

**CAPSTONE ADAPTIVE LEARNING & THERAPY CENTERS, INC.  
MINUTES OF CAPSTONE ACADEMY MILTON**

October 20, 2020

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Members Present:

Randy Bricker  
Brian Bell  
Brad Huggins  
Jamel Arrington

Members Not Present:

Larry Anderson  
Robert Underwood

Staff Present:

Dr. Sherry A. White, President/CEO  
Trudy K. O'Brien, Assistant to the  
President/CEO  
Brian Johnson, Executive Assistant  
Aileen Ilano, Principal, Capstone Academy  
Pensacola

**PROCEEDINGS**

**CALL TO ORDER**

The October 20, 2020 meeting of the Capstone Academy Milton Board of Directors was called to order at 12:07 PM by Randy Bricker, Chairman. The meeting was held in the Conference Room at Capstone's Training Center 1000 W. Leonard Street.

**APPROVAL OF MINUTES – ACTION ITEM**

Randy Bricker, Chair, stated everyone received a copy of the August 18, 2020 Board meeting minutes last week via email. A motion was made by Brian Bell, seconded by Brad Huggins, to approve the minutes as presented. All were in favor and the *motion passed*.

**TREASURER'S REPORT**

Brian Bell gave the Treasurer's report.

**August 2020 Income Statement**

August 2020 financials were a negative (\$812.41); Year to Date was a negative (\$741.20).

**September 2020 Income Statement**

September 2020 financials were a positive \$1,491.14; Year to Date as a positive \$780.73. Last year at this time we were at a negative (\$1,308.09)

The positive amount is due to CARES Act funding through the Early Learning Coalition.

**School Hardening Grant**

Brian reported a total of \$610 in security grant money was requested for the school hardening grant. A copy of Florida Department of Education letter was displayed on the screen.

If granted, the funds will be used for security upgrades to "harden" the front door facing Stewart Street and locks for classroom doors.

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**CHAIR'S REPORT**

**Report to School District – ACTION ITEM**

A copy of a letter from the Florida Department of Education of July 17, 2020 to the School District about Teacher Salary Increase Allocation via House Bill 641 (HB641) was displayed on the screen and attached to the agenda.

Randy Bricker, Chair, reported Capstone Academy should receive approximately \$850 for our teacher, Samantha Forester.

The bill requires school districts and charter schools to maintain the new minimum base salary for classroom teachers in subsequent fiscal years, unless changed by future General Appropriations Acts.

These additional funds may or may not be awarded by FL DOE next year; but Capstone is expected to maintain the same level of pay.

This was an **action item** and required a vote as charter school boards are to approve a salary distribution plan for the funds.

The deadline to submit the plan was October 1, 2020; thus we requested an extension of October 9 from FL DOE. A copy of letter was displayed on the screen.

FL DOE gave us until after this board meeting to get approval of our distribution plan to be in compliance with the HB641.

Once approved by this board we will send the distribution plan to the school district.

Our plan is to distribute our school's allocation of \$850 in equal payments over 10 months to our one (1) teacher.

A motion was made by Brian Bell, seconded by Brad Huggins, to approve the Teacher Salary Increase Allocation as presented. All were in favor and the ***motion passed***.

**Security Tour**

Randy stated Debbie Cutchen, specialist with FL DOE's Office of Safe Schools, conducted a safety audit of the school on Friday, September 11. Ms. Cutchen helped us with our Threat Assessment documents.

Principal, Aileen Ilano, was present for the audit to provide feedback regarding security, such as incident reporting, camera placement, and drills.

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Findings were we need locks for the doors on all classrooms and therapy rooms and the maintenance closet.

Also, she said law enforcement needs a way to access the camera system when they are present, such as a designated laptop.

Our Safe Schools allocation from the School District of \$637 is used to provide our school safety officer on campus during school days when students are present.

Other than that she was appreciative of our school and what we do. She understands we are unique.

**New Superintendent**

Santa Rosa County elected a new superintendent, Dr. Karen Barber. She will be installed in November.

A copy of our letter of congratulations and an open invitation to tour Capstone Academy was displayed on the screen.

Dr. Barber has an extensive background in education and is the past Director of Federal Programs for the Santa Rosa County School District.

**Office of Early Learning**

Randy noted the school renewed their Early Learning Coalition contact to provide Voluntary Pre-Kindergarten services at Capstone Academy.

A copy of the contract, effective July 1, 2020 for the 2020/2021 school year was displayed on the screen.

**Emergency Resource Committee**

Randy reported he would like to set up a committee to help Capstone secure resources needed to prepare and recover from a disaster.

He suggested the committee of board and advisory council members could be called the "Emergency Resource Committee".

**PRESIDENT/CEO'S REPORT**

**Hurricane Sally**

Dr. White, President/CEO, reported Capstone Academy was out of school from September 14 through 23 due to Hurricane Sally. Fortunately, damage at the school was minimal. Due to our high deductible of \$21,000 on the building, we are not submitting a claim for the repairs.

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Gutters were torn off the building and we had some internal water damage from the gutters over flowing.

**Enrollment**

Aileen Ilano, Principal, gave the enrollment report. There are a total of 39 students enrolled. Last year at this time there were 42 children enrolled.

ESE Pre-K has six (6) students; five (5) students are enrolled in VPK; and Our Time after school program has 22 children.

There were a total of 11 children receiving speech, physical, and/or occupational therapies in our outpatient clinic.

**Stars of Santa Rosa**

In August, the Stars of Santa Rosa were announced. The “Stars” are voted on through the Santa Rosa Press Gazette by the community as the “best” in their category. Capstone Academy was runner up for nonprofits.

**Children’s Activities**

Aileen noted school started on August 24 with all six (6) children attending in person.

The students participated in All About Me activities; working on knowing their colors, letters, and numbers; as well as building on their fine motor skills.

There were no field trips due to COVID-19 guidelines.

**Child’s Story**

Haven Carroll is four (4) years old and has Down syndrome or Trisomy 21 (a genetic disorder of a partial or a whole third copy of the 21st chromosome).

She started attending Capstone Academy in August 2019 in ESE pre-k with speech therapy.

At that time she was only saying some two (2) to three (3) word phrases spontaneously. She has become much more vocal in the last year.

She sings songs during circle time and is answering questions including letter, animal, and color names.

Haven can also name all of her teachers by their first name and she is working on learning her classmates’ names.

She continues to work on transitioning between classes, lunch, and play times. She is developing more tolerance in wearing her backpack for short periods of time.

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She is very good at taking her shoes off. Now we are working with her on putting them back on, as well as her socks and orthopedic braces.

Haven has become more inquisitive about different activities and will approach other students more frequently if they are participating in an activity that interests her.

Haven has been cooperating more during arts and crafts and sensory activities, but still needs some hand over hand assistance.

She has been doing better using a spoon at meal times and working on her rotary chewing motion using a chewy tube.

Haven is progressing well. We see her making great strides during this school year.

**OTHER BUSINESS: Next Meeting: December 15, 2020 at 12:30 PM, 1000 W. Leonard St.**

**ADJOURNMENT:**