

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

August 20, 2019

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**Members Present:**

Randy Bricker  
Alicia Ahern  
Brian Bell

**Members Absent:**

Larry Anderson  
Brad Huggins  
Matthew Peacock

**Staff Present:**

Dr. Sherry A. White, President/CEO  
Trudy K. O'Brien, Assistant to the  
President/CEO  
Brian Johnson, Executive Assistant  
Brooke Joseph, Children's Services Liaison  
Claire Errington, Principal, Capstone  
Academy Milton  
Aileen Ilano, Principal, Capstone Academy  
Pensacola

**Guests Present**

Gina Redmond, Board member  
Scott Egstad, Scott Egstad and Company,  
CPA

**PROCEEDINGS**

**CALL TO ORDER**

The August 20, 2019 meeting of the Capstone Academy Milton Board of Directors was called to order at 12:35 PM. The meeting was held in the conference room at Capstone Adaptive Learning and Therapy Centers, Inc., 2912 North E Street.

**WELCOME AND INTRODUCTIONS**

Randy welcomed Brooke Joseph to the Capstone family.

Brooke is Capstone's Children's Services Liaison. This is a new position, in which Brooke assists each Capstone Academy and the Milton Child Care Center with special projects, board presence, and day to day operations. Randy invited Brooke to share a little about herself

Brooke stated she had experience working at Westgate School as a Teacher's Aide and Teacher.

**APPROVAL OF MINUTES – ACTION ITEM**

Randy Bricker, Board Chair, stated everyone received a copy of the June 18, 2019 Board meeting minutes last week via email. A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the minutes as presented. All were in favor and the ***motion passed.***

**TREASURER'S REPORT**

Brian Bell, Treasurer, gave the Treasurer's report.

**June 2019 Income Statement**

June 2019 financials were a positive \$7,351.64; Year to Date was a positive \$6,031.59.

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**July 2019 Income Statement**

July 2019 is the first month of the new fiscal year; month and Year to Date was a positive \$32.88.

**Fiscal Year 2018/2019 Annual Audit – ACTION ITEM**

A copy of the Capstone Academy budget was sent via email with notice of this meeting. A copy was also attached to the agenda and displayed on TV.

Scott Egstad, CPA of Scott Egstad and Company, was present to answer any questions.

The audit was delivered to the Santa Rosa County School District by the August 15, 2019 deadline thanks to Scott and Director of Finance, Lori Boughner's, diligence. Brian reported all in all this was a clean audit.

Noted on page 3, there was an increase in Net Assets of \$56,812.

Under Expenditures on page 3, Depreciation was \$18,411.

Also on page 3, under Revenues, note Contributions totaling \$77,944.

This total includes in-kind donations and contributions of \$9,487; and support from Capstone Adaptive Learning and Therapy Centers of \$68,457.

Note 3 on page 5-4, "Due from Capstone Academy Milton", shows a pay back of \$11,568 to Capstone Academy Pensacola to cover operating expenses for Capstone Academy Milton from January 2010.

Santa Rosa County School District understands Capstone gives its financial support to Capstone Academy, thus ending the fiscal year of 2018/2019 in the black.

Scott Egstad, CPA of Scott Egstad and Company, stated it was remarkable comparing last year's audit to this year and seeing the difference and how far the school has progressed.

A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the Fiscal Year 2018/2019 Annual Audit as presented. All were in favor and the ***motion passed.***

**CHAIR'S REPORT:**

**Contract Renewal – ACTION ITEM**

The Santa Rosa County School Board approved the renewal of our contract, effective July 1, 2019 through June 30, 2024.

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Board members received a copy of the contract via email. Several copies were available on the table.

The contract was modeled on a Department of Education template and Capstone Academy Pensacola's agreement.

A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the contract renewal as presented. All were in favor and the ***motion passed.***

**Public Meetings – ACTION ITEM**

Randy stated per Florida Statutes, charter schools must hold two public meetings during the school year. The meetings must be noticed, open, and accessible to the public and attendees.

Dates for the meetings are Friday, October 18, 2019 and Friday, March 6, 2020. The meetings begin at 9:30 AM. Dates and times were displayed on TV.

Both meetings will be held at the school, 5308 Stewart Street, Milton.

A motion was made by Alicia Ahern, seconded by Brian Bell, to approve the Public Meetings as presented. All were in favor and the ***motion passed.***

**Mental Health Assistance – ACTION ITEM**

As part of Senate Bill 7030 (SB 7030), all schools are required to provide mental health assistance to students.

A copy of the signed memo to the School District that Capstone Academy will “opt-in” with their 2019/2020 Mental Health Assistance Allocation Plan was displayed on TV. The District has not reported what the school's allocation will be..

