

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

August 18, 2020

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Members Present:

Randy Bricker
Brian Bell
Larry Anderson
Jamel Arrington

Members Not Present:

Brad Huggins
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
Michelle Roberts, Lead Therapist

Guests:

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

PROCEEDINGS

CALL TO ORDER

The August 18, 2020 meeting of the Capstone Academy Pensacola Board of Directors was called to order at 12:05 PM by Randy Bricker, Chairman. The meeting was held in the Adult Day Training Cafeteria at Capstone Adaptive Learning and Therapy Centers, Inc., 2912 North E Street.

WELCOME GUESTS

Randy welcomed Josh Durst, Whitney Bruner, and Kasey Simmons with Durst Jordan, CPA for attending the meeting to answer any questions about Capstone Academy's annual audit.

Randy also welcomed Michelle Roberts, Lead Therapist and Speech Language Pathologist.

APPROVAL OF MINUTES – ACTION ITEM

Randy Bricker, Chair, stated everyone received a copy of the June 16, 2020 Board meeting minutes last week via email. A motion was made by Brian Bell, seconded by Larry Anderson, to approve the minutes as presented. All were in favor and the ***motion passed.***

TREASURER'S REPORT

Brian Bell gave the Treasurer's report.

June 2020 Income Statement

June was the last month of the 2019/2020 fiscal year.

June 2020 financials were a positive \$19,063.88; Year to Date was a negative (\$78,250.13).

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

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July 2020 Income Statement

July 2020 financials, this was the first month of the new fiscal year; both July and Year to Date are a positive \$1,477.06.

Fiscal Year 2019/2020 Annual Audit: – ACTION ITEM

A copy of the Fiscal Year 2019/2020 Annual Audit was attached to the agenda. A copy was sent via email last week with notice of the meeting.

The audit was delivered to the Escambia County School District prior to the August 14, 2020 deadline, thanks to Josh Durst and Whitney Bruner of Durst Jordan, CPA, and Director of Finance, Lori Boughner's, diligence.

This was an action item and required a vote.

Brian stated all in all this was a clean audit.

Brian noted on page 4, we ended the year (\$36,174) in the red.

Under Expenditures on page 4, Depreciation was \$29,149.

Also on page 4, under Revenues, please note Contributions totaled \$73,492. This total includes in-kind donations of \$9,981.

On page 5, Notes Payable totaling \$91,688 is the Small Business Association loan (CARES Act) for Paycheck Protection Program for payroll expenses.

If forgiven in 2020/2021, the Notes Payable will be removed and the income will be recognized. Josh and Whitney are working with us to hopefully have this loan forgiven.

Note 2 on page 8, "Due from Capstone Academy Milton", an advance of funds in January 2010 to open the school. No payments were made to Capstone Academy Pensacola for year ending June 30, 2020; \$64,705 is still owed.

Support from Capstone Adaptive Learning and Therapy Centers totals \$44,694; see Appendix A.

Escambia County School District understands Capstone Adaptive Learning and Therapy Centers gives its financial support to Capstone Academy.

Also attached to the agenda was a copy of the representation letter to Durst Jordan stating this was a clean audit 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 2019/2020 annual audit for Capstone Academy.

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

A motion was made by Larry Anderson, seconded by Jamel Arrington, to approve the Fiscal Year 2019/2020 Annual Audit as presented. All were in favor and the ***motion passed.***

Teacher Pay Raises

Brian reported House Bill 641 was approved by Governor DeSantis to provide teacher pay raises.

A copy of the purchase order from the School District indicating \$5,361 for teacher salary increases was attached to the agenda. The increase is based on Capstone Academy's share of funds to operate the school.

The school is working with the School District finance department on specifics of the increase. Typically funds are dispersed throughout the year. There are four (4) teachers who qualify.

CARES Act/ESSER Funding

Capstone will receive \$4,205 via CARES Act/ESSER (Elementary and Secondary Schools Emergency Relief) funds through the School District.

A copy of the memo from the School District and chart of allocations for Escambia County charter schools was attached to the agenda.

Some allowable expenditures include training and supplies for sanitization, purchasing technology (computers and software) for remote learning, and after school programs for children with disabilities.

