

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

February 18, 2020

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Members Present:

Randy Bricker
Larry Anderson
Brad Huggins
Robert Underwood

Members Not Present:

Jamel Arrington
Brian Bell

Staff Present:

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

PROCEEDINGS

CALL TO ORDER

The February 18, 2020 meeting of the Capstone Academy Pensacola Board of Directors was called to order at 12:30 PM. 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

Randy Bricker, Chair stated everyone received a copy of the December 17, 2019 Board meeting minutes last week via email. A motion was made by Brad Huggins, seconded by Robert Underwood, to approve the minutes as presented. All were in favor and the *motion passed*.

TREASURER'S REPORT

Brad Huggins, Vice-chair gave the Treasurer's report in Brian Bell's absence.

November 2019 Income Statement

November 2019 financials were a negative (\$15,568.52); Year to Date was a negative (\$40,670.99).

December 2019 Income Statement

December 2019 financials were a negative (\$10,772.19); Year to Date was a negative (\$51,443.18).

January 2020 Income Statement

January 2020 financials were a negative (\$8,748.19); Year to Date was a negative (\$60,191.37).

The deficits are due to outstanding therapy billing and renovations for security and security officer at the school.

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Lacresia Powell, Children's Services Liaison, stated she is working with Kyle Kisner who is the manager over school security to determine if it is possible to have the amount that is billed to Capstone Academy each month for a security officer, decreased.

Annual Audit Request for Proposal

Scott Egstad, Scott Egstad and Company, CPAs, has notified Capstone Academy Milton he would no longer conduct our annual audit due to downsizing his company. A copy of his letter was displayed on TV.

As a charter school, Florida Statute has a process for us to follow for selecting an audit firm to conduct our annual audit. The State requires schools to use certified public accountants.

The process includes posting a legal notice of requested proposals in a local newspaper. Capstone will also send letters to CPA firms who requested notification each time we solicit quotes.

There are no provisions in statute that limits the contract period for services. The contract period and renewal conditions are established in a written contract between the school and audit firm. On April 16, 2013 the Board selected Scott Egstad and Company to conduct the audit. They have provided our annual audits since then. We have been pleased with their service.

The audit must be completed in 45 days after the end of the fiscal year of June 30 and sent to the school district.

Staff will have the proposals ready for this Board to make a selection by April. Since this board will not meet on for its regular scheduled meeting in April.

The board chose Brian Bell, Treasurer, to make the final selection from the RFP's in lieu of holding a special meeting of the Executive Committee.

A motion was made by Brad Huggins, seconded by Larry Anderson, to approve the treasurer to choose a CPA firm to conduct the school's audit as presented. (RFP's and public notices to go out the week of February 24, 2020). All were in favor and the ***motion passed.***

CHAIR'S REPORT

School Calendars – ACTION ITEM

Randy stated attached to the agenda and displayed on TV is a copy of the 2020/2021 ESE Pre-K calendar. A copy was also sent to the board with the meeting notice. The calendar indicates school days, holidays, and breaks. This was an **ACTION ITEM** and required a vote.

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A motion was made by Brad Huggins, seconded by Robbie Underwood, to approve the 2020/2021 ESE Pre-K calendar as presented. All were in favor and the ***motion passed***.

Board Governance Training

Randy reported Jamel Arrington, At-Large, completed his initial governance training. A copy of his certificate was displayed on TV.

Brian Bell, Secretary/Treasurer, completed his board governance refresher training. A copy of his certificate of completion was displayed on TV.

The training was provided by Florida Consortium of Public Charter Schools (FCPCS).

To be in compliance with Rule 6A – 6.0784 Florida State Board of Education, every charter school governing board member is required to take an initial four (4) hour training and then a two (2) hour refresher course every three (3) years. Training must be completed within 90 days of appointment to the board.

Background Screening

Randy stated new charter school board members are to have a background screening completed when they join the charter school board and a re-screening completed every five (5) years.

Florida Statutes, 1012.32 (2) (b), says fingerprints must be done by “...a law enforcement agency or an employee of the school district who is trained to make fingerprints”. A copy of the statute was displayed on TV.

Jamel and Brian completed their fingerprint requirements recently. Capstone pays to have their finger prints done. The cost is \$84.99 a person.

Accountability Report

Capstone Academy Pensacola is required by the Florida Department of Education to submit an Annual Accountability Report via the Escambia County School District.

Copies of the 2018/2019 report were available for the board to review on the table. A copy was also displayed on TV.

This is an Internet-based report and contains information about staff, governance, polices, services, etc. Capstone Academy Pensacola was noted to be in compliance.

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PRESIDENT/CEO'S REPORT

Enrollment

Dr. Sherry A. White, President/CEO reported on enrollment. There were a total of 104 students enrolled. Last year at this time there were 110 children enrolled.

ESE Pre-K had 31 students, 10 students attended VPK, and Our Time after school program had 16 children enrolled.

There were a total of 47 children receiving speech, physical, and/or occupational therapies at our outpatient clinic. All ESE Pre-K students receive therapies, some receive multiple therapies/services.

Children's Activities

FSU Students Visit

Aileen Ilano, Principal, reported Florida State University future physicians, Kaitlyn, Rachel, and Olivia visited the school.

Aileen said she does her best to ensure visitors are comfortable with our students, and they didn't hesitate to get in there and play with the kids, 100%.

Rachel used her pediatric experience to drive her questions. She even made the comment that Capstone Academy should be part of the pediatric rotation.

Michelle (speech therapist), Niki (occupational therapist), and Aileen took the time to inform them of current needs for our students and clients and all three seemed receptive to all our areas of expertise (Speech Therapy, Occupational Therapy, Education/Parent of special needs) and understanding why early intervention is so important.

Dentist Visit

Donna Dearman, dental hygienist from Dr. Laura McAuley's office visited to teach students about proper brushing and flossing techniques and tooth decay prevention.

School Choice Week

Capstone Academy Pensacola participated in National School Choice Week. Families were given coloring sheets and scarves.

The school thanked the families for selecting Capstone Academy for their ESE Pre-K and VPK needs.

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Community Helpers

The Mounted Police Unit, fire department, and a Navy Pilot came to educate the students about their role in the community. One of the fire fighters is a VPK parent.

Valentine's Day

Students wrapped up the week with love, kindness and sweet treats. Students made and exchanged valentines.

Child's Story

Carter Nelson was staffed over the summer to begin ESE Pre K this school year. He showed concerns of autism as he was delayed in speech/communication and social skills.

The team agreed that he was best served under the DD (developmentally delayed program) as this was his first school experience.

Carter had a few words when he began school, and he had some issues with separating from his family and changes in routine.

By January, Carter had exploded with language, and was imitating 4-5 word sentences.

With the consistency and routine of the school environment, as well as language therapy and daily social skills instruction, Carter is on his way to a VPK classroom next school year.

OTHER BUSINESS: Next Meeting: June 16, 2020 at 12:30 PM, 2912 North E Street

ADJOURNMENT: Motion to adjourn