Charter School Board of Directors Meeting  
November 7, 2019 – Minutes

Charter Board Members In attendance: Elizabeth Schmude, Alexandra Kotsikas, Traci Glodery, Troy Techau (proxy), Elizabeth Derilus, Sean Lyles

Staff in Attendance:  
Dr. Ilene Wilkins, Rosina Padilla, Steve Judy, Tony Rodriguez, Ken Jacobs, Jeff Higgins

Guest in Attendance:  
Stephen Hibbard, Tracy S. Fair, Houda Marchani, Tina Menegat, Yvonne Ilasi, Mary Reedy, Venkata Paturi

1. Meeting was called to order at 6:04 pm by Dr. Ilene Wilkins.
   Introductions were made from all present.

2. Facility Updates – Tony Rodriguez, Director of Facilities made a presentation of all Schools facilities updates for the month of June – August 2019.

3. Update on School Safety – Provided to all present by Jeff Higgins, Director of Assessment & Accountability

4. Approval of prior Charter School Board meeting’s minutes –
   a) Minutes for meeting of September 19, 2019 - were approved at 6:30 pm, Motion by Sean Lyles, second by Alexandra Kotsikas. Motion Passed.

5. Instructional Updates – We have added I-Ready Math curriculum to all schools and social studies. We are currently holding meetings to assess and review individual students progress; these meetings are held with the education team and include Therapy leadership, our staff psychologist, and different staff that works with the individual students. The meetings support identifying the student’s needs, updates to IEP’s, assessing reading and math levels of the individual student. These meetings were held
last year and due to the great results and positive feedback from Teachers and families we are holding them again this year.

6. Upcoming Agency Events/Updates:
   a) UCP Poker Event – March 27th, 2020
   b) UCP Evening at The Palace Gala – March 28th, 2020

7. Finance Updates – Consortium Wide
   a) OCPS FTE Reimbursement Update – Orange County has now resolved the issue with the late reimbursements, we will receive payments throughout the year. UCP Charter school revenue is not as projected, we have met with Principals and currently have a plan to improve revenue. UCP Osceola and the Downtown/BETA campus revenue is above annual budget projection.

8. Staffing/Personnel Updates
   a) Teacher Recruitment – Continues to be a challenge. A program in cohort format has been formed with the partnership of Valencia College and UCF, this program will help paras become teachers. The program is funded through a grant from Universal Orlando Foundation. The program is divided in three categories and depending on staff current education level, 1) Staff with some college credits, 2) Staff with an Associate Degree, and, 3) Staff that have a bachelor’s degree. UCP education team continues to support individual teachers with certifications training and to ensure meeting proper and timely submissions to the State of Florida to complete required certifications. The education team has brainstormed some ideas to support retention, and one of the ideas is to make Wednesdays a half day, this will support Teachers to have additional time for completion and updates to students IEP’s, curriculum planning and additional paperwork requirements. Teachers Assistants will be providing supervision for the students in aftercare on Wednesdays. *Board members input requested at meeting.*

9. Legislative Issues
   i) HB7069 Lawsuit – This lawsuit is still pending an outcome.
   ii) Certified Match Medicaid Billing/Proposed Legislative Language – We are now receiving reimbursement for treatments provided.
10. Enrollment Updates – The school enrollments varies by campus, some of the schools are meeting their projected budget enrollment and are above projected enrollment, some of our schools continue to work on increasing the enrollment, the challenge continues to be the Kindergarten through 5th grade level.

11. Mental Health Updates – We have received a grant from Orange County (Government) for social skills studies for our students. We have grant funded clinical counselors’ positions in Orange County (we are under the mental health plan at District for Osceola/Seminole).

12. Legal/State Complaint Updates – The Pre-K inclusion issue is still in process. The DOE did send a Determination letter confirming that inclusion education in the Pre-K classroom is in fact allowed and beneficial for all students. OCPS is still requesting additional info about the expense allocation.

