitioned from the role of Director of Curriculum and Instruction. The school enrollments continue to grow and new classrooms will be added for the next school year.

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Motion by Beth Schmude and second by Alexandra Kotsikas. Motion passed.

## 12. UCP Pine Hills School

*General Update* – The Pine Hills campus finished their expansion and repainted the school. Pine Hills campus has been a Rock Star this year. They held a Clean-up project last week and had a field trip with the 2<sup>nd</sup> - 5<sup>th</sup> graders to Orlando Rep Theater, the children enjoyed the trip.

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## 13. UCP Seminole Charter School

UCP Seminole campus had a sweetheart dance and it was a success. They had over 120 participants the coverage was \$4.00 for PTO member \$6.00 for non-members. Teacher took control of their children and parents. PTO will be having a clothes drive next month. Spirit night will be held during the month of April. In the month of May UCP Seminole will be celebrating Dr. Seuss Day. In April, the Week of the Young child will be celebrated, activities are currently being planned and PTO elections will be held. In May, we will also celebrate Teacher appreciation week and for Mothers Days celebration, the school will host a “muffins with mom”.

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

The Bailes Campus Cheerleading Team participated in a Magic Game exciting evening for the school.

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#### 15. UCP West Orange Charter School

UCP West Orange is holding a bottle cap collection for Dana Powell's husband company - they make benches out of them. Parents are very excited about the bottle Cap drive. A movie night is being planned. A support group for parents is being planned with the support of Dr. Wendy Thomson. The school currently has a large waiting list for enrollment.

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#### 16. Compliance Update

No major updates, some board members are currently completing refresher courses for Governance Training.

Resignations – Longtime Board Member Mr. Ben Chernow, has presented his resignation from the Board, we appreciate Mr. Chernow great participation in the UCP Charter Board.

Meeting was adjourned at 7:46 pm.

Minutes prepared by: Rosina Padilla

Minutes Approved by Board on: May 4, 2017 at 6:08 pm