Capital Outlay Report

Our annual report was submitted to the Florida Department of Education on June 19. A copy of the Capital Outlay report was displayed on the screen.

This report confirms the school received Capital Outlay funding, we have been operating for more than two (2) years, have satisfactory student achievement, etc.

We have not received notice of how much the allotment of capital outlay funds will be for this school year. Last year the school received \$17,376.

A list of what the funds may be used for by the school was displayed on the screen.

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CHAIR'S REPORT

Return to School Plan – ACTION ITEM

Randy Bricker, Chair, reported a copy of our letter to the School District that we are adopting their return to school plan for the 2020/2021 school year was displayed on the screen. This was an action item and required a vote.

Parents have the option to send their children to traditional school, remote learning (video learning facilitated by a Capstone Academy Teacher), or virtual school (Escambia County School District run/managed online learning). There were five (5) students (25%) signed up for remote learning and 17 or 75% who want face-to-face (traditional) learning.

A motion was made by Brian Bell, seconded by Larry Anderson, to approve the Return to School Plan as presented. All were in favor and the ***motion passed.***

Mental Health Assistance – ACTION ITEM

Since the Stoneman Douglas High School shooting in 2018, all schools are required to provide mental health assistance to students, per Florida Statutes.

Capstone Academy Pensacola was 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.

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

It also allows the school 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 2020/2021 Mental Health Assistance Allocation Plan was displayed on the screen.

This was an action item and required a vote.

A motion was made by Larry Anderson, seconded by Brian Bell, to approve the opting in to the School District’s 2020/2021 Mental Health Assistance Allocation Plan as presented. All were in favor and the ***motion passed.***

Behavioral Threat Assessment – ACTION ITEM

Randy stated this item was an action item and required a vote. This item is also a result of the Stoneman Douglas High School shooting.

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A copy of a memo from the School District stating Capstone Academy is in the process of complying with all policies and procedures regarding Behavioral Threat Assessment was displayed on the screen.

Also, a copy of our letter that we have adopted the Comprehensive School Threat Assessment Guidelines was displayed on the screen.

Simply put, the school agreed to adopt threat assessment guidelines, appoint a behavioral threat assessment committee, and submit the plan to the School District.

The school used the School District's plan as a model and our "committee" attended a six (6) hour remote training facilitated by the School District.

Members of the committees are to remain confidential.

A motion was made by Brian Bell, seconded by Jamel Arrington, to approve the Behavioral Threat Assessment as presented. All were in favor and the ***motion passed.***

School Calendars – ACTION ITEM

Randy noted a revised copy of the 2020/2021 ESE Pre-K calendar was attached to the agenda and displayed on the screen. A copy was also sent with the meeting notice. This was an action item and required a vote.

Due to the COVID-19 pandemic, the school start date was moved to August 24. The original start date was August 10.

Most teacher planning days are now regular school days.

The last day of school is June 2, 2021 instead of May 28.

The calendar indicates school days, holidays, and breaks.

A motion was made by Brian Bell, seconded by Larry Anderson, to approve the 2020/2021 ESE Pre-K calendar 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.

Kerri Coots, Director of Alternative Education, was asked if the school would be required to hold the meetings due to no visitors allowed on school property.

She said they have not received a waiver for this requirement and to schedule the meetings.

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Dates for the meetings are Friday, December 4, 2020 and Friday, March 5, 2021. The meetings begin at 9:30 AM.

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

If the rule stands, and if we have any visitors, we will answer their questions outside the building.

This is an action item and required a vote.

A motion was made by Brian Bell, seconded by Larry Anderson, to approve the 2020/2021 Public Meetings as presented. All were in favor and the ***motion passed.***

School Resource Officer

Randy said Capstone Academy Pensacola will be assigned a School Resource Officer (SRO) again this year by the School District. This is mandatory per Florida Statute following the Stoneman Douglas High School shooting.

All schools are to have a school resource officer (SRO) on campus “bell to bell” (during school hours).

Since the school does not have their own SRO on staff, the School District assists us with having one available. It is a budgeted item at \$35 an hour for 4.75 hours a day for 177 days, or nearly \$30,000 a year. This past fiscal year the school paid nearly \$14,000 annualized to the School District for this service.