13. UCP East Orange @ (BCA) Charter School
   a) General Update – Update by Dr. Wilkins and Steve Judy -
      i) Amendment Update/New Charter Application – New charter application is in the process of being updated for the February 1, 2020 deadline.
      ii) 21st CCLC Award – UCP EO @ Bailes Community Academy has now received the 21st Century grant, this is a great aftercare program for our students. BCA also held a Trick or Trunk on October 25th, Staff and students worked on a Haunted House and different activities. The event was a success and had a good participation from staff, students and families, BCA also held first field trip to the Orlando Shakespeare Theater. All second and third grades from all UCP schools attended a field trip at the Orlando Rep Theater.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved.
14. UCP East Orange @ (BECA) –
   a) General Update – Update by Dr. Wilkins – UCP EO @ Bailes Early Childhood Academy now has a new Assistant Principal. The school also had different Fall activities for the students.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved

15. UCP Downtown/BETA Charter School -
   a) General Update – Update by Dr. Wilkins - UCP Downtown/BETA campus has now hired a new Assistant Principal that will be starting in January 2020.
      Update by Elizabeth Derilus – The school Principal has sent home a parent event calendar, positive feedback from parents because it helps plan beforehand.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved

16. UCP Osceola Charter School –
   a) General Update – Update by Traci Glodery - The leadership team of the Osceola campus and Osceola representing board members had a walkthrough with the new UCP Chief Operations Officer, Ken Jacobs, walkthrough will support with
improvements and upgrades to the UCP Osceola Campus. PTO for the school is now complete, with a President, Treasurer and Secretary in place. The school held a raffle for fundraising and is working on a Polar Express activity for the Holidays.

b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.

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17. UCP Pine Hills Charter School
   a) General Update – Update by Tracy Fair - The Pine Hills Campus has completed all paperwork for the PTO. Preparing Holiday activities including a Thanksgiving Day Baskets for families. Positive Note: Parent Involvement has increased significantly.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved

18. UCP Seminole Charter School -
   a) General Update – Update by Alexandra Kotsikas – Seminole campus is preparing for the Holidays with activities for the students and families. The school also held a Fall festival.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved

19. Transitional Learning Academy (TLA) Charter School -
   a) General Update – Update by Tina Menegat – The school looks great and clean. Staff and students are enjoying the extra space and classrooms.
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 – 11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved

20. UCP West Orange Charter School –
   a) General Update – Update by Houda Marchani – The school is having an Anti-bullying program. The Playground has been upgraded and looks great. Summit Church held a Trunk and Treat for the students. The school had a costume sale. The school also held a great event with community leaders and parents sharing about their careers with the students, excellent event and students enjoyed the interaction and presentations.
      Dr. Wilkins updated the Board about new land in negotiation stage for the UCP West Orange Campus new building expansion -
   b) Financial Update - Financials for September 2019 were discussed with Charter Board members, questions answered by Dr. Wilkins. Motion to Approve financials requested, motion approved by Traci Glodery and second by Alexandra Kotsikas. Motion approved at 6:47 pm.
   c) Staffing Update - Staffing Update – New Hires for the months of 9/1/2019 – 10/30/19 were shared with board members, Staff terminations for the month of 8/15/19 –
11/5/2019 were shared with board members. Staff Updates were approved at 6:56 pm, Motion by Alexandra Kotsikas and second by Traci Glodery. Motion Approved.

21. Compliance Update –
   a) **Governance** – UCP is currently on boarding new charter board members to represent all 8 campuses.

   **Board Resignations** – None


   New Board Members were approved at 7:32 pm, Motion by Traci Glodery and second by Alexandra Kotsikas. Motion Approved.

   **Meeting was adjourned** at 7:52 pm.

   **Minutes prepared by:** Rosina Padilla

   **Minutes Approved by Board on:** January 9th, 2020 at 6:22 pm.