A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the 2019/2020 Mental Health Assistance Allocation Plan as presented. All were in favor and the ***motion passed.***

**Campus Security Officer – ACTION ITEM**

Randy stated another requirement of SB 7030 is the presence of a Campus Security Office (CSO) on school campuses.

A copy of written confirmation from the School District that the school will have City of Milton Police on campus, with the School District paying the CSO was attached to the agenda and displayed on TV.

The School District will withhold our state allocation of \$637.

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A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the Campus Security Option 2 Plan as presented. All were in favor and the ***motion passed.***

**Active Shooter – ACTION ITEM**

Randy mentioned on Tuesday, August 13, 2019 Santa Rosa County School Board approved an Active Assailant/Hostage Emergency Response Plan for county schools. A copy of the plan was attached to the agenda. The board also needs to approve as required by SB 7030.

A motion was made by Brian Bell, seconded by Alicia Ahern, to approve the Active Assailant / Hostage Emergency Response Plan as presented. All were in favor and the ***motion passed.***

**Physical Security**

The main school entrance door will be replaced in the next several weeks by A.E. New, the door had to be re-ordered due to an incorrect measurement. The school may get a metal door with impact-rated glass and keypad entry for the front entrance facing Stewart Street. A new quote was requested from A.E. New so that the project might be paid with Capital Outlay and Educational Securities Grant monies.

Other options being considered are a “Ring” doorbell system so staff can see who is at the door at all times vs. a camera system other district schools are using.

A set of upgraded walkie-talkies were ordered for each classroom for every day and emergency communications.

**Employee Raises**

Five (5) teachers and staff will receive raises, effective August 6. Some have not received an increase in salary for five (5) years.

**PRESIDENT/CEO’S REPORT:**

**Enrollment**

Dr. Sherry A. White, President/CEO, reported there were a total of 48 students enrolled this month. Last year at this time there were 81 children enrolled. The big decrease in numbers was due to removing children from the therapy rolls who had not received services for many months.

ESE Pre-K has eight (8) students, nine (9) students are enrolled in VPK, and Our Time after school program has 19 children.

There are a total of 22 children in speech, physical, and occupational therapies. Some children receive more than one service or therapy.

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To boost enrollment we continue to post our flyers at businesses, organizations, offices, etc. around the community; including Escambia County and putting “now enrolling” yard signs, flags, and banners out each day.

The school has been checking in weekly with our liaisons on the referrals and evaluations coming in from Child Find. Claire has been assured time and time again that we will have students coming to us.

Also, regular contact has been made with Lisa Templeton, Pre-K Facilitator for the School District, to send us referrals for students.

**Safety Trainings**

Claire Errington, Principal, attended the Santa Rosa County School District’s “Surviving an Active Threat” on July 19 and Escambia County School District’s Safety Summit on July 23 at Washington High School. She shared the information with teachers, therapists, and staff. A copy of the agenda was displayed on TV.

**Children’s Activities**

Claire reported Water Days are held each Wednesday. The children love “water day”. The students had a Popsicle party to celebrate July 4, and children dressed in pajamas for a Christmas in July party.

And, last week was the first day of school. Students and staff became familiar with each other and new routines.

Claire passed around a thank you card they received from grateful parents.

**Child’s Story**

The success story this month features five (5) year old Reece Meadows, a recent graduate of Mrs. Tanja’s VPK class. Reece was also a member of the afternoon Our Time class. Reece came to CAM from another child care facility due to behavior concerns. When he first started in Our Time, Reece had a very difficult time using his “listening ears” and keeping his hands to himself. He would also occasionally flee the classroom into the adjoining room.

Reece appeared to get bored easily and had a short attention span with simple tasks. This boredom often led to accidents despite being toilet trained for quite some time.

As the year progressed, Reece became more focused on his classwork during the school day. He was also able to get a referral to a local pediatrician specializing in behavior (Dr. Wolff) who worked with him on his diagnosis of ADHD. Reece learned how to control his behavior and not display negative behaviors when things didn’t go his way. Now that Reece is better able to focus, toileting accidents have become much less common.

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Reece's VPK assessments have improved dramatically this year. By the final assessment period, he was scoring in the "exceeding expectations" category in most of the testing sections.

Reece also became one of our "leading nap time stars" during rest time following lunch period. This meant he would either sleep and/or rest during the entire rest period, earning him stars on our Star Chart. After earning 10 stars at a time, he would earn a prize from the Treasure Tree; prizes are given for other "good choices" made in class. Reece has enjoyed being a class helper and one of the "big kids" in his class.

We will miss him dearly, but we were so glad to have been blessed with the chance to work with this sweet young man!

**OTHER BUSINESS: Next Meeting: October 15, 2019 at 12:00 PM, 2912 North E Street**

**ADJOURNMENT:**

A motion was made by Brian Bell, seconded by Alicia Ahern, to adjourn the meeting. All were in favor and the *motion passed*.