The budget “underage” was the result of being closed part of the school year (April and part of May) and remote learning in May and June due to COVID-19, thus no children on campus for three (3) months.

Florida Department of Agriculture

Florida Dept. of Agriculture inspected the school for food safety on July 8.

The school was in compliance in all areas of sanitation, food handling, pest control, etc. A copy of the inspection form was displayed on the screen.

PRESIDENT/CEO’S REPORT

Dr. White, President/CEO gave the enrollment report.

Enrollment

There are a total of 60 students enrolled. Last year at this time there were 86 children enrolled.

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ESE Pre-K has 22 students and Our Time after school program has 11 children enrolled.

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

There were a total of 37 children receiving speech, physical, and/or occupational therapies in our outpatient clinic. Another 34 children were on the waitlist for therapy services.

Portable Update

Dr. White stated the parking/retention pond project plan for the portable classrooms was redesigned and will be resubmitted to Escambia County Development Review Committee for approval.

The contractor, David Neal, knows there aren't funds available to move forward on this project; however, he wants to get this part of the process finished so the project can be completed when funds are available.

A copy of the application giving Gary Bishop, engineer, authority to act on our behalf to submit paperwork and present the plan before the Escambia County Development Review Committee was displayed on the screen.

Inventory Assets

Aileen Ilano, Principal, reported a copy of the Final Disposition of Missing Inventory Assets Report of physical inventory for 2019/2020 at Capstone Academy from the School District was displayed on the screen. There were no items missing.

COVID-19 Updates

Aileen stated Capstone will participate in the School District's return to school plan.

To date there were five (5) parents wanting remote learning and 17 parents who wished to have traditional school or face-to-face learning.

Teacher planning is currently ongoing for the week, so plans are being finalized to accommodate the students and their families.

Families may change the mode of learning at the nine (9) week break.

Due to low enrollment for Voluntary Pre-Kindergarten, VPK is being put on hold and not offered this school year.

Children's Activities

Aileen noted over the summer, those children who attended Our Time summer school enjoyed lots of time outdoors and playing in the water with proper social distancing.

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Child's Story

David "Trey" Thomas, III, is a happy, playful, energetic young boy who is extremely eager and ready to learn. He came to Capstone Academy at the beginning of the 2019-2020 school year at the age of three (3).

Trey is educationally diagnosed with Autism Spectrum Disorder and has challenges with academic and social skills; and expressive and receptive language.

When first starting at Capstone Academy, his primary mode of communication was gesturing and he used only one to two words to make requests. He had limited verbal skills for his age, limited expressive vocabulary, and trouble following directions appropriately.

Trey would also become easily frustrated as he was unable to communicate effectively and functionally. He also struggled with transitioning between various activities throughout the school day and would often cry and scream in protest.

At the end of his first year, Trey made wonderful progress with his academic and speech therapy goals and developed into a beam of light.

He enjoys school and interacts with his teachers and peers with a bright smile and animated personality.

He now transitions smoothly between activities with the aid of visual schedules and follows his daily routine with ease.

Trey can identify all his colors, shapes, can count to 20, and is starting to write his name with a little help. He especially loves to sing and dance; he leads his class in songs and dances during Circle Time and Music and Movement activities.

He is now able to initiate communication with adults and peers, greatly increasing his vocabulary, and independently using whole phrases and short sentences to express his wants and needs.

He is always happy and overjoyed to participate in structured activities. Trey is beginning to appropriately take turns with peers and adults during play.

With the recent pandemic and school closures, Trey's Capstone Academy team worked hard at reaching all of his needs through remote learning.

With this new style of learning, his teachers, therapists, and family worked diligently to make sure the provided activities were fully implemented at home to reach his goals. It was a success!

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Overall, since Trey is a part of our Capstone Academy family, he has grown into such a radiant, happy boy, who loves to learn, loves school, and is eagerly increasing his communication skills.

OTHER BUSINESS: Next Meeting: October 20, 2020 at 12:30 PM, 2912 N. E St.

ADJOURNMENT: