

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

September 21, 2021

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Members Present:

Brad Huggins (Phone)
Brian Bell (Phone)
Randy Bricker
Lorie Howerton

Members Not Present:

Jamel Arrington
Norman Smith

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

Guests:

Whitney Bruner, Durst & Jordan, CPA
Kasey Simmons, Durst & Jordan, CPA

PROCEEDINGS

CALL TO ORDER

The September 21, 2021 meeting of the Capstone Academy Pensacola Board of Directors was called to order at 11:12 AM by Brad Huggins, Chairman. The meeting was held in the Conference Room at Capstone Adaptive Learning and Therapy Centers, Inc., 2912 North E Street.

APPROVAL OF MINUTES – ACTION ITEM

Brad Huggins, Chair, stated everyone received a copy of the June 15, 2021 Board meeting minutes last week via email. A motion was made by Brian Bell, seconded by Randy Bricker, to approve the minutes as presented. All were in favor and the ***motion passed.***

TREASURER'S REPORT

Brian Bell Secretary/Treasurer gave the Treasurer's report.

May 2021 Income Statement

May 2021 financials were a negative (\$8,459.62); Year to Date was a negative (\$17,438.28).

June 2021 Income Statement

June was the last month of the 2020/2021 fiscal year.

June 2021 financials were a positive \$67.24; Year to Date was a negative (\$17,372.04).

The Year to Date amount is prior to our end of year and audit adjustments.

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July 2021 Income Statement

July was the first month of the 2021/2022 fiscal year, the monthly and Year to Date financials are both a negative (\$13,250.09).

Aged receivables were \$54,775.48 outstanding with \$19,275.47 over 90 days.

August 2021 Income Statement

August was a positive \$73,179.06; Year to Date was a positive \$60,118.16.

The FEFP (Florida Education Finance Program Revenue) is based on the first FTE count of the 2021-2022 school year.

Other Miscellaneous Income is Capstone Academy's portion of the PPP loan forgiveness (notes payable was removed from the balance sheet).

Fiscal Year 2020/2021 Annual Audit: – ACTION ITEM

A copy of the Fiscal Year 2020/2021 Annual Audit was attached to the agenda and displayed on the TV. A copy was sent via email with notice of the meeting.

Whitney Bruner, Durst & Jordan, CPA, briefly reviewed the audit for the board. This was an **action item** and required a vote.

All in all this was a clean audit. There were no major findings.

Please note on page 4, we ended the year (\$572) in the red.

Also on page 4, under Revenues, please note Contributions totaled \$105,201.

On page 3, Current Liabilities totaling \$91,688 is the Small Business Association loan (CARES Act) for Paycheck Protection Program for payroll expenses. The PPP loan was forgiven on August 5, 2021. Since the forgiveness was granted in the 2021/2022 fiscal year the income will be recognized on next year's audit.

A copy of the representation letter from Durst Jordan stating this is a clean audit was also attached to the agenda, and each party, Durst Jordan, CPA PA and Capstone Adaptive Learning and Therapy Centers, Inc. have, to the best of our knowledge, acted responsibly in regards to the 2020/2021 annual audit for Capstone Academy.

The amount to conduct the audit was \$4,500.

A motion was made by Brian Bell, seconded by Randy Bricker, to approve the Fiscal Year 2020/2021 Annual Audit as presented. All were in favor and the ***motion passed***.

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CHAIR'S REPORT:

Mental Health Assistance – ACTION ITEM

Brad Huggins, Chair, reported since the Stoneman Douglas High School shooting in 2018, all schools are required to provide mental health assistance to students, per Florida Statutes.

Capstone is required to develop a mental health plan of our own to include mental health professionals OR we may “opt-in” to the School District’s plan.

We chose to opt-in with the School District’s plan as our students do not pose the same threat as older students with mental health issues.

It also allows Capstone to utilize the services of the School District’s professionals and counselors if the need arises.

A copy of the signed memo to the School District that we will “opt-in” with the School District’s 2021/2022 Mental Health Assistance Allocation Plan was displayed on the TV.

This was an **action item** and required a vote.

A motion was made by Brian Bell, seconded by Randy Bricker, to approve the 2021/2022 Mental Health Assistance Allocation Plan as presented. All were in favor and the ***motion passed***.

Instructional Continuity Plan

Brad stated the need to submit an Instructional Continuity Plan (ICP) to the School District for them to forward with their plan to the Florida Department of Education.

This is a new plan. The ICP details processes and procedures for the continuation of all educational operations during periods of disruption of in-person learning such as the COVID-19 pandemic.

The plan covers academics, technology, operations, and communications.

A copy of the plan to be submitted to the District was attached to the agenda.

A motion was made by Randy Bricker, seconded by Brian Bell, to approve the Instructional Continuity Plan as presented. All were in favor and the ***motion passed***.

Public Meetings – ACTION ITEM

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.

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Dates for the meetings are Friday, October 22, 2021 and Friday, March 11, 2022. The meetings begin at 9:00 AM.

Both meetings will be held at the school, 4901 West Fairfield Drive, Pensacola.

This was an **action item** and required a vote.

A motion was made by Lorie Howerton, seconded by Randy Bricker, to approve the Public Meeting dates as presented. All were in favor and the ***motion passed***.

School Resource Officer

Brad reported Kyle Kinser, the coordinator of protection services with the Escambia County School District informed Capstone Academy in July that a school resource officer would no longer be required at the school.

Since Capstone Academy only serves ESE Pre-K students and no other grade levels K-12, under Florida Statute 1006.12, Capstone is exempt from this requirement.

This exemption will save the school approximately \$25,000 annually.

PRESIDENT/CEO'S REPORT:

Enrollment

Dr. Sherry A. White – President/CEO reported there were a total of 56 students enrolled. Last year at this time there were 60 children enrolled.

ESE Pre-K had 22 students and Our Time after school program had 10 children enrolled.

All ESE Pre-K students receive therapies, some receive multiple therapies/services.

There are a total of 30 children receiving speech, physical, and/or occupational therapies in our outpatient clinic.

Aileen Ilano, Principal, stated the ESE Pre-K enrollment for FTE is projected at 30 students, there are 22 already enrolled.

OTHER BUSINESS: Next Meeting: October 19, 2021 at 11:30 AM, 2912 N. E St.

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ADJOURNMENT:

A motion was made by Randy Bricker and seconded by Brad Huggins, to adjourn the meeting, all were in favor and the ***motion passed.***

The meeting adjourned at 11:25 AM.